

| | | | |
|---|--------------------|--|------------|
|  | | GROUP | |
| PROCEDURE NAME | Oil Storage | PROCEDURE REF & REVISION NO | QE-01 |
| REVIEWED/ REVISED BY | Nikola Jaroszynska | APPROVED BY | Neil Cook |
| DATE | 12/04/2021 | DATE: | 12/04/2021 |

1. **PURPOSE**

To define the procedures and safe working practices for the storage and handling of diesel and oil at construction sites.

2. **RELATED DOCUMENTS**

- 2.1 Countryside Properties PLC Environmental Policy
- 2.2 Environmental Legislation Register.
- 2.3 ISO14001:2015
- 2.4 The Control of Pollution (Oil Storage) (England) Regulations 2001

3. **RESPONSIBILITY AND APPLICABILITY**

- 3.1 The Construction Director is responsible for ensuring that appropriate control measures are put in place for the storage of diesel/oil on site, that these are monitored for effectiveness and that the storage arrangements comply with legal requirements as detailed below.
- 3.2 The Site Manager is responsible for communicating this procedure to staff on site and ensuring it is carried out.

This procedure applies to all construction and welfare activities undertaken on site.

4. **PROCEDURE**

4.1 **The Control of Pollution (Oil Storage) (England) Regulations 2001**

Require that any businesses that store more than 200 litres of oil above ground at an industrial, commercial or institutional site take certain measures to reduce the number of oil pollution incidents. By meeting the requirements of the Regulations, you will be storing your oil safely, legally and reducing the risk of a potentially costly pollution incident.

4.2 **What you need to do**

Check your oil storage to see if it meets the requirements of the Oil Storage Regulations set out below.

4.3 **Which types of oil are covered?**

All types of oil including petrol, diesel, vegetable, synthetic and mineral oils are covered by these Regulations.

Waste oils aren't included, as waste oil storage is regulated by the Environmental Permitting Regulations 2010 (EPR), by either an exemption or a permit.

OIL STORAGE PROCEDURE

4.4 The Regulations don't apply to:

- Waste oil storage as regulated by the Environmental Permitting Regulations 2010.
- Premises used wholly or mainly as a private dwelling where 3,500 litres or less are stored
- Premises used for refining oil or its onward distribution.
- Any oil container stored in a building or wholly underground.
- Fuel oil on farms stored to generate heat or power for agricultural activities.

4.5 What are the standards?

- Tanks, drums or other containers must be strong enough to hold the oil without leaking or bursting.
- If possible, the oil container must be positioned away from any vehicle traffic to avoid damage from collision.
- Secondary containment, such as a bund or drip tray, must be provided to catch any oil leaks from the container or its ancillary pipework and equipment.
- The secondary containment must be sufficient to contain at least 110% of the maximum contents of an oil tank, mobile bowser or Intermediate Bulk Container (IBC).
- Where more than one container is stored, the secondary containment should be capable of storing 110% of the largest tank or 25% of the total storage capacity, whichever is the greater.
- The secondary containment base and walls must be impermeable to water and oil.
- Any valve, filter, sight gauge, vent pipe or other ancillary equipment must be kept within the secondary containment when not in use.
- No drainage valve may be fitted to the secondary containment for draining out rainwater.
- Above-ground pipework should be properly supported.
- Underground pipework should be protected from physical damage and have adequate leakage detection. If you are installing pipes with mechanical joints, they must be easy to inspect.

4.6 Are drums, IBCs and mobile containers covered?

Yes. The Regulations apply to drums greater than 200 litres and to mobile bowzers. Many self-bunded bowzers are now available. Those that are not bunded will need to be kept in a bunded area when in use. For single drums, a drip tray with a capacity of 25% is acceptable.

4.7 Deciding where to put your tank

You should think about environmental and fire protection, access, maintenance and security requirements before deciding where to put a new or replacement oil storage tank.

