

AREA / DESCRIPTION	ENVIRONMENT	RISK ASSESSMENT: HYG RA122	
RESPONSIBILITY FOR CLEANING	HYGIENE TEAM LEADER HYGIENE MANAGER	COSHH ASSESSMENT: CH068, CH069, CH072, CH074, CH073, CH070, CH076, CH071, CH075, CH080, CH078	
ENGINEERING ASSISTANCE REQUIRED	NO	RESPONSIBILITY FOR INSPECTION	HYGIENE T/L

PERSONAL PROTECTIVE EQUIPMENT



1.Scope

This procedure sets out the actions that should be taken in the event of a chemical or oil spillage anywhere on site at Bradgate Bakery. All chemicals and oils on site must be registered in the COSHH file. Copies of Material Safety Data Sheets for all chemicals and oils must be up to date and available to all relevant departments.

2. Responsibility

The Area Manager for Hygiene is responsible for the management of a chemical spillage and must be informed of any spillage incident.

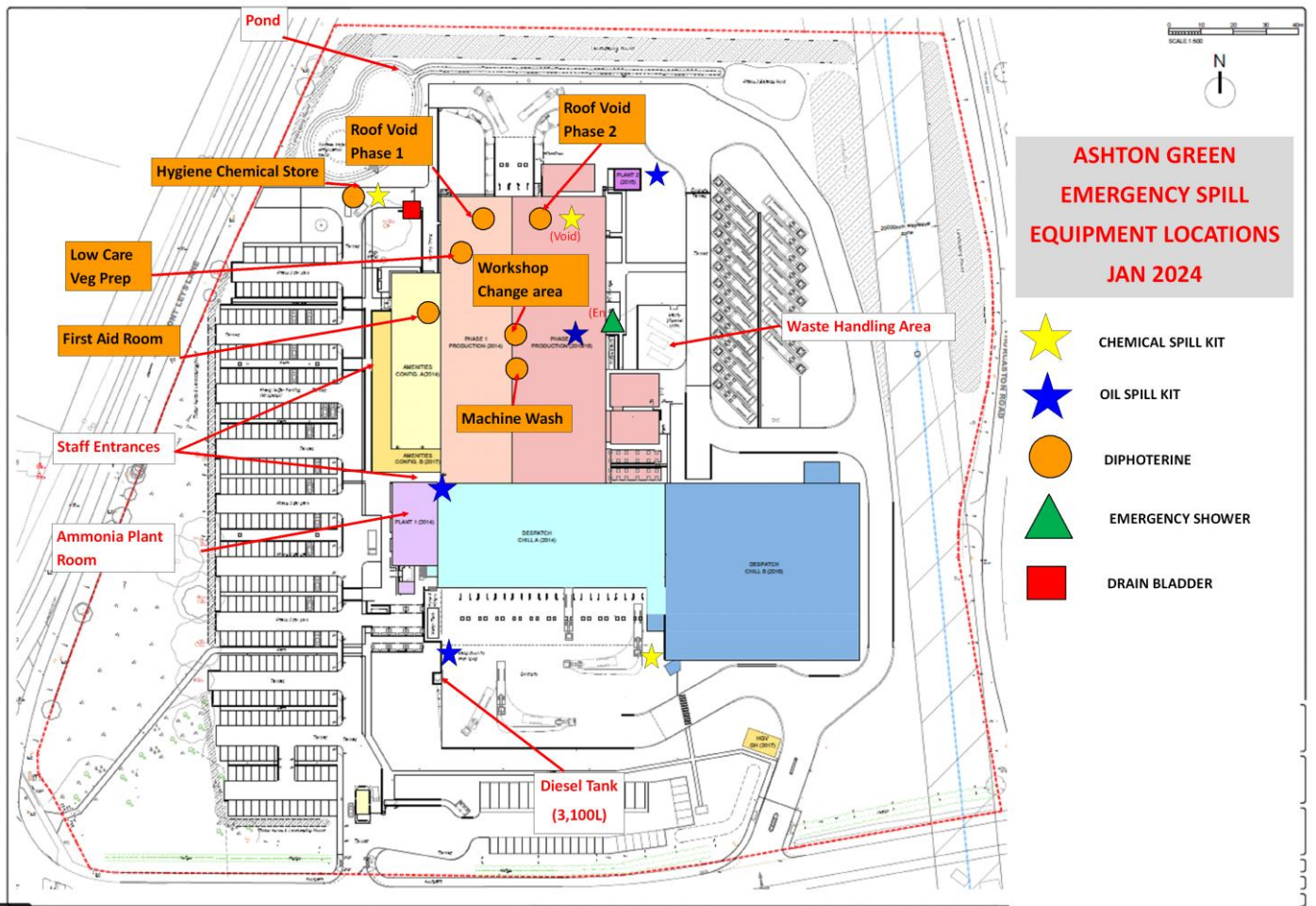
3. Description

1. All chemicals must be always stored and handled in a safe manner that reduces risk of spillage however,
2. Any person creating or discovering a spillage must take the following actions immediately:
 - a. If you are trained and without placing yourself in danger, wherever possible, **STOP or REDUCE** the spillage.
 - b. If you are not trained – KEEP AWAY & NOTIFY YOUR TEAM LEADER/MANAGER OF THE SPILL IMMEDIATELY!
 - c. Alert all necessary personnel of the spillage including the Hygiene Team Leader and Hygiene Manager.
 - d. Hygiene Manager must inform Environmental Manager.
 - e. Take all safe steps to reduce or eliminate Environmental and Safety risks.
 - f. Persons working with or near chemical/ oil storage should make themselves aware of the nearest COSHH folder containing Safety Data Sheets.

