**Environmental Incident/Near Miss Report Form**

Filling in this form

* Part A of this form is to be completed and signed by the person reporting the event.
* Once Part A is complete;
	+ Send a copy to the Sustainability Services sustainability@reading.ac.uk (0118 378 6837 – Estates and Facilities Building)
	+ Send a copy of the form to the Head of School/Department of the department involved
	+ Retain a copy for your records.
* Part B is to be completed by Sustainability Service and agreed by person responsible for the corrective and preventative actions.
* Part C is to be completed by Sustainability Services.
* Use BLACK or BLUE pen and write in BLOCK CAPITALS. Or complete a digital copy and return to sustainability@reading.ac.uk.

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| **Ref no:** *(Office use only)* |  |

### Part A – Incident Report (*To be completed by person witnessing or reporting the incident or near miss)*

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| **What is your full name?** |  |
| **What is your job title?** |  |
| **Contact Details? (*Phone Number and email address)*** |  |
| **Were you directly involved in this event? *(Yes or No)*** |  |
| **If no, state capacity in completing this form** |  |
| **On what date did the event occur?** |  |
| **At what time did the event happen?** |  |
| **Location of the event:** |  |
| **What was the nature of the event? *(please circle)***  | [ ] Incident [ ] Near Miss  |
| **What was the nature of the incident?** [ ]  Fire[ ]  Explosion[ ]  Spillage, leakage or uncontrolled discharge of substance[ ]  Spillage of special, hazardous or restricted substances e.g. oil, chemical, paint[ ]  Emission to air of gas, dust, fumes or other pollutants[ ]  Pollution of water courses, surface water drains, foul water sewers[ ]  Contamination of land, flora, fauna[ ]  Damage to archaeology, listed building, local heritage[ ]  Noise, Litter, light, odour, vibration or other nuisance[ ]  Other (Please describe below)  ………………………………………………………………………………………………………………………………………………. |
| **Please describe what happened:** *Give as much detail as you can. For instance, the names of any substance involved, what happened leading up to the event, the part played by any people including third parties, the names of any witnesses, any action taken at the time of the event.* |
| **Your Signature:** | **Date:** |

### Part B – Corrective and Preventative Action *(for completion by area responsible for the incident or near miss in collaboration with Sustainability Services)*

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| **Corrective action/s:** *taken at the time of the incident:*1.2.3. |
| **Date corrective action/s completed:** |  |
| **Name of the person/s responsible for the corrective action/s:** |  |
| **Signature of the person/s responsible for the corrective action/s:** |  |
| **Root cause:** *What was the root cause of the incident? How did it happened and why did it happened?***Preventative action/s:** *To be taken to reduce the risk of the incident reoccurring or the near miss becoming an incident:* |
| **Course of action approved by Sustainability Officer or Sustainability & Energy Manager:***(Print name and Signature)* |  |
| **Agreed date of implementation:** |  |
| **Name and signature of the person/s responsible for the preventative action/s:** |  |

**Part C – Follow up and Verification** – (*To be completed by Sustainability Officer or Sustainability & Energy Manager)*

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| **Verification that corrective actions have been completed and that actions are effective**: |
| **Approved by Sustainability Officer or Sustainability & Energy Manager:***(Print name and Signature)* |  |
| **Date of Closure** |  |