

EMERGENCY PROCEDURE FOR EXTERNAL SPILLS

SPILL DISCOVERED

THE BELOW STEPS ARE A SIMPLE GUIDE TO FOLLOW WHEN RESPONDING TO SPILLS. THEY **DO NOT** CONSTITUTE A SPILL RESPONSE PLAN THEMSELVES, BUT TAKING THESE STEPS WILL HELP BE MORE PREPARED AND ABLE TO RESPOND EFFECTIVELEY FOR UNEXPECTED SPILLS. (THE SEQUENCE OF THESE STEPS CAN VARY DEPENDENT TO THE SPILL SCENE)

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| 1 | TAKE CONTROL | <ul style="list-style-type: none"> THE FIRST TRAINED PERSON ON THE SCENE SHOULD TAKE CONTROL, DELEGATE TASKS AS REQUIRED DON'T RELINQUISH THAT CONTROL UNTIL RELIEVED BY SENIOR MANAGEMENT OR AN INCIDENT SPECIALIST DO NOT LEAVE UNTIL THE INCIDENT REPORT HAS BEEN COMPLETED | | | | |
| 2 | MAKE SURE YOU AND OTHER PERSONNEL ARE NOT AT RISK – GET HELP | <ul style="list-style-type: none"> CONSIDER THE RISK OF VAPOURS, FIRE OR EXPLOSION. CONTROL SOURCES OF IGNITION & VENTILATE IF FUMES DO NOT PRESENT HAZARD OR ISOLATE EXTRACTION IF POSSIBLE. EVACUATE THE AREA IF REQUIRED ASK COLLEAGUES TO PREVENT ANYONE OTHER THAN TRAINED PERSONNEL ENTERING THE AREA ASSESS & MANAGE FIRST AID REQUIREMENTS – THESE TAKE PRIORITY OVER ENVIRONMENTAL & PROPERTY RISKS REMEMBER: 'KNOW THE HAZARDS FIRST, PROTECT YOURSELF, STOP THE SOURCE IF POSSIBLE, REDUCE FURTHER CONTAMINATION AND KEEP SPILLS OUT OF DRAINS ATTEND TO AFFECTED PERSONS IN ACCORDANCE WITH THE MSDS/COSHH, EMERGENCY WASH/DECONTAMINATE IF REQUIRED, REMOVE CONTAMINATED CLOTHING IF APPROPRIATE | | | | |
| 3 | IMMEDIATE RESPONSE | <ul style="list-style-type: none"> AVOID CONTAMINATION AND EXPOSURE, PUT ON ANY REQUIRED PROTECTIVE, RESPIRATORY EQUIPMENT FIRST REDUCE FURTHER RISK OF INJURY, CONTAMINATION, DAMAGE AND SPILL BY AN IMMEDIATE RESPONSE (E.G. RIGHTING AN OVERTURNED CONTAINER, ISOLATION THE SOURCE, PLUG THE LEAK) IF YOU CAN IMMEDIATELY IDENTIFY THE SPILL, IT IS SAFE TO DO SO AND YOU OR OTHERS ARE NOT AT RISK. LIMIT THE SPILL: COVER, BUND, BLOCK, DAM, CONTAIN USING THE CORRECT SPILL KIT (DO NOT VACUUM UNLESS USING ONE EQUIPPED WITH A HEPA HIGH FILTER) NEUTRALISE, DILUTE, DISINFECT, VENTILATE, DESIPATE, STABILISE THE SPILL TO A SAFE CONDITION AS NECESSARY | | | | |
| 4 | ASSESS THE RISK TO THE ENVIRONMENT | <ul style="list-style-type: none"> IS THE SPILL STATIC, SLOW MOVING, FLOWING RAPIDLY? IS THERE AN OPEN DRAIN, MANHOLE, WATERCOURSE IN THE VICINITY OF THE SPILL? IS THERE A RISK TO LAND CONTAMINATION– SOIL, GRASS, PLANTING OR GRAVELLED AREAS, BASEMENT/PLANT ROOMS, ADJACENT BUILDINGS LIMIT THE DAMAGE/SPILL: COVER, BUND, BLOCK, DAM, DIVERT CONTAIN IT USING THE CORRECT SPILL KIT | | | | |
| 5 | ASSESS THE RISK TO PROPERTY | <ul style="list-style-type: none"> IS THERE A RISK OF FIRE OR EXPLOSION IN, OR IN CLOSE PROXIMITY TO, A BUILDING? CONTROL SOURCES OF IGNITION IF POSSIBLE. COULD THE SPILL FLOW INTO A BUILDING? PREVENT VAPOUR MIGRATION, AN EXPLOSIVE ATMOSPHERE TO OTHER AREAS, CONFINED SPACES CONSIDER COVERING FLAMMABLE SUBSTANCES USING A FOAM EXTINGUISHER | | | | |
