1 Purpose

This work instruction outlines the actions and responsibilities associated with the management of spills of liquids and other materials that might have an environmental impact or are subject to environmental or health & safety legislation. This Work Instruction may be supplemented by local procedures at FDD level, provided that they are consistent.

2 Scope

The Scope of the Environmental Management System Certification includes the Wheatley Campus, the Harcourt Hill Campus and Headington Campus (excluding Clive Booth Student Village). All other campuses, sites and student accommodations are at present excluded from the EMS Scope of certification. In addition, construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

This procedure applies to any incidents regardless of whether it arises in classroom situations, student residences or other circumstances.

3 References

- EN103W1 – Non-Haz waste management
- EN103W1 – Haz and WEEE wastes management.
- OBUHSN-11app2 (Reporting of an incident, accident, dangerous occurrence or near miss)
- Activity Risk Assessment
- COSHH/ Materials Safety Data Sheets

4 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Risk Assessment</td>
<td>Created by the employees responsible for chemical management.</td>
</tr>
<tr>
<td>COSHH or Materials Safety Data Sheet</td>
<td>Information on the properties of materials and associated risks/ handling requirements. Copies of these are stored by the relevant FDD employees</td>
</tr>
<tr>
<td>Employee</td>
<td>All persons who are employed full time, part time or temporarily on Campus, including both direct employees and outside Contractors</td>
</tr>
<tr>
<td>FDD</td>
<td>Faculties/ Directorates/ Departments</td>
</tr>
<tr>
<td>Hazardous spills</td>
<td>Materials that are listed in Annex 1 of EN103W1 are deemed hazardous; as are any listed as Hazardous in their COSHH or Materials Safety Data Sheet</td>
</tr>
</tbody>
</table>
5 Responsibility

5.1 All employees, students and visitors are responsible for ensuring that materials are managed appropriately and if spillage occurs for implementing this work instruction.

5.2 Heads of FDD and line management are responsible for ensuring that all personnel and students whose role/activities involve the potential for spills are –

- fully trained in the practices required for minimising, containing and cleaning up spills in a manner that minimises environmental and health & safety risks.
- familiar with the Risk Assessments for carrying out such activities
- aware of the correct disposal channels for contaminated materials as defined in this Work Instruction.

5.3 Contractors are responsible for spills resulting from their activities. Contractors will comply with this work instruction.

5.4 Employees putting together procurement contracts for third party supplied goods and services are responsible for ensuring (as relevant) that the requirements of this work instruction are incorporated into contracts by reference.

6 Procedure

6.1 Classification of reportable spills

6.1.1 Small spills of materials that are non-hazardous do not require reporting but should be immediately cleared up and materials disposed of properly, in accordance with EN103W1 – Non-Haz waste management.

6.1.2 All spills of mineral oil, regardless of the size, must be treated as hazardous waste and managed in accordance with procedure EN103W1 – Haz and WEEE wastes management.

6.1.3 All other spills should be managed in accordance with this instruction and reported to the Sustainability Manager using OBUHSN-11app2.

6.1.4 Any spills to surface water drains or watercourses must be reported to the relevant Facilities Services office and Sustainability Manager immediately as there may be regulatory consequences.

6.1.5 If in doubt, contact the sustainability team immediately for advice on spill management and reporting.

6.1.6 If in doubt about how to clean up hazardous spills safely e.g. with PPE contact the Safety Officer or local FDD health and safety representative.

6.2 Spills to drain or watercourses

6.2.1 Where a spill occurs that is likely to affect a drain or water course, immediate action is to be taken to STOP further spill, CONTAIN the actual spill and PROTECT drain/water course by covering the access point to the drain/watercourse. Under no-circumstances are spilled hazardous materials to be disposed of by flushing into a drain/watercourse.

6.2.2 Spills will be neutralised (where required e.g. if chemicals) and cleaned up; if liquids, clean up will use an appropriate absorbent material which will then be appropriately disposed of (see section 6.4).

6.3 Spills to land

6.3.1 Where a spill occurs, immediate action is to be taken to STOP further spill and CONTAIN the actual spill.
6.3.2 Where the land is permeable and the spill is liquid; immediate action is required to stop the spread of the spill and to remove surface liquid as quickly as possible to prevent permeation into the ground.

6.3.3 Spills will be neutralised (where required e.g. if chemicals) and cleaned up; if liquids, clean up will use an appropriate absorbent material which will then be appropriately disposed of (see section 6.4).

6.3.4 In the event of 6.3.2 occurring, the Sustainability Manager will be advised in order that a determination can be made as to the need to remove and dispose of contaminated soil etc.

6.4 Disposal of contaminated materials

6.4.1 Contaminated materials are classed as hazardous waste if they contain any of the substances defined in Annex 1 of EN103W1 – Haz and WEEE wastes management. If materials are determined to be hazardous, disposal will follow the requirements of EN103W1.

6.5 Replenishing spent spill kits

6.5.1 When a spill kit is used it must be replaced to ensure that there is suitable spill kit provision for the area in question.

7 Impacts and actions required in relation to Non-Conformance

7.1 Failure to apply this procedure may result in:

- a failure to properly manage spills may result in legal action being taken against the University. When formally certified to ISO14001, this might also affect the Campus’s ability to retain certification.

- failure to comply with this procedure may be identified in a number of different ways – both formal and informal - but will be addressed using Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action

8 Records and Related Documents

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Title</th>
<th>Storage custodian</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBUHSN-11app2</td>
<td>REPORT OF AN INCIDENT, ACCIDENT, DANGEROUS OCCURRENCE OR NEAR MISS</td>
<td>Sustainability Manager</td>
<td>3 years</td>
</tr>
</tbody>
</table>

9 Custodian and Review Panel

The author of this procedure is: Sustainability Assistant
The owner of this procedure is: Sustainability Manager
This procedure was reviewed by: Sustainability Manager
10 Change history

Version 1.0  New procedure issued 20/06/2012
Version 2.0  New procedure issued 04/06/2013
Version 3.0  New procedure issued 19/05/2014