



University of Nottingham
Environmental Management System – Documented Information

3.6.2 Emergency Spill Response Procedure – External Areas

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1. Purpose

The purpose of this document is to:

- Provide instruction to all staff on the procedure for the response to a spill or leak of substances which may pose a pollution risk to the ground, surface water drainage system and/or nearby watercourses
- Provide an overview of the responsibilities and practices relating to spill control
- Prevent or minimise the environmental impacts from a pollution incident
- Ensure compliance with relevant environmental legislation.

2. Scope

This procedure applies to incidents involving a 'spill', as defined below. It covers the university's external estate and all university staff.

This procedure does not apply to radioactive spillages or chemical incidents. Radioactive or chemical incidents are managed through specific School/Department procedures.

In the event of a major pollution incident, this procedure is to be followed but there are additional requirements, particularly regarding escalation and communication, set out in the [Estate Office Major Incident procedure](#).

3. Definitions

Environmental Impact – a change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects (ISO 14001:2015).

A **spill or leak** - The uncontrolled release of a substance sufficient in size and nature to present a threat to the environment and / or people.

Different types of spills include the following:

- Hydrocarbons – diesel, petrol, cooking oil, engine oil, kerosene, A1 jet fuel, cutting central heating oil, heavy oil i.e., bitumen, solvents i.e., paraffin, waste oil.
- Spills or leachate from 'fly tipped' waste.
- Organic- sewage, milk.
- Chemicals – lots of chemicals including solvents and the red list.
- Firewater pollution entering the drainage system (water used to fight fires can contain dangerous substances)
- Physical/inert- silt, powder.

A '**Minor**' spill is considered to be a small amount of liquid or powder, covering a small surface area. However, consideration must be given to factors such as weather, proximity to roadways, and events on campus, as these may intensify the effects of a small spill.

A '**Large**' spill is considered to be greater than 5 litres or a surface area greater than 2m² (in a single location).

4. Responsibilities

E&F Health, Safety & Environment Committee	Responsible for ensuring that emergency response processes are carried out as planned, in the event of emergency situations and that resources are made available to ensure the implementation of this procedure.
Sustainability Team	Responsible for identifying potential emergency situations, planning actions to prevent or mitigate environmental impacts, and organising periodic testing of responses and staff training.
Faculty / School / Professional Departments	Responsible for ensuring correct and secure storage of oil and chemicals and supervision of deliveries. Ensuring that departments have a Hazardous Waste Coordinator if applicable.
Security	Responsible for emergency response clean-up of minor spills out of hours. For large spill clean-ups, Security to arrange specialist contractors.
Grounds	Responsible for emergency response clean-up of minor spills within office hours. Grounds responsible for large spill clean ups when agreed following a joint assessment by Grounds, Sustainability and Safety Office representatives.
Trained staff	All staff who receive spill training are responsible for dealing with spillages in a safe manner and for disposing of contaminated materials according to university waste policy.

5. Related Documents

- [Estate Office Major Incident procedure](#)
- An **Environmental Incident Report Form** can be accessed [here](#).

6. Procedure

6.1 Discovering a spill

- 6.1.1 The first person on the scene should initiate this procedure. **Make sure you and other personnel are not at risk.**

6.2 Reporting a spill

- 6.2.1 **Notify University Security immediately on 0115 95 13013.**
- 6.2.2 Provide as much detail as possible, including exact location, substance spilt (if known), approximate quantity/volume spilt, whether the substance has entered a drainage system, and any identified risks. Security will establish further details.
- 6.2.3 During normal working hours, Security will notify the Grounds and Sustainability teams. The Grounds team will take immediate action to contain the spill. Out of hours, Security will take immediate action to contain the spill.

6.3 Containing a spill

- 6.3.1 **Evacuate the area if required** and consider any risks of vapour, fire and explosion, and control any sources of ignition.

