

Report a reservoir incident Part B: final report

Part B (final report) reviews your incident in more detail than Part A (preliminary report). It identifies the cause of the incident, investigations completed and lessons learnt. If you are reporting an incident for the first time, complete Part A (report a reservoir incident) instead.

Complete Part B (final report) within 12 months of the date of this incident and send to the Environment Agency via email at reservoirs.incidents@environment-agency.gov.uk. If you have photographs, you can add them to the email when you send us your form.

About the reservoir

Reservoir Name

Undertaker Name

Date of incident

Date incident declared closed

Date this form completed

About you

Your name

Your position

Your email address

Contact number

Tell us about factors contributing to the incident

Tick all that apply.

Incident Trigger

- None
- Heavy/persistent rain (no flood)
- Flood - within dam's design capability
- Flood - beyond dam design capability
- Flood - upstream reservoir failure
- Drought
- Fire
- Ice or freezing
- Snowfall (snowmelt should be recorded under a flood option above)
- Wind (wave overtopping, wave damage)
- Wind (non-wave impacts)
- Landslide
- Earthquake or seismic activity
- Other

Cause of the incident

Tick all that apply.

Structural factors

- Instability
- Deterioration of materials
- Poor drainage or drainage failure
- Spillway or overflow - blockage
- Failure or damage to gates/ valves
- Failure or damage to pipes or culverts
- Electrical failure
- Mechanical failure
- Telemetry failure
- None
- Other dam factors

External factors

- Damage by animals
- Damage by floating debris
- Damage by vehicles - erosion
- Damage by vehicles - collision
- Damage by trees (tree fall, instability, etc)
- Excessive or damaging vegetation (not trees)

Mining activity

Terrorism

Vandalism (including arson)

None

Other external factors

If you have selected 'other', please explain here

Root cause

Following your incident review, in your own words describe how the incident occurred, and state the root cause.

Select which category your root cause falls under

- Design shortcoming
- Construction shortcoming
- Maintenance shortcoming
- Surveillance shortcoming
- Process/ procedural shortcoming
- None

Tell us about the impacts on the reservoir

Tick all that apply.

- None - near miss
- Deterioration of face protection
- External erosion
- Internal erosion (adjacent to structures)
- Internal erosion (fill deterioration)
- Internal erosion (foundation deterioration)
- Foundation failure
- Spillway or overflow – failure or instability
- Mass movement
- Liquefaction
- Settlement/ deformation (outside normal or expected parameters)
- Failure or damage to pipework
- Failure or damage to valves, gates, penstock
- Failure or damage to tunnel or culvert

Pollution or other environmental impact

Other – description

Human factors

Describe the human factors associated with the incident

This could be what caused or contributed to the event. It could also be what prevented the event worsening or mitigated the impacts.

Incident response

Was instrumentation effective leading up to and during the incident?

Yes

No

Not applicable – no instrumentation

If you answered ‘no’, please provide details

Was the onsite flood plan used?

- Yes
- No
- Not applicable - SRR

Was the onsite flood plan effective?

- Yes
- No
- Not applicable

Are amendments to the flood plan likely to be made because of the response to this incident?

- Yes
- No
- Not applicable

Were the emergency services alerted?

- Yes
- No

If yes, please provide details (eg who, what role they played, did they attend?)

Was there any engagement with, or impacts on, the local population?

- Yes
- No

If yes, please provide details (e.g. evacuation, door knocking)

Investigations carried out

Describe the studies or investigations carried out to find out the cause of the incident and/or the scope of remedial works

Describe the actions that have been taken (or are planned to be taken) to improve the safety of the reservoir.

Lessons learnt

Fill out one lesson per text box, if there are more, please use the free text section on the final sheet for any further elaboration. You do not need to complete all lessons learnt options.

Lesson 1

Lesson 2

Lesson 3

Use this box to add anything extra which you feel is relevant or makes useful learning. You may also add supporting documentation such as photos to your email submitting this form.

If you have photos which you'd like to include, please attach these to your email and tick this box to confirm you are happy to dedicate the work (your photos) to the public domain by waiving all rights to the work worldwide under copyright law. We will be sharing the photos under Creative Commons (CC0) License.

Privacy notice: how we use your personal data

We are the Environment Agency and the Enforcement Authority of the Reservoirs Act 1975. Our personal information charter

(www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

The personal data we collect:

Personal data we process:

- Name of the undertaker(s)
- Name and contact details – telephone number and/or email address of who provides the forms
- Name of any advising qualified civil engineer

We are allowed to process your personal data because article 6(1)(c) of the UK General Data Protection Regulation allows us to process personal data when this is necessary to comply with Regulation 14 (Reservoirs Act 1975: SI 2013/1277). This applies to mandatory reportable incidents. For non-mandatory reportable incidents, article 6(1)(e) of the UK General Data Protection Regulation applies, which allows us to process personal data when this is necessary to perform a task in the public interest. Sharing of incident data and the lessons learned has been identified as a key element in improving reservoir safety through continuous improvement.

What we do with your personal data

Your personal data is held on the Reservoirs Act Compliance & Enforcement System within the applicable reservoir record. We do not share personal data collected from post-incident reporting with anyone else.

How long we keep your personal data

We keep your personal data indefinitely as it forms a historical record.

Where your personal data is processed and stored

We store personal information on the Reservoirs Act Compliance & Enforcement System – RACE. This is supported by SynApps Solutions and held and processed with Atos.

What we do with the incident information you provide

Learning from incidents is a valuable tool for improving reservoir safety. We will share the information you provide us about your incident to the wider reservoir community. The details we will share include:

- Dam type, age and details
- Causes of the incident
- Impacts from the incident

- Description of the incident and response
- Lessons learned

We keep all case studies anonymous when we share this information. We will not share any personal information about you, the undertaker (if different from you) or identifiable details such as location of the site or names.

If you provide photographs to us, we may include these in an online report or via a website. If you provide photographs to us and confirm permission by sending the photographs accompanying this form, we will share the photographs under a CC0 license.

This means that the person who associated a work with this deed has dedicated the work to the public domain by waiving all of their rights to the work worldwide under copyright law, including all related and neighboring rights, to the extent allowed by law. Anyone can copy, modify, distribute and perform the work, even for commercial purposes, without asking permission.

You can find more information on [CC0 licensing online](#).

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

This notice was last updated on 25/02/2025.