

		<b>(INSERT SITE NAME)</b>	
<b>PROCEDURE NAME</b>	SPILLAGE PROCEDURE	<b>PROCEDURE REF &amp; REVISION NO</b>	QE-01
<b>REVIEWED/ REVISED BY</b>	Nikola Jaroszynska	<b>APPROVED BY</b>	Neil Cook
<b>30/01</b>	12/04/2021	<b>DATE:</b>	12/04/2021

**1. PURPOSE**

To define the procedures for managing and containing spillages at Himley Village, Bicester

**2. RELATED DOCUMENTS**

- 2.1 Countryside Properties PLC Environmental Policy
- 2.2 Environmental Legislation Register.
- 2.3 ISO14001:2015

**3. RESPONSIBILITY AND APPLICABILITY**

3.1 The Site Manager, Factory Manager and Facilities Manager are responsible for communicating this procedure and ensuring it is carried out.

This procedure applies to all construction, manufacturing and welfare activities undertaken on Countryside occupied premises or sites.

**4. PROCEDURE**

**4.1 The Following hazardous substances are stored on site:**

SUBSTANCE	LOCATION	BUNDED (Y/N)	SPILL KIT LOCATION	DRIP TRAY PRESENT (Y/N)
Diesel	Insert location (e.g. Material storage area)	Yes	Diesel Location	Drip Tray Present

**4.2 PREVENT**

Take measures to prevent spills from oils, fuels and other chemicals that are being stored or used on site and in the office:

- Store oils, fuels and chemicals away from watercourses and drains, and in a location where they will not get knocked over
- Store large quantities in banded tanks that are protected from damage.
- Always supervise refuelling

## SPILLAGE PROCEDURE

- Use drip trays underneath mobile plant such as generators.
- Store Spill Kits nearby to substances.
- Train staff in dealing with spillages.
- Check storage areas and containers for leaks regularly and report checks.

### 4.3 ASSESS

Spills of some chemicals will be less hazardous than others. Risks include not only the obvious direct risks to spill responders, but also the risks to other equipment and materials in the area. Acid spills are more dangerous in the presence of caustics. Spills of strong oxidisers are more dangerous in the presence of oxidisable materials such as oils and fuels. When in doubt, leave the spill response to someone who knows what to do.

In the first instance refer to the COSHH Assessment and Material Data Sheet (MDS) for the substance involved.

### 4.4 REPORT

The Site Manager or Facilities Manager must be advised immediately of all spills, (especially if fuel has entered water courses, drains or soft ground). The Site Manager or Facilities Manager is to give guidance on limiting the spread of pollution, to assist the clearance operation and to arrange for interceptors to be emptied and the removal of contaminated soil. Countryside Properties Plc Group Sustainability Manager and Health and Safety Department must be advised immediately of any spill likely to be serious enough to require reporting to the Environment Agency or local water company.

**In the event of a significant spill contact the hotline for the Environment Agency, on 0800 807060.**

### 4.5 PROTECT

Refer to the COSHH Assessment and MDS as to the level of protective clothing and/or equipment required. When uncertain about the level of protection required to respond to a spill, always choose the highest possible level of protection.

### 4.6 PREVENT

Prevent further spillage by locating the source and turning off any pumps or closing any valves. Electrical equipment must be isolated, but only when this can be achieved remotely from the spillage area to prevent risk of spark igniting vapours.

### 4.7 CONTAIN

Once properly attired, begin to contain the spread of the spill. Stop the source of the spill to prevent its growth. Tip up drums or shut off valves. If drains are at risk, seal them off with a neoprene drain mat. Prevent the spill from spreading by surrounding it with socks and booms. Contain the spillage by use of Spill Response Kit, sandbags, earth etc. Seal off all drains with drain covers and cordon off area to prevent access from non-essential personnel.

### 4.8 ABSORB

Whether applying neutralisers or absorbing the spill, always work from the outside to the inside. Absorbent socks and booms have a considerable capacity by themselves. Push absorbents along the ground towards the centre of pillows or sheets to absorb the remaining liquid.

### 4.9 CHECK

## **SPILLAGE PROCEDURE**

Liquids are mobile and can migrate through the smallest crack and holes to pool in unseen locations. Spills of acids and flammable liquids are particularly dangerous in these situations because of the fire reactivity hazards they present. Clear out the area surrounding the spill area while still protected by personal protection equipment, to ensure that all split liquids have been absorbed.

Under no circumstances is the area of fuel spillage to be washed down without the authority of the fire service, Site Manager or Facilities Manager. This is to prevent the risk of fire flash backs in drains and the spread of contamination. The disposal and use of fire water must be agreed with the Fire Authority and used in accordance with their recommendations / requirements.

### **4.10 DISPOSE**

When safe to do so, the spilled fuel etc., together with absorbent material, sand, earth, mops, brushes or other equipment used to control the spillage, is to be recovered into appropriate sized drums or containers. Spilled fuel and contaminated materials must be disposed of as hazardous waste. Personal protective equipment must be used at all times.

### **4.11 REPLACE**

Where a spill happened once, it can happen again. Replace all equipment used during spill response immediately. Decontaminate or replace all used personal protective equipment.

### **4.12 REVIEW**

If a spill occurs due to a non-conformity, non-conformance controls will be adhered to in accordance with Group procedures.

Make a note of what happened to cause the spill, what actions were taken and what recommendations would prevent a spill, or aid in future spill response.