

# STANDARD OPERATING PROCEDURE

## Title: Spillage Procedure

Document Reference: MIL-SOP-06, Version 1, November 2025



PPE REQUIRED								
HI-VIZ	BOOTS	HELEMT	GLOVES	GLASSED	EAR PROTECTION	MASK		

### THE PROCEDURE - STEP BY STEP

In the event of a spillage on site, **Site Operatives** should take the following steps:

#### Dirty Water or Leachate Spillage Procedure

1	Notify the <b>Technically Competent Manager (TCM)</b> or <b>nominated competent person</b> .
2	Where safe to do so, identify the source of the leak.
3	If possible, make immediate temporary repairs to prevent further leakage.
4	For smaller leaks, use a spill kits - located by the site office and on all items of mobile plant.
5	Contain the leak in as small an area as possible, use absorbent material to make a barrier around the spill to prevent its spread.
6	In the event of a larger spill use a vacuum tanker and/or a tractor driven pump to remove any large quantities of liquid back to any tank that has capacity.
7	In the event of potential impact on groundwater or surface water from the spillage of dirty water or leachate contact the Environment Agency on 0800 80 70 60 as soon as practicably possible and in any case within 12 hours of the incident.
8	Follow Environment Agency advice regarding clean-up of spillage.
9	Ensure that a thorough investigation into the causes of the spillage is carried out to assess the requirement for any changes to infrastructure (e.g., crash barriers) or management system to reduce chance of it happening again.

#### Suspected Leaching to Ground

1	Notify the <b>TCM</b> or <b>nominated competent person</b> .
2	Notify Environment Agency on 0800 80 70 60 as soon as practicably possible and in any case within 12 hours of the incident.

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3	Work with Environment Agency to agree a programme of monitoring and remediation as appropriate.
<b>Oils / Fuels /Chemicals</b>	
1	If applicable isolate equipment that is leaking.
2	Use a spill kit located by the Site Office or on any mobile plant to control to contain the spill.
3	Notify the <b>TCM</b> or <b>nominated competent person</b> .
4	Contain the spill in as small an area as possible - use absorbent material contained in the spill kit to make a barrier around the spill to prevent its spread.
5	Using absorbent material attempt to absorb as much of the spillage as practical.
6	Once the spill has been absorbed as much as possible, place any contaminated material in bag(s) for disposal kept within the spill kit and then place into an impermeable container to stop any additional leakage. Dispose of via an appropriate waste contractor.
7	If there is a risk that the pollutant may contaminate the drainage system or the ground, then the Environment Agency's Incident Hotline (0800 807060) must be called as soon as practicably possible and in any case within 12 hours of the incident to report the incident, the type and amount of liquid and the remedial measures being undertaken at the site.
<b>Wood Waste or Green Waste</b>	
1	Use a loading shovel or yard brush and shovel to collect any escaped waste.
2	Move spilled material into the correct storage area as soon as practicably possible.
<b>In the case of any spillages with the potential to cause pollution, the TCM is responsible for:</b>	
1	Recording the spillage and the investigation on an Accident and Incident Report Form (Environmental) (MIL-OD-01).

## NOTES

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BY SIGNING BELOW, I CONFIRM THAT I HAVE FULLY READ AND UNDERSTOOD THIS Risk Assessment

**If in Doubt Stop the job for Safety!**

[illegible]