

OP 8.1.13 - Management and storage of liquid fuels

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Version Control

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V2015:1.0	Integration into ISO 2015	Julian Greaves ; Sustainability Manager	29/08/2017

PROCEDURE:**PURPOSE:**

- To describe Procedure for safe storage and management of liquid fuels

Fuel delivery – Grounds:

- Fuel delivery (agricultural diesel) shall be as described under Safety Procedure SP08 “Diesel Tank deliveries” and must be supervised by a member of the BSU grounds team.
- Following completion of fuel delivery, the fuel storage tank filler aperture will be locked.
- In the case of any spillage, the spill kit, located immediately behind the storage tank, will be used to prevent spilled fuel from reaching the yard-drainage.
- Any spillages will be recorded in the spillage log book, which is kept by the Grounds Manager.

Fuel storage:

- Agricultural diesel is stored in a double-bunded container, fitted with an alarm mechanism.
- Petrol is stored in petrol canisters in a locked, bunded, fire-proof cabinet.
- Heating oil (Ashman’s Yard) is stored in a double bunded, locked container in a locked enclosure.

Fuel filling - Grounds:

- Fuel filling shall be as described under Safety Procedures SP09 and SP10 “Fuelling Vehicles/Machinery”
- All machinery is to be allowed to cool before being re-filled from a fuel canister.
- Re-filling of machinery will only be undertaken by staff who have received instruction in the re-fuelling of machinery and in fuel-spillage containment and clean-up.

Fuel spillage:

- Every effort should be taken to prevent fuel spillages from occurring. However, in the event of a fuel spillage, immediate action should be taken to prevent fuel from reaching the yard-drainage system, using the spill kits available.
- All fuel spillages are to be recorded in the fuel spillage log located in the Garden Mess Room.
- Spill kits are located behind the agricultural diesel container in the Estates Yard
- Spill kits are inspected twice yearly to ensure all necessary components are present. If components are missing, this is recorded in the spillage log and items are renewed.

EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it may result in:

- Potential for pollution of ground or surface water
- Potential fire hazard
- Potential non-conformance with clauses of the ISO 14001 standard.

Departures from this procedure are addressed using procedure 10.2 Nonconformity, corrective action & preventive action.