

PROCEDURE OBJECTIVE

This Procedure is designed to prevent or minimise the effects of any spillage of material with the potential to harm the environment, or cause injury or ill health.

PROCEDURE

- 1.1. **Stop the source:** If possible, stop the source of the spill by turning off the valve, turning the container upright or placing the container in a larger container.
- 1.2. **Turn off ignition sources:** If possible, turn off all ignition sources and equipment.
- 1.3. **Send for assistance:** Inform management, look for your supervisor and ask for help.
- 1.4. **Control the spill:** Use appropriate materials such as spills kits or absorbent materials, e.g. sand or earth, to limit the spread of the spillage, paying particular attention to existing surface water drainage. Do not hose the spillage down or attempt to use detergents. If safe to do so, cover any local drains.
- 1.5. **Confirm material:** Determine, as far as possible, what liquid has been spilled and use this information to plan further action (clean-up support and materials, waste disposal support).
- 1.6. **Control access:** Control access to the affected area to prevent unauthorised personnel from entering.
- 1.7. **Wear correct PPE:** Check the **COSHH Risk Assessment** for the material and wear the recommended PPE.
- 1.8. **Emergency contact:** If necessary notify the Fire Service or the Environment Agency by calling the Emergency Hotline number: 0800 807060.
- 1.9. **Clean up:** Once the spill is contained make necessary arrangements to transfer the contained liquid to suitable containers. Materials used to contain the spill must be handled as Hazardous Waste.
- 1.10. **Waste disposal:** Make arrangements for waste to be collected, stored and removed by an approved waste contractor.
- 1.11. **Investigate:** Site Management must conduct a full investigation into the cause of the spillage and report the findings in an **Action register, management system [ARMS]**