4.7.1 Avoid high risk locations

Don't store oil in high risk locations; these are:

- within 50 metres of a spring, well or borehole;
- within 10 metres of a watercourse;
- places where spilt oil could enter open drains, loose fitting manhole covers or soak into the ground where it could pollute groundwater;
- places where a spill could run over hard ground to enter a watercourse or soak into the ground where it could pollute groundwater;
- places where tank vent pipe outlets can't be seen from the filling point;
- above roof level as spilt oil can run down guttering which is connected to surface water systems.

OIL STORAGE PROCEDURE

4.7.2 Avoid storing oil in areas at risk from flooding

Containers may float in a flood which could cause pipelines to break and oil to be spilled. If there's no alternative, consider raising tanks above predicted flood water levels as long as this doesn't compromise the tank integrity, safe delivery and handling of your oil. You could also secure your tank so it can't lift as water rises around it.

4.8 Pipework

All pipework should be:

- made of a material suitable for use with the oil you're storing;
- supported so it's secure and can't come loose;
- positioned or protected to minimise the chances of damage by impact or collision;
- protected against corrosion;
- where appropriate, insulated to prevent freezing up and frost damage.

4.9 Safe deliveries to your tank

All your tanks should be labelled with the capacity and type of oil they contain and should be individually numbered to help identify them.

The area around your tank where deliveries are made and, if applicable, oil is dispensed should have an impermeable surface and be isolated from surface water drainage systems. This will prevent oil and/or contaminated water getting into the soil and groundwater. If any oil is spilt during an oil delivery, you should make sure that it can't run into a surface water drainage system.

Supervise all deliveries. Ensure that whoever is supervising the delivery knows about the tank, its equipment and what to do if there's a spill. If you have more than one tank, make sure the correct tank is being filled.

4 4.10 Controls

- All oil stores must be locked when not in use.
- All fuel deliveries must be adequately supervised.
- Operatives must never leave the refuelling process unattended.
- Keep a spill kit near to refuelling areas and ensure that everyone knows how to use it.
- Bowsers should be checked prior to use and thereafter at least weekly, the checks should include the following:
 - Leaks or weeping joints.
 - Condition of wheels and tyres including pressure.
 - Effectiveness of parking brake.
 - Check for fatigue in welds particularly around the towing hitch.
- Any maintenance work carried out on fuel tanks or bowsers must only be carried out by the supplier or a competent person with due regard for the nature of the contents
- A stock of absorbent materials (e.g. sand) should be kept close by to assist in dealing with spillages.
- In the event of any irregularity or incidence of spillage this must be reported immediately to the Group Sustainability Department and the Health and Safety Department.

OIL STORAGE PROCEDURE

- No hot work activities to be undertaken in the vicinity of the storage area.

4.11 Monitoring

The Site Manager will:

Ensure the oil storage is sited in an area which minimises the risk of damage by impact and that all other measures of protection identified in the risk assessment are implemented. Also ensure that oil stores are located away from drains and watercourses (at least 10m).

Ensure that consideration is given to the possibility of 'jetting' and the potential of escape beyond the bund area. Steps must be taken to minimise this risk by:

- keeping the primary container as low as possible
- increasing the height of the bund wall
- building the bund as far away from the tank as possible.

Display the spill kit procedure on the site notice board and ensure all on site are instructed on how to use it.

Inform other members of the Site Management team and all others on site, through the induction process, of the requirement to report any spillage (Section 1 of these procedures).

Ensure that all oil and fuel storage comply with the Control of Pollution (Oil Storage) (England) Regulations 2002 (PPG2) and that all required control measures are being implemented.

4.12 Dealing with spills

Spills and leaks must be dealt with immediately and the leak/spill contained following the Spillage Procedure QE-11-01.

In the event of any irregularity or incidence of spillage this must be reported immediately to the Group Sustainability Department and the Health and Safety Department.

4.13 Training

- 4.13.1** Site induction training will include the procedure to be implemented in the event of a spillage. Operatives must be made aware of the dangers of physical contact with oil and a COSHH assessment available. Further toolbox talks should be delivered to remind contractors of requirements.