# Spill Response Procedure

**Oil, chemicals, liquid foods or bodily fluids**

<table>
<thead>
<tr>
<th>Take Control</th>
<th>The first trained person on scene should take control</th>
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<tbody>
<tr>
<td><strong>STOP</strong></td>
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- **Stop work** (if safe to do so)
- Consider the **Risks**
  - Fire or explosion? (sources of ignition)
  - Fume Inhalation?
- **Find the source** and stop any more from spilling (if safe)
- **Secure the area** - do you need to evacuate the building?
- Notify the Control Room (XTN 3060)
- Major/significant spill call the Emergency Services (999)

| Identify, Contain and Protect | Wear appropriate **PPE**
|-------------------------------|------------------------------------------------|
|                               | **Identify** the spill & find the COSHH/MSDS's.
|                               | **Contain** the spillage immediately e.g. with
|                               | - Spill kit socks
|                               | - Spill kit absorbent pads
|                               | **Protect** drainage by using the clay drain covers.

| Clean Up & Dispose | **Clean up** the spill with the absorbent pads
|--------------------|------------------------------------------------|
|                    | - All contaminated materials are now classified as **hazardous waste**
|                    | - Bag up in the disposable bags in the spill kits & use the cable ties to seal the bag
|                    | - Notify the Control Room (XTN 3060) that a spill has occurred and what hazardous materials need to be disposed of.

| Report | **Notify** your Manager
|--------|------------------------------------------------|
|        | - If the spill is contained complete the **form OBUHSN-11app2**
|        | and send to the Health and safety team. The report should include:
|        | - The material that has entered any drains or is affecting the environment
|        | - The location
|        | - Reasons for incident
|        | - Quantity involved