Spill Kits

1. Spill kits are located as shown on the map below.
 - a. Chemical Spill Kit - External chemical storage container
 - b. Chemical Spill Kit – Beside Sani tunnel IBC feed in roof void
 - c. Chemical Spill kit – Outside dock 12
 - d. Oil Spill Kit – beside diesel tank in distribution lorry yard
 - e. Oil Spill kits at plant rooms
2. Please see your Team Leader or Manager with regards to spill kit locations if unsure and they will advise you.
3. Spill kits contain PPE, drain covers, absorbent pads, absorbent cushions and absorbent booms. In addition, Chemical spill kits contain leak blocking putty.
4. Each spill kit contains a full inventory; replacement items are located in the hygiene stores.
5. All spill kits should be sealed with a tamper proof tag.
6. Spill kit tags must be inspected at every shift change over by Hygiene Team Leaders during their hand over.
7. Security seals must be intact, if a security seal is absent or damaged a full inspection of the contents of the spill kit must be carried out.
8. Any broken seal tags or spill kit items replaced must be reported to the Hygiene Manager.

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06	10/01/2024	To Include Spill Kit Details	Mark Edwards	Bally Kaur	Hygiene Manager



Colour coding for Spill Kit Bins



Yellow Bin spill kits are for CHEMICALS



Blue Bin spill kits are for OILS

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Emergency Shower

An emergency shower is located in the yard besides the chemical storage containers. This is only to be used for emergencies such as if a person has been splashed with chemical and large areas of clothing or skin require urgent soaking with water.

Chemical Hazard Symbols

If the substance has hazardous properties, the container will be marked, and the Safety Data Sheet (SDS) will show any hazardous properties using the symbols as below:



EXPLOSIVE



FLAMMABLE


OXIDISING
(WILL
INCREASE
FIRE
INTENSITY)


CORROSIVE



TOXIC


HARMFUL TO
THE
ENVIRONMENT

HEALTH
HAZARD
OR
HAZARDOUS
TO OZONE
LAYER

SERIOUS
HEALTH
HAZARD
(E.G.
CARCINOGEN)

GAS UNDER
PRESSURE

Actions In the Event of a Spillage

1. Report all leaks and spillages of chemicals to a Hygiene Team Leader or Hygiene Manager immediately. Do not expose yourself to the chemical unless you have been trained in chemical safety and you are aware of all hazards associated with it.
2. If safe to do so, check the label on the container for basic information about the chemical.
3. Obtain and read a copy of the Safety Data Sheet for the chemical. This provides more detailed information about the risks associated with the chemical. COSHH folders containing all SDS are available in the Hygiene Office, First Aid room, At all chemical storage containers and Security.
4. Check other items located in the area around the spill / leak, **always** ensure you have assessed the area for dangers before approaching the area e.g.
 - a) Other chemicals – check that no mixing of chemicals can occur as some chemicals may react when mixed. Always follow directions for handling the most harmful chemical if more than one is involved.
 - b) Flammable materials – If the chemical is flammable check that there are no sources of ignition such as power tools and forklift trucks or road traffic.
 - c) Are other people in the area at risk? It may be necessary to evacuate the area until the chemical spillage has been cleared. The Hygiene Manager will make this judgement based on the severity of the incident.
5. Check the quantities involved in the spill. A large spill of a low hazard substance could result in higher risks than a small spill of a harmful substance.
6. External help may be required. The Hygiene Manager will make the decision if required to contact Emergency Services, Suppliers or Severn Trent (sewage undertaker).
7. Chemicals **MUST** be prevented from entering the drains and other sensitive areas using spill kits.
8. Use the Spill Kit to control the spillage, trying to keep the spillage to as small an area as possible.
9. Leaking containers should be placed into a larger container or dispensed into another suitable container, if possible, to prevent further leakage. Transit (IBC) tanks can be tipped onto their side to stop further leaks from the leaking side. Putty can also be used to plug any hole to temporarily stop the leak. **This should only be attempted in the presence of a manager and when wearing appropriate protective clothing.**

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Diesel Spillage

1. In the event of a diesel spillage the following should be considered:
2. If the spillage occurs on hard standing ground, such as tarmac, do not move the source of the spill. If on soil / grass land, the SHE team will need to communicate with the Environment Agency to decide whether further action is required.
3. Use the oil spillage kit located by the diesel tank in Distribution. Block all drains in the vicinity of the spillage.

Action to be Taken after the Spillage

After the spillage has been cleared away the following actions must be considered.

1. Ensure all personnel involved in the clean-up have washed their PPE and themselves once they have dealt with the spill.
2. Ensure all equipment used to clean away the chemical is cleaned thoroughly or disposed of safely.
3. Any used pads / socks must be labelled as hazardous waste and stored in a designated hazardous waste storage container and collected by a bespoke vehicle arranged by P Hull. Copies of the Safety Data Sheets must accompany the hazardous waste.
4. The used contents of the spill kits should be replaced immediately by the Hygiene Department and the spill kit re-sealed.
5. An environmental incident report must be completed in EVOTIX providing details of what happened, any injuries or damage, details of corrective action taken, details of waste and how it was disposed of and any preventative action that may be required to prevent the incident happening again.
6. Once the previous points have been completed ensure that the clean, and any corrective actions are signed off by an appropriate Hygiene Team Leader or Manager.

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