

DOCUMENT NUMBER: QMS100201	Spill Response Procedure
REVISION: 1	DOCUMENT CLASSIFICATION: 02-Work Instructions



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1 PURPOSE

This procedure ensures that spills involving chemicals and fuels are managed effectively to protect people, prevent environmental harm, ensure legal compliance, and meet ISO 14001 and ISO 45001 requirements.

2 SCOPE

Applies to all personnel and all activities involving fuels and other chemicals at Kingston Landscape Group locations

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3 REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work etc. Act 1974
N/A	Environmental Protection Act 1990
N/A	Water Resources Act 1991
N/A	The Food and Environment Protection Act 1985
N/A	Control of Pollution (Oil Storage) (England) Regulations 2001
N/A	Hazardous Waste (England and Wales) Regulations 2005
N/A	Control of Substances Hazardous to Health (COSHH) Regulations 2002
N/A	Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
N/A	Environmental Permitting (England and Wales) Regulations 2016
N/A	Plant Protection Products Regulations 2011
N/A	Control of Pesticides Regulations 1986
N/A	ISO 14001:2015 – Clause 6.1.2 (Environmental Aspects), 8.2 (Emergency Preparedness and Response)
N/A	ISO 45001:2018 – Clause 8.2 (Emergency Preparedness and Response)

Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100203	Incident Investigation Form
QMS100204	Utilities Damage Report

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4 DEFINITIONS

List definitions of terms or abbreviations	
Term	Definition
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations
Spill	Uncontrolled release of liquid (diesel or AdBlue)
Minor Spill	<20 litres, contained, no environmental impact
Moderate Spill	>20 litres or potential to spread
Major Spill	Significant release with risk to environment or drainage systems. Herbicide/pesticide spill near drains MUST be treated as major
Bunding	Secondary containment system to prevent escape of liquids
MSDS	Material Safety Data Sheet

5 RESPONSIBILITIES

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Site Manager	<ul style="list-style-type: none"> Providing adequate spill kits and resources Ensuring staff training and competence Supporting investigations into spill incidents
HESQ Manager	<ul style="list-style-type: none"> Developing, implementing, and reviewing the spill response procedure Ensuring compliance with all relevant legal and other requirements, including environmental and hazardous substance regulations Carrying out risk assessments Coordinating spill response training and competence Monitoring compliance Leading investigations into spill incidents Liaising with external bodies where required Ensuring spill response is integrated into emergency preparedness and response planning Maintaining all relevant documentation and records
Yard Supervisors	<ul style="list-style-type: none"> Taking immediate control of spill incidents Ensuring this procedure is followed Escalating incidents appropriately

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6 WORK INSTRUCTIONS

6.1 Initial Actions

- Stop work immediately
- Identify the substance (diesel or AdBlue)
- Assess risk to:
 - People
 - Environment (especially drains)

6.2 Raise the Alarm

- Notify supervisor/site manager immediately
- For major spills:
 - Initiate emergency response
 - Restrict access to the area

6.3 Make Area Safe

Where safe to do so:

- Eliminate ignition sources
- Wear appropriate PPE:
 - Chemical-resistant gloves
 - Eye protection
 - Safety footwear
 - Coveralls
 - Face protection/respiratory protection (if required)

Stop the source:

- Close valves
- Upright containers
- Isolate pumps

6.4 Containment

Priority is to prevent environmental contamination, spill response **MUST** prioritise containment over clean-up speed. Ensure that:

- Spill kits are used immediately
- Absorbent socks/booms are deployed
- Drains are protected using drain covers
- Spill spread is contained at source

6.5 Clean Up

MSDS **MUST** be consulted before clean-up. Use appropriate absorbents:

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- Dry methods (absorbents) are always used
- Hydrocarbon absorbents for fuels
- Chemical absorbent pads
- Granules suitable for chemicals
- Work from outer edges inward
- Bag in yellow spill bags
- Place waste into designated containers

Only trained personnel handle clean-up of significant spills

6.5.1 Escalation and External Notification

For major incidents ensure notification to:

- Environment Agency (if pollution risk exists)
- Emergency services (if required)
- Environment Agency Incident Hotline: **0800 80 70 60**

6.6 Waste Disposal

All contaminated materials are treated as controlled waste, under no circumstances must spills be washed into drains.

- Contaminated waste is classified as hazardous
- Disposal is via licensed waste contractors
- Waste transfer notes are retained

7 INCIDENT REPORTING AND INVESTIGATION

All spills must be Reported via the company reporting system & Investigated to determine root cause.

Corrective actions must address:

- Equipment failures
- Procedural gaps
- Human factors

8 Spill Preparedness

8.1 Spill Kits


Spill kits are located at:

- Diesel tanks
- AdBlue storage areas
- Workshop/yard

Suitable for:

- Hydrocarbon spills

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- Chemical spills

8.2 Inspection and Maintenance

Spill kits to be inspected monthly, Tanks, bunds, and drums inspected regularly with all defects reported and rectified promptly. Bulk tanks should undergo a qualified inspection and service annually and internal cleaning every 3 years

8.3 Engineering Controls

Bunding provided for diesel tanks and drum storage, storage areas designed to prevent escape to drains. Drainage systems clearly identified

9 Training and Competence

All employees receive spill awareness training, relevant personnel **MUST** receive practical spill response training. Training is refreshed:

- Annually
- Following incidents
- Training recorded on company training matrix.

Spill response is included in emergency planning with spill drills conducted periodically Lessons learned are recorded and implemented.

10 RECORD RETENTION

TYPE OF RECORD	WHERE RETAINED
Incident Reports	Company SharePoint Folder
Investigation Reports	Company SharePoint Folder
Waste Transfer Documentation	Company SharePoint Folder
Training Records	Company Training Matrix / Company SharePoint Folder
Inspection Checklists	Company SharePoint Folder
Inspection & Service Reports	Company SharePoint Folder

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