| 6 | CAN YOU IDENTIFY WHAT HAS BEEN SPILT? | <ul style="list-style-type: none"> DID YOU SPILL IT (<i>YOU SHOULD KNOW WHAT IT IS</i>), OR IS THE PERSON PRESENT WHO SPILT IT? CAN ANYONE ELSE TELL YOU WHAT IT IS? IS THERE A CLEAR LABEL ON THE CONTAINER? CAN YOU GET HOLD OF A COSHH ASSESSMENT OR MSDS FOR THE PRODUCT? IF IT IS NOT IMMEDIATELY IDENTIFIABLE, ISOLATE AND SEEK EXPERIENCED PERSONNEL TO ATTEMPT IDENTIFICATION IF HAZARD IS UNKNOWN ASSUME THE WORST AND APPLY/USE THE HIGHEST LEVEL OF PROTECTION | | | | |
| 7 | BRIEF OTHERS: FACULTY/DEPT SAFETY TECHNICAL MANAGER IF MAJOR SPILL NOTIFY: CAMPUS SECURITY 0191 227 3200 | <p>REPORT THE FOLLOWING:</p> <p>M - MAJOR INCIDENT (APPLIES ONLY IF ONE) E - EXACT LOCATION T - TYPE OF INCIDENT H - HAZARDS AT SCENE A - ACCESS & EGRESS ROUTES N - NUMBER OF STAFF/ CASUALTIES INVOLVED E - EXTENT OF SPILL / INJURIES, EMERGENCY SERVICES PRESENT/REQUESTED</p> <p>BE SPECIFIC:</p> <ul style="list-style-type: none"> WHERE IS THE INCIDENT? WHAT'S HAPPENED, WHAT'S BEEN SPILT, THE VOLUME BEING SPILT, OTHER RISKS: TO PERSONS, THE ENVIRONMENT, PROPERTY, EQUIPMENT, OTHER SUBSTANCES? ARE AMBULANCE / FIRE OR OTHER UNIVERSITY SERVICES REQUIRED? ARE YOU ON YOUR OWN OR ARE THERE OTHER STAFF PRESENT? HOW BIG IS THE SPILL? ARE THER INJURIES, HOW MANY PEOPLE ARE INJURED – TO WHAT EXTENT? <p>SECURITY WILL NOTIFY OTHERS (FACILITIES & ESTATES, HEALTH & SAFETY MANAGER, ENVIRONMENTAL MANAGER) AS REQUIRED</p> | | | | |
| 8 | IS IT SAFE TO DEAL WITH THE SPILL? | <ul style="list-style-type: none"> DO YOU HAVE SUFFICIENT ASSISTANCE TO DEAL WITH THE SIZE OF SPILL? NEVER ATTEMPT THIS ON YOUR OWN, GET TRAINED HELP REFER TO THE MSDS / COSHH HAVE YOU GOT THE APPROPRIATE PPE/RPE? THINK ABOUT GLOVES, GOGGLES, OVERALLS AND FOOTWEAR, FFP3/ FILTERED HALF MASK DO YOU HAVE THE RELEVANT SPILL KIT AND SUFFICIENT PROVISION? IF YOU THINK IT IS UNSAFE, CONTACT THE CENTRAL HEALTH AND SAFETY TEAM | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;">GREY – GENERAL PURPOSE</td> <td style="background-color: #cccccc;">WHITE – OIL ONLY</td> <td style="background-color: #ffff00;">YELLOW - HAZMAT/ CHEMICALS</td> </tr> </table> | GREY – GENERAL PURPOSE | WHITE – OIL ONLY | YELLOW - HAZMAT/ CHEMICALS |
| GREY – GENERAL PURPOSE | WHITE – OIL ONLY | YELLOW - HAZMAT/ CHEMICALS | | | | |
| 9 | SPILL CONTROL HIERARCHY | <ul style="list-style-type: none"> ISOLATING THE SOURCE CONTAIN THE SPILL NEAR TO THE SOURCE KEEP THE SPILL OUT OF THE DRAINS STOP THE SPILL GETTING OUT OF THE DRAINS MINIMISE THE POLLUTION WITHIN THE WATERCOURSE AND MINIMISE GROUND CONTAMINATION | | | | |
| 9A | DRAINS | <ul style="list-style-type: none"> ALWAYS COVER SURFACE WATER DRAINS AS A PRIORITY EVEN IF YOU THINK THEY ARE SAFE, ONLY UNCOVER THEM ONCE THE SITUATION IS SAFE AND FULLY RECTIFIED AND CLEANED UP DO NOT WASH ANYTHING DOWN ANY SURFACE WATER DRAINS, ANYTHING TO BE WASHED DOWN A FOUL DRAIN MUST BE RENDERED NON HAZARDOUS SOME ITEMS MUST NEVER GO DOWN DRAINS. IF IN DOUBT ASK FOR GUIDANCE BEFORE DISPOSAL | | | | |
