

SPILLAGE PROCEDURE

Spillage Procedure Checklist

- You must know and understand what to do if a spill occurs
- Your first consideration is the immediate safety of all people present
- Call the Emergency Services if the event is serious
- Contain the spill but only if it is safe to do so
- If help is available, allocate responsibilities to others to create a competent emergency team to deal with the spill

Spill Checklist	Precautions
1. Raise the alarm	• Do not endanger yourself
2. Evacuate people if necessary	• Go to the nearest safe exit
3. Close valve, plug leak or upright container, if safe to do so	• Do not leave the area unattended if there is a risk of a further spill
5. If necessary, Seek specialist advice	• If Safe, Contact your Line Manager for assistance
6. Clean up spill using the spill kit (located in the Mixing Room)	• Wear personal protective equipment (PPE) appropriate for the spilled substance
7. Recover product or dispose of waste spill safely	• If spill is likely to enter a waterway notify the Local Council & Water Authority
8. In a serious event, call the Emergency Services (dial 999)	▪ Advise the Manager of the incident or contact the Emergency Services

Hazardous Substance Spills

- Raise the alarm
- Evacuate if necessary
- Identify the nature of the spilled substance
- Put on safety equipment (e.g. overalls, boots, gloves, eye protection, etc.)
- If it is safe to do so, close off the source of the spill
- Remove sources of ignition if flammable substance present
- Identify the danger posed by the spill – only respond if it is safe to do so
- Refer to the safety data sheet or call on an approved handler or other specialists for advice
- Safety data sheets are available at the administration office
- If necessary, call emergency services and advise the Local Council
- Use your spill kit (contain the spill if it is safe to do so – utilise a drip tray or oversize container or absorbent to soak up a small spill)
- Dispose of waste safely as set out in the safety data sheet

After the event

- Replenish the spill kit
- Complete an incident report (Abnormal Emissions Log located in Folder 7 of the MCS Consultancy Management System)
- Review the effectiveness of the emergency plan