

Spill Response Procedure

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Version History

Version	Date	Purpose	Author	Review Due Date
1.0	01/2010	Original draft	Rose Rooney	01/2011
2.0	04/2010	Change of personnel and legislation. Gap identified to deal with Emergency Situations which lie outside of a Department direct responsibility.	Rose Rooney	04/2011
3.0	07/2010	Change of Procedure to include all spills. Includes Chemical, firewater and fly tipped spills.	Rose Rooney	07/2011
4.0	01/2012	Change in procedure to reflect emergency contact number changes.	Rose Rooney	01/2013
5.0	10/2013	Removed reference to Chemical Spill as this requires more specialist response	Rose Rooney	10/2014
6.0	10/2015	Update with spill kit locations	Rose Rooney	10/2016
7.0	01/2019	Update Wessex Water phone number	Rose Rooney	01/2020
8.0	02/2020	All spills to be reported to security	Rose Rooney	02/2021
9.0	02/2023	Contact details updated	Agnes Chruszcz	02/2024
10.0	03/2025	Contact and team details updated	Kasia Haywood	03/2026
11.0	04/2025	Updates to include first aid and reporting procedures	Kasia Haywood	04/2026

1.0 Purpose

To ensure that incidents occurring within the University that have a potential risk of pollution to the environment are dealt with in a safe manner to ensure minimal environmental impact.

2.0 Definition

Incidents include:

Spill: including the following:

- 'Oil' including petrol, diesel, central heating oil, lubricating oil, mineral oil, vegetable and plant oil, heavy oil i.e. bitumen, solvents i.e. paraffin, waste oil
- Spills from 'fly tipped' waste
- Firewater pollution entering the drainage system (water used to fight fires can contain dangerous substances)
- Drainage system failure
- Chemical incidents are managed through specific department procedures

3.0 Scope

This procedure applies to incidents involving a 'spill' as defined above. It covers the University Estate and all staff.

4.0 Responsibility

- Departments are defined as '*persons who have responsibility for maintaining equipment containing oil, managing equipment containing oil or accepting delivery of oil products for equipment*'.
- Key locations are defined as '*areas where bulk delivery of oil takes place, equipment where oil is located, maintenance activities involving oil and chemical stores*'.
- Each Department is responsible for ensuring that adequate spill response kits are available at key locations.
- Each Department is responsible for ensuring key staff has received training on how to deal with a spill within their area of responsibility.

5.0 Procedure

5.1 Discovering a spill

- Assess the risk of the spill to determine how it may affect human health, the environment and property. Take measures to protect life, including your own. If possible, remove injured persons from danger and if you have first aid skills then render them if safe to do so.

- Take all reasonable measures to prevent access to the area. For any significant* spill, inform Security and request assistance. Security will inform Campus Health, Safety and Quality Assurance Team if the spill is on the roadway or walkway or presents a significant risk to health and safety. Security will alert the fire brigade of any significant* spill involving petrol.
- If safe to do so, try to control the spill to prevent escape to the drainage system by any practical means i.e. by using a spill kit. Do not attempt to deal with the spill without appropriate Personal Protective Equipment (PPE) including safety glasses and gloves AT A MINIMUM for Oil/Diesel. Stop the source of the spill if possible, any pumps should be stopped and switched off. Where a spillage occurs during a pipeline receipt, pumping should be stopped immediately.
- If possible, isolate the area - cordon off the contaminated area, keep people at least 5 metres from the spill.
- Do not leave the spill site - someone should be present continuously until the oil is cleaned up and the danger removed.
- If anyone has been injured by the spill or skin has come into contact with the spill then provide the appropriate first aid using first aid kits located in buildings. If injuries are significant, then contact emergency services.