| 9B | ISOLATING THE SOURCE | <ul style="list-style-type: none"> RIGHT CONTAINERS WHICH HAVE FALLEN OVER OR ROLL SO THAT ANY LEAK IS AT THE TOP TEMPORARILY PLUG OR SEAL HOLES IF POSSIBLE TURN OFF TAPS / VALVES PLACE LEAKING CONTAINERS IN LARGER CONTAINERS OR IN BUNDED AREAS OR ON DRIP TRAYS TRANSFER OR TRANSFILL THE LEAKING LIQUID TO ANOTHER APPROPRIATE SIZED CONTAINER | | | | |
| 9C | CONTAINING A SPILL NEAR ITS SOURCE | <ul style="list-style-type: none"> CAREFULLY PLACE THE ABSORBENT SOCKS IN A U-SHAPE TO CAPTURE THE SPILL PLACE THESE AS CLOSE AS POSSIBLE BUT FAR/SAFE ENOUGH AWAY TO GIVE YOURSELF TIME TO GET THEM IN POSITION WATCH WHICH WAY THE SPILL IS FLOWING, STOP THE DIRECTION OF FLOW CAREFULLY PLACE (DO NOT DROP) ABSORBENT PADS AND PILLOWS IN THE U-SHAPE TO ABSORB THE SPILL | | | | |
| 9D | KEEP THE SPILL OUT OF THE DRAINS | <ul style="list-style-type: none"> IF THE QUANTITY OF SPILL IS TOO MUCH TO ABSORB PROTECT THE DRAIN FIRST PUT DOWN THE DRAIN MAT USE ABSORBENT SOCKS ONE ON TOP OF ANOTHER OVERLAPPING LIKE A WALL AROUND THE DRAIN PLACE THE ABSORBENT PADS AND PILLOWS OUTSIDE THE WALL TO PROTECT THE WALL | | | | |
| 9E | STOP THE SPILL GETTING OUT OF THE DRAINS AND ABSORBENT GROUND | <ul style="list-style-type: none"> IF THE SPILL HAS ALREADY GOT INTO THE DRAIN STILL SEAL OFF THE DRAIN TO PREVENT FURTHER INGRESS CONTACT THE SUSTAINABILITY MANAGER; KATIE RIDLEY +44 (0)191 243 7068 WHO WILL ASSESS AND NOTIFY THE ENVIRONMENTAL AGENCY AS NECESSARY USE ABSORBENT SOCKS, PILLOWS AND PADS TO BUND THE DRAIN BEFORE THE SPILL ENTERS THE WATER COURSE | | | | |
| 9F | MINIMISE THE POLLUTION WITHIN A WATERCOURSE | <ul style="list-style-type: none"> IF THE SPILL HAS GOT INTO THE WATERCOURSE, STILL SEAL OFF THE DRAIN TO PREVENT FURTHER INGRESS DEPLOY BOOMS AROUND OIL CONTAMINANTS, CONSIDER DAMNING THE WATER COURSE CONTACT THE SUSTAINABILITY MANAGER; KATIE RIDLEY +44 (0)191 243 7068 WHO WILL ASSESS AND NOTIFY THE ENVIRONMENTAL AGENCY OR NORTHUMBRIA WATER AS NECESSARY | | | | |
| 9G | DISPOSAL | <ul style="list-style-type: none"> ENSURE ANY USED SPILL KIT MATERIALS ARE DISPOSED OF AS HAZARDOUS WASTE AND REPLENISHED | | | | |
| 10 | REPORTING ACTIONS AND HANDOVER | <ul style="list-style-type: none"> ONCE SPILL HAS BEEN CLEANED UP CHECK AND INFORM THAT IT IS SAFE TO RETURN TO AREA AND/OR CONTINUE OPERATIONS ENSURE A FULL BRIEF IS GIVEN IF YOU ARE REQUIRED TO HANDOVER CONTROL OF AN INCIDENT, STAY AVAILABLE COMPLETE THE RELEVANT INCIDENT FORM DETAILING YOUR ACTIONS | | | | |
| 11 | POST INCIDENT | <ul style="list-style-type: none"> ENSURE ANY USED SPILL KIT ITEMS ARE DISPOSED OF AS HAZARDOUS WASTE ENSURE SPILL KITS ARE REPLENISHED ASSIST WITH ANY POST INCIDENT INVESTIGATION SEEK TO IMPLEMENT IMPROVEMENTS TO PREVENT A RE-OCCURENCE | | | | |

INCIDENT/INJURY AND NEAR MISS FORMS ARE HERE and ENVIRONMENTAL INCIDENT RECORDING IS HERE