



Step	Responsibility	Stage	Process	Action / Procedure ref	Records	Guidance
1	 All Estates staff who have received training in Spill Response	<b>IDENTIFY THE SPILL</b>	Identify the material spilled and the quantity	Refer to SDS if available	<ul style="list-style-type: none"> <li>Safety Data Sheets</li> </ul>	<ul style="list-style-type: none"> <li>Is it a chemical or oil?</li> <li>Is it a small spill or heavy flow?</li> <li>Do you need Emergency Services?</li> </ul>
2		<b>RAISE THE ALARM</b>	Ensure all non-essential personnel are moved at least 5 metres away from the spill. Clear area and prohibit access if necessary	<ul style="list-style-type: none"> <li>Contact the <b>Environmental Manager</b> on Ext. <b>1198</b></li> <li>If it is a Major Spill (Greater than 25 litres) call <b>Security</b> on Ext. <b>2222</b></li> </ul>		<ul style="list-style-type: none"> <li>Out of hours – Security should call On-call fitter, Environmental Manager and Maintenance Manager</li> </ul>
3		<b>PROTECT YOURSELF</b>	Put on appropriate PPE	Avoid contact with vapour / fumes /		<ul style="list-style-type: none"> <li>Gloves</li> <li>Goggles</li> <li>Non absorbent overalls</li> </ul>
4		<b>STOP THE SOURCE</b>	Switch off any pumps. Close any valves and stop leakage			<ul style="list-style-type: none"> <li>Do not leave the spill site until the oil/chemical is cleaned up and the danger removed</li> </ul>
5		<b>CONTAIN</b>	Use spill kit contents to contain the spill and prevent it from entering drains	Use spill kit contents – see locations listed below		<ul style="list-style-type: none"> <li>Absorbent mini-booms</li> <li>Absorbent pads</li> <li>PPE</li> <li>Disposal bags and ties</li> </ul>
6		<b>NOTIFY AUTHORITIES</b>	Notify the sewerage undertaker and regulator		<ul style="list-style-type: none"> <li>E-mails</li> <li>Telephone records</li> </ul>	<ul style="list-style-type: none"> <li>EPA</li> </ul>
7		<b>CLEAN UP</b>	Use brushes, shovels and bags to clean up waste. Work inwards from the perimeter of the spill	Contact Environmental Services to arrange correct disposal		<ul style="list-style-type: none"> <li>Place in labelled, sealed bags</li> <li>Label as hazardous waste</li> </ul>
8		<b>WASTE DISPOSAL</b>	Dispose of material as hazardous waste. Place in banded covered area of the Works Department labelled 'Waste Oil Storage Area'	File →	<ul style="list-style-type: none"> <li>Hazardous Waste Consignment notes</li> <li>Collection Dockets</li> </ul>	<ul style="list-style-type: none"> <li>Retain HWCN for 3 years</li> </ul>
9		<b>RE-STOCK</b>	Restock spill kit contents	Contact Environmental Manager to arrange disposal		
10	 Environmental Manager	<b>Audit</b>	Conduct periodic audits on spill response arrangements	SYS07 Internal Audit	<ul style="list-style-type: none"> <li>Internal audit records</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate spill response equipment is available at key locations</li> </ul>

#### OIL SPILL KITS

OIL SPILL KITS			CHEMICAL SPILL KITS
6 Mobile Spill Kits in each of the Maintenance Fleet Gardening Vehicles	Large Spill Kit MBC Basement Boiler-house	Large Spill Kit - Gardeners Store – Upper Malone	Mobile Kit – Works Department Store
Large Spill Kit DKB Boiler House	Large Spill Kit – Out of Hours Store		DKB Boiler-house Bore Hole (Vermiculite)
Large Spill Kit Works Department, Rugby Road	Large Spill Kit – Gardeners Store – Rugby Road		MBC Roof Plant Room (Air Handling Units)