

OP 8.1.16 – Spill management

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Version Control

Version number	<i>Purpose/change</i>	<i>Name and job title</i>	<i>Date (DD/MM/YYYY)</i>
V2015:1.0	Existing copy, updated to include version control	J. Greaves	15/09/17
V2015:1.1	Updated following spill management meeting 13/12/17. Inclusion of Corsham Court structure.	J Greaves	14/12/17
V2015:1.2	Updated to include science lab staff	J Greaves	03/01/18

OPERATIONAL PROCEDURE: 8.1.16 – Spill management**PURPOSE:**

To describe Procedure for management of spills

METHOD:

Procedures 8.1.13 and 8.1.14 and local working practices are in place to minimise the risk of spillages occurring. However, the risk of spillage still exists, particularly from vehicles. This document describes the management and reporting procedures that are in place to:

- prevent spillages from causing environmental damage
- safely clear-up after spillage and dispose of contaminated materials
- learn from spill incidents and near-misses to minimise re-occurrence
- record and report spill incidents where necessary

Spill Management Structure

Spill response management will follow a three-tier management structure: Gold, Silver and Bronze.

Gold Command	Newton Park – Head of Estates and Emergency Management team member	Richard Jordan
	Sion Hill – Dean of School and Emergency Management team member	Anita Taylor
	Corsham Court – Vice-Provost Research and Enterprise, Bath Spa University	John Strachan
Silver Command	Incident Commanders	1. Craig Smith: Deputy Head of Estates and Services - Maintenance 2. Andrew Williams: Deputy Head of Estates and Services - Facilities and Services 3. Ceri Davies: Science Lab Technician 4. David Tinkham Sion Hill Resources Manager 5. James Turvey Deputy Head of Estates and Services - Estate Management, Bath Spa University
Bronze Command	Scene Managers/Intervention Team Leaders	1. Penny Snowden 2. Michael Tarran 3. Adrian Blake 4. Ceri Davies (Science Labs only) 5. David Tinkham 6. Sion Hill TBC 7. Manny Auld 8. Christopher Couzens

Bronze Spill Responder Team –	Spill Responder Team Members	<ol style="list-style-type: none"> 1. Dave Garratt 2. Nigel Westlake 3. Mike Ludwell 4. Tham Kavar 5. Simon Johnson 6. SH – TBC 7. SH – TBC 8. CC – Grounds staff 9. CC – Manny Auld 	Science Labs <ol style="list-style-type: none"> 1. Ceri Davies 2. Jenny Beard 3. Laura Dodge 4. Darrell Watts 5. Sebina Zisa-Davies 6. Christina Richardson 7. Sian Williams
Incident Recorders		<ol style="list-style-type: none"> 1. Julian Greaves 2. Penny Snowden 3. David Tinkham (Sion Hill) 	
Incident Support Team To be selected by the on-call Incident Commander and will be dependent on the nature and location of the incident once declared.		<p>Any available member of the Security or wider Estates teams. Warren Cole – H&S</p>	

Spill response procedure

1. Notification of spillage

Unless identified directly by members of the Grounds, Security or Maintenance teams, notifications of spillages typically come from general members of staff or students to Estates Administration or Security. In all cases, the appropriate member of the Bronze Command team (location dependent) must be notified of a spill in the first instance.

In the science labs, spillages are most likely to occur during supervised sessions or during the preparation/translocation of chemicals. In all cases, a supervising member of staff will be available to manage the scene and spill clean-up. Small-scale desk-based spillages that are immediately cleaned up are not included in this procedure.

When notified of a spill, the person receiving notification will record the location of the spill and the quantity and nature of the material(s) involved and will pass this information to the Bronze Commander.

The Bronze Commander will notify the appropriate Spill Responders immediately. Upon notification, the Spill Responders will collect their spill response kit, don the appropriate PPE, select appropriate spill control and clean-up materials and arrive at the spill site as quickly as possible.

If a spill is first identified by a Spill Responder, the Spill Responder will contact a Bronze Commander and will act as Bronze Command and Scene Manager until help arrives.

It is for the Bronze Commander to make a judgement as to whether the spill poses a significant enough risk to people or the environment to require escalation to Silver or Gold Command and whether to contact emergency services.

Gold Commander will judge whether to escalate to Emergency Management Team.

2. Scene management

On arrival at the spill scene, the Bronze Commander will define the Scene Control area and appoint an appropriate number of Spill Responders to control the scene. If required, the Bronze Commander will call on Incident Support Team to assist in scene management, to enable the Spill Responders to carry out effective and rapid clean-up.

3. Spill clean-up

Suitably trained Spill Responders will use appropriate materials to contain and clear up the spill. Once the scene management is in place to protect human health and safety, protection of drainage routes to environmental receptors, such as the lakes will be the first priority.

- Priority 1 – Protection of human health
- Priority 2 – Protection of environment

Contaminated spill control and clean-up materials will be bagged, labelled and stored in the hazardous spill materials bin in the Estates Yard for disposal via haz-waste procedures. Contaminated spill materials at Sion Hill, Corsham Court, Green Park House or other sites are to be bagged and labelled on site and a WMS raised for collection by the Porterage team.

4. Spill incident recording

Spills will be recorded using the *Spill and Environmental Incident Report Form* (P:\Energy & Environment\Spill Management). A form can be requested from the Sustainability Manager. Completed forms will be passed to the Sustainability Manager, who will notify the Environment Agency if required.

Forms must be completed in reasonable time to ensure that replacement spill management materials are ordered and in place quickly.

5. Disposal of contaminated materials

All contaminated spill response materials and PPE will be disposed of via haz-waste procedures (OP 8.1.8).

EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it may result in:

- Potential for pollution of ground or surface waters
- Danger to human health
- Potential fire hazard
- Potential for reputational damage
- 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.doc.