

THE CONTROL OF SPILLAGES

1. INTRODUCTION

1.1 The company shall ensure that emergency plans and procedures are in place to deal with unexpected or accidental spillages, whether they are major or minor.

2. SCOPE

2.1 This procedure defines the framework for preparing for and responding to emergencies involving spillages of substance.

3. REFERENCES AND RELATED DOCUMENTS

3.1 Reference should be made to the following documents: -

- ADEP – 4.7 Emergency Preparedness and Response.
- U66 – Security Spillage Procedure
- SP 12.0 – Control Of Substances Hazardous to Health assessments.
- SP 4.0 – Risk Assessments.
- Control of Substances Hazardous to Health Regs 1994
- The Chemicals (Hazard Information and Packaging for supply) Regs 2000

4. GENERAL

4.1 All Team Leaders shall hold a current Substance Register for all substances that could be used, stored or transported in their area.

4.2 All Team Leaders should also hold copies of all Health & Safety Material Safety Data sheets for all substances that could be used stored or transported through their area.

4.3 All personnel working within an area that has been highlighted as containing substances, which could be hazardous to health, must be made fully aware of any potential hazards by their Team Leaders. A copy of the above substance information must be available at all times for their attention. COSSH assessments for substance must also be complete and up to date.

5. EVACUATION

5.1 Following a spill warning to evacuate shall be made by either sounding of the fire alarm, or an announcement over the tannoy system.

5.2 All areas must evacuate immediately using the closest exit. If any exit becomes inaccessible due to the nature of the spillage, Site Security will redirect personnel to the next safest route. Information provided at the time of the evacuation by Site Security MUST be acted upon immediately to ensure personnel are directed away from potential danger of any spilled substances.

5.3 Do not attempt to rescue personal belongings.

5.4 Assemble outside the building at your assigned assembly area and answer a roll call by your Fire Warden or his deputy.

- 5.5 The Fire Warden (or nominated person) will ensure that the attendance sheet and the substance register are taken to the assembly point, and must inform the Senior Fire Officer present – whether local or external fire brigade- that the roll call has been completed, advise him any persons unaccounted for, and offer the Substance Register if required for their area.
- 5.6 Remain at your assigned assembly point and await further instructions from The Senior Fire Officer. Do not re-enter the building until told to do so by the Senior Fire Officer Present,

6. SPILLAGE PROCEDURE (as per Security procedure U66, spillage section)

- 6.1 All spillage's at any time are to be reported immediately to Site Security (ext. 555) prior to any clean up being made. The reporter must state the area where the spillage has occurred, the substance that has spilt if known and the approximate quantity.
- 6.2 The area concerned should be vacated immediately. Initial containment of spilt substances can be undertaken using absorbent rolls, granules or socks available from spill kits, always using appropriate PPE if the nature of any potential hazards from the substance is known. Persons must not put themselves or others at risk by attempting to clear a spill of unknown substance no matter how small.
- 6.3 Security will enter the area and contain the spillage if possible. If also possible they will also prevent it from entering any watercourses and ventilate the area. If the spillage is a large quantity, a potential harmful or unknown substance, then the West Midlands Fire Service will be contacted by Site security to deal with the problem.
- 6.4 Security will then inform Site Facilities department. The Site Facility manager shall if possible ensure measures are taken to prevent the substance from entering local drains; The Site Facilities Manager shall also inform Severn Trent and the Environment Agency if quantities of chemicals have entered a watercourse.
- 6.5 Arrangements will then be made for a clean up operation to take place.
- 6.6 Under no circumstances should the material be flushed to the nearest drain.

7. MINOR SPILLAGES

- 7.1 Minor spillage's e.g. from plant or machinery, or from small containers may be addressed in the area using the emergency spill kits provided.
- 7.2 In the event of a minor spillage, identify the substance from the storage container, or if the spillage is from plant or equipment from the Area Team Leader.
- 7.3 Follow any instructions on the Material Safety Data Sheet.

- 7.4 Ensure the use of the correct Personal Protective Equipment (PPE) during any clean up operation.
- 7.5 Use the contents of the provided Spill Kits (Absorbent Rolls, Granules or Socks) to contain the spill.
- 7.6 Dispose of waste in designated waste bins.
- 7.7 Contact Site Facilities to arrange collection for disposal.
- 7.8 Never take personal risks. If at all unsure about the substance, do not tackle The spillage, report immediately to Site Security.

8 TRAINING & RECORDS

- 8.1 Spill Kit Training is available, and should be attended by all area personnel. Training can be requested through the HR dept and records are maintained by them.
- 8.2 All Team Leaders will hold a list of all personnel in there area who have Attended Spill Kit Training.
- 8.3 All Spillage's must be reported to the Safety & Environmental Officer, for an Incident Investigation to be conducted.
- 8.4 The Safety & Environmental Officer shall formally notify the HSE should the incident need to be reported under the RIDDOR regulations.

9 SPILL KITS

- 9.1 Emergency spill kits are provided in areas with the potential for a spill.
- 9.2 Replacement contents for the spill kits are available for the yellow bin kits in the general stores. The Blue absorbent stations are replenished on a weekly basis.
- 9.3 Spill kits should be sealed at all times to ensure the kits are complete. Once opened and used the kits must be replenished immediately and resealed.
- 9.4 The condition of the spill kits shall be included in the area health & safety audits.