5.2 Containing a spill – **Step 1**

- Immediate steps using the correct PPE should be taken to control the flow of the liquid being spilled.
- Assess the situation and contain the spillage with minibooms and other absorbents. Concentrate on containing the spill by preventing the liquid from entering the drains.
- At the same time as the leak is being controlled, contain the spilled material in as small an area as possible using absorbent minibooms to create a 'dam' around the spill.
- Do everything possible to keep it from spreading or getting worse. Once the spill has been contained, pads (or pillows for larger spills where available) may be placed on the spill area to absorb the spill to relieve the burden on the minibooms

5.3 Cleaning a spill - **Step 2**

- If you haven't already done so, place absorbent pads on the spill area to soak up the spill.
- Replace saturated pads as necessary until all the spill has been soaked up.
- For larger spills, cushions, where available, should be used instead of pads.

- Do not hose down the area and allow any fluid to enter drainage systems.

5.4 Waste disposal and decontamination – **Step 3**

- All used spill kit and PPE should be disposed of in the polybags provided in the spill kit. All used spill kit material is classified as hazardous waste and must be disposed of under The Hazardous Waste Regulations 2005. All waste leaving site must be accompanied by a Hazardous Waste Consignment Note.
- The bag should be closed using a cable tie (provided in the kit) and taken to a secure area, which should ideally be bundled until disposal arrangements have been made by Sustainability.

5.5 Reporting a spill and Incident Evaluation

- Contained Spill – where a small spill (less than 5 litres or less than 1 metre in diameter) has been contained and successfully cleaned up please contact Security to report the spill and summarise action taken. Security will not assist with clean-up unless necessary but will log this spill as an incident. Please ensure once you have cleaned the spill you book a collection for the contaminated spill kit and a replacement from Sustainability (sustainability-estates@bristol.ac.uk).
- Significant and large spill– where a significant (greater than 5 litres or greater than 1 meter in diameter) or a large (greater than 25 litres) spill occurs contact Security immediately stating the exact location of the spill, substance spilt (if known), approximate quantity spilled and if the substance has entered the drainage system. Security will follow a procedure for notifying relevant departments.
- Where spillages have entered a drainage system, the person discovering the spill should immediately contact the following:
 - - Surface Water Drain – Report the spillage to the Environment Agency on 0800 807 060
 - Foul Drain – Report the spillage to Wessex Water on 0345 600 4 600
 - Combined Drain – Report the spillage to Wessex Water on 0345 600 4 600
 - Unknown drain type – Contact Wessex water AND the Environment Agency
 - In all circumstances, also contact the relevant people as described in 5.1
- Report any accidents as a result of the spill, that required first aid, to the Health, Safety and Quality Teams via the online incident portal. Alternatively, inform your line manager. Incidents should be reported immediately but at least within 2 working days.
- Assess why the incident happened in the first place and communicate with the Sustainability Team any corrective action required to prevent future incidents occurring.

6.0 Equipment

6.1 Spill kits

Each site spill kit contains as a minimum:

- Absorbent pads - Used to soak up spills after they have been contained
- Absorbent minibooms - Used to contain a spill by creating a 'dam' around it
- Disposal bags and ties - for the disposal of used spill kit
- Personal Protective Equipment (PPE)

7.0 Specialist Contractors

The University has a list of approved Emergency Specialist Contractors who can respond quickly to deal with emergency clearances:

- Cleansing Services Group (CSG) (**0800 011 6600**) 24/7 emergency response
- Darcy (**0800 0370 899**) 24/7 emergency response.

These specialist contractors may be called by Security, Safety and Health Services or Sustainability should the need arise.

If an Oil Spill is identified that is not under University control or on University land please notify Security who will inform Bristol City Council and any other relevant Emergency Services.

8.0 Attachments

- Spill Response flowchart
- Spill Kit locations

9.0 Records

The completed Hazardous Waste Consignment Note(s) must be retained for a period of at least three years to satisfy the legal requirements under the Hazardous Waste Regulations

10. Contacts

- Environment Agency - 0800 80 70 60
- Wessex Water - 0345 600 4 600
- Security – non-emergency: 0117 928 7848 or internal 87848, 24/7 emergency only: 0117 331 1223 or X internal 112233)
- Health and Safety Campus Division - estates-safety@bristol.ac.uk
- Sustainability – 0117 455 4143