

AREA / DESCRIPTION	ENVIRONMENT	RISK ASSESSMENT: HYG RA122	
RESPONSIBILITY FOR CLEANING	HYGIENE TEAM LEADER	COSHH ASSESSMENT: N/A	
ENGINEERING ASSISTANCE REQUIRED	NO	RESPONSIBILITY FOR INSPECTION	Hygiene T/L

SPECIAL PRECAUTIONS

1. All fixed equipment must be electrically isolated and locked off before cleaning the machine by following the lock off CIC Gen 64.
2. When cleaning, aprons or bib and brace suits and elbow length chemical resistant gloves are to be used at all times as per COSHH assessment ref above.
3. A physical barrier must be placed (example washdown screen) to segregate the cleaning area from the other production activities should it be impractical to stop the production activity in the cleaning area.
4. When foaming a full face visor or goggles must be used and all staff within a 5 meter radius must wear one or be moved out of the area. During the scrubbing process you must wear your visor / goggles to prevent any splashes onto your face.
5. If handling or cleaning any blades, cut resistant gloves must be used.
6. When moving any machines, a minimum of two people must be used.

PERSONAL PROTECTIVE EQUIPMENT



1.Scope

This procedure sets out the actions that should be taken in the event of a chemical spillage anywhere on site at Bradgate Bakery. All chemicals on site must be registered in the COSHH file. Copies of Safety Data Sheets for all chemicals 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

- a) All chemicals must be stored and handled in a safe manner that reduces risk of spillage at all times.
- b) Any person finding or creating a spillage must take the following actions immediately:
 - a. Where possible stop or reduce the spillage – without placing themselves/others in danger.
 - b. Alert all necessary personnel of the spillage including the Hygiene Team Leader/Manager.
 - c. Take all safe steps to reduce and/or eliminate environmental and safety risks.

Spill Kits

- c) Spill kits are available in the following locations where chemicals are also stored.
 - a. Bulk chemical storage area (outside despatch near Bulk Tanks).
 - b. Chemical storage containers adjacent to compactors.
 - c. Chemical dilution skid in roof void.
 - d. Effluent plant (green gates near reception car park).
 - e. Back of Laundry room near restaurant waste.
 - f. Near the Crystal Plus green container on the service road.
- d) Spill kits contain drain covers, absorbent pads and granules for covering drains and controlling spills.

Issue No.	Issue Date	Reason for Issue	Written by:	Authorised by:	Position of Authoriser:
5	18/05/2025	Document Reviewed	Ketan Thanki	Alex Arthur	Hygiene Manager

Emergency Shower

Emergency showers are located at the following locations for use if a person has been splashed with chemical and large areas of clothing or skin require urgent soaking with water. Always check the Safety Data Sheet to ensure there will be no adverse reaction to water.

Locations of emergency showers:

- Bulk chemical storage area (outside despatch near bulk tanks).
- Chemical storage containers adjacent to compactors.
- Effluent plant (green gates near reception car park)

Actions In the Event of a Spillage

- Report all leaks and spillages of chemicals to your Team Leader or an Area Manager straight away. Do not expose yourself to the chemical until you are aware of all hazards associated with it.
- Check the label on the container for basic information about the chemical. Also get a copy of the Safety Data Sheet for the chemical. This provides more detailed information about the risks associated with the chemical. Copies are available in the Hygiene Office and the first aid room.
- Follow instructions for the handling and use of the chemical and details of appropriate Personal Protective Equipment (PPE) such as Wellington boots, apron, gloves, goggles, face masks etc. PPE is available from the Hygiene Manager or Hygiene Team Leaders.
- Once all measures have been taken to prevent harm assess the spillage. Where can the spillage go? – can it go down drains? Use the Spill Kit to control the spillage, trying to keep the spillage to as small an area as possible.
- Leaking containers must be placed into a larger container, if possible, to prevent further spillage or dispensed into another suitable container. Transit (IBC) tanks can be tipped onto another side to stop further leaks from the leaking side or apply some putty to temporarily stop the leak
- Dispose of all disposable absorbent socks, pads, pillows and granules safely into a refuse bag or container and label it as hazardous waste and then contact the waste contractor to remove it from site. Drain covers and spill mats are reusable and should be cleaned and stored back into its original location correctly.

