

Environmental Management System OCP1 – Emergency Spill Procedure

Date Adopted 15th January 2015

1. Purpose:

- To prevent water pollution to surface waters and sewer by describing the actions to be taken by staff in the event of the discovery of a spill or leakage of potentially polluting material, e.g. oils, chemicals and solvents etc.

2. Responsibilities:

- It is the responsibility of the Environmental Manager to ensure that this procedure is followed at all times.

3. Procedure:

- No oils, chemicals or solvents should be disposed of down any drains.
- A site inspection of all drains and storage facilities will be undertaken as part of a legal compliance check (please refer to Legal Register).
- Communicate the Emergency Spill Procedure to all staff.
- Display signs where appropriate.
- In the case of any oil, chemical or solvent spillages please follow the ACTION IN CASE OF SPILLAGE procedure below.

ACTION IN CASE OF SPILLAGE

1. Stop spill or leak at source if safe to do so.
2. Identify substance e.g. from the Material Safety Data Sheet (MSDS) label on the container.
3. Contain the spill if safe to do so - using absorbent material.
4. Divert spill to foul drain or interceptor if necessary, to stop spill from reaching a surface water drain.
5. Absorb the spill - using absorbent material.
6. Bag up contaminated absorbent material - using a heavy-duty plastic bag (label the bag with its contents). Do not dispose of as general waste.
7. Dispose of as hazardous waste - see OCP5: Waste Management Procedure.
8. Report the incident to the Environmental Manager and ensure that an accident / incident report form is completed using pen and paper.
9. Contact the Environment Agency if the spill goes down a surface water drain.
10. Contact Thames Water if the spill is diverted to a foul water drain.

EMERGENCY CONTACT NUMBERS

- **EMERGENCY SERVICES**
999 or 112
- **ENVIRONMENT AGENCY EMERGENCY HOTLINE** 0800 80 70 60
- **THAMES WATER**
0845 9200 805

4. Records:

- Accident / Incident Report form Contact Stephen Foster.

Signed: 

Ben Hawkes, Managing Director

Date: 17/01/2019



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