

ENVIRONMENTAL PROCEDURE 3
ENVIRONMENTAL SPILL CONTROLS

1. Objective

To ensure that all The University of Warwick staff are prepared for emergency environmental spill situations so that a quick response is given to minimise the impact on the environment plus damage to equipment and surrounding utility infrastructure.

Do not put yourself at risk when dealing with spills – follow all health & safety instructions, such as COSHH, and if in doubt ask your manager and/or The University of Warwick appointed health & safety professional.

2. Scope

This procedure deals with the effective management of environmental spill situations, covering actions to be taken in responding to and reporting of such incidents. Spill incidents include accidental release from: a vessel, item of plant, item of equipment, operational activity or runoff, including runoff from water used in fighting fires.

3. Key Actions

If there is a spill of potentially polluting material:

STOP work (if safe to do so) & prevent any more material spilling

CONTAIN the spill and prevent it entering drains and watercourses

NOTIFY your manager and report what was spilled, where and what was done.

EP-03-V02	Environmental Spill Controls Version 2	Page 1 of 2
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The University of Warwick Building, Estates Office– Uncontrolled when printed		
<small>Key to document prefixes: EE=Environmental Statement of Principles; EM=EMS Manual; ER=EMS Register; EP=EMS Procedure; EL=EMS Legal Register; EK=EMS KPI Objectives & Programmes; EO=Environmental Report; EF=Environmental Form; EA=Environmental Audit; ET=Environmental Training; EC=Environmental Record; EV=EMS Management Review</small>		

4. Spillage Controls

Action	By Whom	When	How
1. Immediately stop work and prevent any more material spilling	Whoever discovers the spillage.	Immediately (if safe to proceed)	By turning off any taps and machinery to stop the flow or by placing a suitable container under the flow to capture further spills.
2. Contain the spill.	Whoever discovers the spillage.	Immediately (if safe to do so)	<ul style="list-style-type: none"> Contain the spill using bunds of earth, sand or absorbent granules immediately Using spill kits isolate drains or to contain spillages on hard surfaces. Check if the spill has not reached any nearby drains/manholes, water courses, ponds and other sensitive areas.
3. Notify Site Manager	Whoever discovered the spillage.	Immediately	Notify supervisor immediately giving the following information: <ul style="list-style-type: none"> Any risk of entering the drainage system or watercourse or affecting the environment Material involved Location Reason for pollution Quantity involved
4. Notify relevant authorities giving: <ul style="list-style-type: none"> Location & company Material involved Quantity involved Reason for pollution Contact (if relevant or required) <ul style="list-style-type: none"> Environment Agency Local Authority Emergency Services Local water supplier and sewer provider Health and Safety Executive Specialist clean-up contractors 	Site Manager	Immediately spillage has been reported	<ul style="list-style-type: none"> If the spill: <ul style="list-style-type: none"> Has the possibility to cause damage or danger to the natural environment Has the possibility to cause pollution Report to Environment Agency on 0800 807060 <ul style="list-style-type: none"> If spill enters foul sewer contact local sewerage undertaker
5. Remove the hazardous waste.	Whoever nominated by Site Manager	Once the spillage has been absorbed / reported	Remove the hazardous waste and deposit it into the correct container for disposal by licensed waste carrier. If contaminated land is being remediated by removal of land, permit to dig system must be used.
6. Replace any used spill kits	Site Manager	When spill kits are used	Via purchasing department.
7. Check the effectiveness of the clean up.	Whoever nominated by Contracts Manager	Once the spillage area has been cleaned.	By, if necessary, visual inspection and resulting instructions to further clean the area. Procedure continually assessed.
8. Report incident to Estates Office to prevent re-occurrence	Site Manager	When spill has been contained	Completing accident form via the University SHE Assure reporting system & select environmental category: UOW Portal b61470bf-91f9-4f38-a1c9-8b2cce40b052 (sheassure.net)

EP-03-V02	Environmental Spill Controls Version 2	Page 2 of 2
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