Assessment of the Spillage

In the event of a chemical spillage the following should be considered.

- Get as much information about the chemical as possible from the Safety Data Sheet before taking any action
- Check what is located in the area around the spill area.
 - Other chemicals – check that no mixing of chemicals occurs as some chemicals may react. Always follow directions for handling the most harmful chemical if more than one is involved.
 - Flammable materials – If the chemical is flammable check that there are no sources of ignition such as power tools and forklift trucks and no smoking.
- 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 harmful substance.
- Are other people in the area at risk? It may be necessary to evacuate the area until the chemical spillage has been removed. The Hygiene Manager will make this judgement based on the seriousness of the incident.
- Environmental issues must be considered. Prevent chemicals from entering the drains and other sensitive areas using spill kits.
- External help may be required. The Hygiene Manager will make the decision if required to contact emergency services, suppliers or Severn Trent Water.

In the event of a diesel spillage the following should be considered: -

- If the spillage occurs on hard standing ground, such as tarmac, do not move the source of the spill/ if on soil/ grassland, the surrounding area where the leak occurred, needs to be excavated.
- Use the oil spillage kit located by the diesel tank in Distribution. Block all drains if near the spillage.
- Any used pads/ socks must be labelled as hazardous waste and collected by a bespoke waste contractor.

Issue No.	Issue Date	Reason for Issue	Written by:	Authorised by:	Position of Authoriser:
5	18/05/2025	Document Reviewed	Ketan Thanki	Alex Arthur	Hygiene Manager

Dealing with the Spillage

Never attempt to deal with the spillage without wearing correct Personal Protective Equipment as indicated on the Safety data Sheet.

- k) If safe to do so, remove the damaged / leaking containers to a safe location.
- l) If it is not safe to move the container it should be transferred into a larger container or into a sound container. This should be done after any spilt material has been dealt with.
- m) Clean up any liquid spillages using the spill kits. Dispose of absorbent pads and granules into containers for disposal.
- n) Clean up powder spillages, sweeping the powder together before transferring into containers for disposal.
- o) Any containers used for disposal must be clearly labelled with a description of the contents.
- p) Assess the surrounding area for damage that may have been caused by the spillage. Remove damaged goods for disposal / repacking / reworking as required.

Action to be Taken after the Spillage

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

- q) Ensure all personnel involved in the clean up have washed their PPE and themselves once they have dealt with the spill.
- r) Ensure all equipment used to clean away the chemical is cleaned thoroughly or disposed of safely into the hazardous waste labelled bag for the waste contractor to remove from site.
- s) The contents of the spill kits are replaced immediately by the Hygiene Department.
- t) An incident report form is completed 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 preventive action that may be introduced in order to stop the incident happening again. (EMS 027)
- u) Once the previous points have been completed ensure that the clean is signed off by an appropriate team leader or manager on the routine paperwork.

Spillages, leaks or drips from a ceiling or suspended surface

Follow all the above where applicable with the additional precautions added.

- v) Ensure that engineering and hygiene management are aware of the leak as this may need to be traced to the source especially if it is leaking from a ceiling as the leak may be in a roof or ceiling cavity.
- w) Ensure that the correct PPE is worn including areas around the top of the head, face and shoulders to protect against dripping chemical
- x) Ensure that all local personnel are removed from the area except those dealing with the leak / drip.
- y) Once the leak / drip has been identified ensure that all local stock is removed from the area and that individuals that are removing this stock are also wearing the correct PPE as there may be chemical located on these items; this stock should then be logged and disposed of by an appropriate manager irrespective of how it is contained / sealed.

Spillages, leaks or drips from a ceiling or suspended surface (continued)

- z) Ensure there is an area of clear space around the drip / leak of which the size may depend on the level / number of drips or leaks (please see an appropriate hygiene manager for the required clearance)
- aa) Once the leak / drip has been isolated, stopped and adequately cleaned as per the above procedure it is important that the area is then monitored over a period of time to ensure the leak does not reoccur.

Issue No.	Issue Date	Reason for Issue	Written by:	Authorised by:	Position of Authoriser:
5	18/05/2025	Document Reviewed	Ketan Thanki	Alex Arthur	Hygiene Manager