

METHOD STATEMENT

This procedure should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. The specifications below are those of Utility Support Solutions Limited, however, the specifications of the adopting authorities shall have precedence where they differ from those indicated

Method Statement Title	Spill Response		
Scope	To provide a safe and efficient method for reacting to accidental spillages. The procedure covers works in both public highway and private land.		
Procedure Reference	MS04	Issue Number	04
Issue Date	17/04/2018	Review Period	Annually
Originated By	Michael Watson	Approved By	Ian McDonald

This method statement has been developed, and must be read, in conjunction with the risk assessment manual. Particular attention should be given to the following risk assessments:

RA #E1 – Water from Excavations	RA #E5 – Hazardous Waste Materials
RA #E2 – Refueling of Plant and Equipment	RA #E6 – Contaminated Land
RA #E3 – Excavated Material	RA #E8 – Emptying Fuel Tanks
RA #E4 – General Waste Materials	RA #E9 – Emptying Oil Sumps

Relevant Documentation

Environmental Protection Act 1990
Control of Substances Hazardous to Health (COSHH) Regulations 2002
PPG 22 – Dealing with spills (Withdrawn for England but still current guidance in Scotland, Wales and Northern Ireland)

Emergency Arrangement Details

 Fire/Evacuation	 First Aid	 Pollution/Spill	Other
SP08 – Emergency Preparedness & Response	HSEI01 - Emergency Information	MS04 – Spill Response	SP08 – Emergency Preparedness & Response

Personal Protective Equipment (PPE) Requirements

							
Head (EN397)	Foot (BS EN345-1)	Protective Clothing	Hi-Vis Jacket	Hand (BS EN388)	Eye (EN166)	Hearing (EN 352-1)	Dust Mask (EN149)
	✓	✓	✓	✓	Potentially		Potentially

Other PPE Requirements: Consult COSHH Assessment for Spilled Substance

Construction Dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)

Will the work create dust or fumes?	Potentially
Identify control measures to minimize dust/fumes:	Consult COSHH Assessment for Spilled Substance
If dust cannot be avoided, identify required RPE:	Consult COSHH Assessment for Spilled Substance

Hazardous Materials

Are hazardous materials to be used?	Potentially
Are COSHH/DSEAR data sheets available?	Yes

Relevant COSHH Risk Assessments

Consult COSHH Assessment for Spilled Substance

Permit to Work

Identify any Permit to Work required for this activity?	None
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Description of Safe Working Method

In the event of a spill being identified the following procedure should be followed (STOP – CONTAIN – NOTIFY):

STOP

STOP work immediately and prevent any more material spilling e.g. right an oil drum, close a valve.

ELIMINATE any sources of ignition e.g. switch of plant.

ASSESS the situation. Ensure that appropriate PPE is worn. Await further assistance if this is required. Do not put yourself at risk.



CONTAIN

CONTAIN the spill using bunds of earth or sand immediately.

CHECK the spill has not reached any nearby drains/manholes, watercourses, ponds and other sensitive areas. Bund drains/manholes to stop the substance entering the drainage system.



NOTIFY

NOTIFY your foreman/supervisor giving the following information:

Danger of entering drainage/water	Danger of environmental harm
Material involved	Location of incident
Reason for pollution	Quantity involved
Controls implemented	Any other important information



FOREMAN / SUPERVISOR INSTRUCTIONS

Type of Spill	Description	Action
Major	Significant threat to the environment by volume, material type or location	Contain, clean up if possible. Report to Line Manager for further action. Report to head office using incident report form (HSIR01).
Minor	Limited threat to the environment by volume, material type or location	Clean up using the appropriate materials (granules etc). Report to head office using incident report form (HSIR01).

CONTACT INFO | COMPLIANCE MANAGER 0191 4111026 | ENVIRONMENT AGENCY INCIDENT HOTLINE 0800 807060

RESPONSE FOR SPECIFIC POLLUTANTS BY LOCATION

Pollutant	Spill on Ground	Spill in Flowing Watercourse	Spill in Still Water or Pond
CONCRETE /CEMENT	Sand, drain seal, earth bunds	No containment possible	Remove contaminated water with a pump /machine bucket
EMULSION PAINTS	Sand, drain seal, earth bunds	No containment possible	Remove contaminated water with a pump /machine bucket
DETERGENTS	Sand, drain seal, earth bunds	No containment possible	Remove contaminated water with a pump /machine bucket
OILS AND OIL BASED PAINTS	Sand, straw bales, absorbent materials, pads/rolls/mats, drain seal, earth bunds	Pads/rolls/mats/booms/straw bales	
SILTS	Straw bales, drain seal, earth bunds	Straw bales	

USING A SPILL KIT

All operational vehicles must be equipped with a suitable spill kit. All operational depots must have suitable spill kits located as per the depot safety plan but especially in locations where spill risks activities occur, such as refueling.

1



Identify the source of the spillage

2



Stem the flow of the spillage

3



Contain the source of the spillage using your spill kit. Prevent the spill entering the drain.

4



Use your spill kit to absorb the spillage

5



Double bag the used spill kit

6



Dispose of the used spill kit as Hazardous Waste