- 6.3.2 If there is an immediate risk of slips or falls, e.g., a fuel spill on the roadway, cone off the area or block with a vehicle (if available) to prevent accidents and divert traffic.
- 6.3.3 **Assess the risk to the environment.** Is the spill static or moving? Is there an open drain nearby? Is there risk to land – soil, grass, planting, or gravelled areas? Use this information to help inform the containment and clean-up operation.
- 6.3.4 **From here on, the procedure should only be applied by trained/authorised staff with access to the appropriate equipment.**
- 6.3.5 **Be safe.** Use appropriate PPE - consider gloves, goggles, overalls, and footwear.
- 6.3.6 If there is no immediate danger, **collect the appropriate spill kit** necessary to contain the spill.
- 6.3.7 **Try to cut off the source of the spill.** Close taps or valves on pipework, right containers that may have fallen over, temporarily plug or seal holes, if possible, place any leaking containers into secondary containment or bunded areas (see list of locations below under [section 6.11](#)).
- 6.3.8 **Contain the spill.** Encircle the spill with socks/booms to create a dam, concentrating on preventing the spill from entering drains. Try to reduce the area of the spill. Cover any powder spills to prevent it blowing around. It may be necessary to place absorbent pads and/or granules on the spill to relieve the burden on the boom.
- 6.3.9 For minor spills, place pads and cushions in the centre of the spill to absorb pooled liquid. Replace saturated pads as necessary until all the spill has been soaked up. Sweep or vacuum up powder spills.
- 6.3.10 **Protect drains.** Cover surface water drains using absorbent pads or drain mats where available and create a wall around the drain with socks/absorbent pads. Only remove these once the situation has been rectified and the site clean-up is complete.
- 6.3.11 **Stop the spill getting out of drains.** If the spill has entered a drainage system, try to contain it there and prevent it from entering watercourses – seek advice from Building Technical Services on the best approach. Bear in mind that high rainfall will make it difficult to contain the spill within the drainage system. Check any interceptors in the vicinity.
- 6.3.12 **Protect watercourses.** If the spill makes its way into a watercourse and the spilt material floats on water, it may be possible to put a boom across the water to capture the spill. If the spilt material mixes with water, dam the watercourse upstream to block the flow of water through the contaminated area and downstream to contain the contaminated water. Inflatable bungs may be used for isolating sections of the rills on Jubilee Campus.
- 6.3.13 Where a spill has entered a drainage system, the incident will be reported to the relevant organisation(s) listed below. During normal working hours the Sustainability Team will report the incident; out of hours the Security Shift Supervisor will report the incident:
- Surface water drain – Environment Agency on 0800 80 70 60
 - Foul drain – Severn Trent on 0800 783 4444 and Environmental Agency
 - Combined drain – Severn Trent and Environment Agency

- Unknown drain type – Severn Trent and Environment Agency
- Watercourse – Environment Agency on 0800 80 70 60

6.4 Cleaning a spill

6.4.1 Depending upon scale, the clean-up may be done in-house or via specialist contractors. The table below states responsibility for cleaning/containing a spill:

	Office hours	Out of hours
Minor spill	Grounds	Containment and clean up arranged by Security
Large spill	To be agreed following a joint assessment by Grounds, Sustainability and Safety Office representatives.	Specialist contractor called out by Security

6.4.2 Ensure that any wash water or sweepings do not enter drainage systems.

6.4.3 If there is contaminated wildlife, the RSPCA Animal Shelter in Radcliffe-on-Trent should be contacted immediately (0115 933 4422).

6.5 Waste disposal

6.5.1 Place contaminated material, used spill kits, clean up equipment and PPE in a yellow bag and close the bag with a cable tie. This is classified as hazardous waste.

6.5.2 Take the bag to the nearest secure and banded waste store ([see section 6.11](#)).

6.5.3 Notify the Sustainability Team, who will make arrangements for disposal of the waste.

6.6 Reopening access

6.6.1 The team undertaking the clean-up (or, in the case of a large spill, the team calling out a specialist contractor) is responsible for notifying Security when the clean-up is complete and any hazard to the environment and personal safety has been removed.

6.6.2 Security will then re-open access to the area.

6.7 Recording and restocking

6.7.1 Security will record the spillage on the Safety Office Incident Reporting System as an environmental incident. Completed forms will be sent to the Sustainability Team who will review and, if necessary, identify appropriate action to prevent a re-occurrence.

6.7.2 An **Environmental Incident Report Form** should also be completed.

6.7.3 Following the incident, Security is responsible for checking stock of spill kits at the store(s) used. If any items need to be restocked, a copy of the inventory will be forwarded to the Estates Administration team for ordering.

6.8 Equipment

6.8.1 Different types of spill kit are available for different substances, e.g., chemicals, oil. Only those who have received spill kit awareness training should deploy spill kits.

6.8.2 Spill kits are stored in the following locations, together with a copy of this document:

Campus	Location of spill kit	Access arrangements	Equipment required
Boathouse, Trent riverside	The boathouse	Boat club	Oil spill kit
			Floating Boom
			Chemical Spill Kit
Jubilee	Estates Ops Hub (rear of Carlton Furniture)	Key from Jubilee Gatehouse	Absorbent Pads
			Floating Boom
			Maintenance/Universal Spill kit
	GSK- central lobby		Maintenance/Universal Spill kit
	AMB- reception	Open until 10pm	Maintenance/Universal Spill kit
	Melton Hall central lobby		Maintenance/Universal Spill kit
	Exchange Building- behind reception desk		Maintenance/Universal Spill kit
	Atrium café		Maintenance/Universal Spill kit
Yang Fujia		Maintenance/Universal Spill kit	
		Maintenance/Universal Spill kit	
King's Meadow	Reception	8am - 4pm	Maintenance/Universal Spill kit
	Tree Team garage	Grounds Team	Absorbent Granules
Chemical Spill Kit			
Riverside sports complex	Grounds office	Grounds Team	Absorbent Granules
			Chemical Spill Kit
Royal Derby Hospital	UoN Reception		Maintenance/Universal Spill kit
Sutton Bonington	Main boiler house	Key from Security / Site Maintenance Team Leader	Absorbent Granules
			Oil spill kit
			Chemical Spill Kit
	Estates Office	8am - 4pm (Security team can access if required)	Maintenance/Universal Spill kit
	Security Office - main building	24hrs	Maintenance/Universal Spill kit
Vet School		Maintenance/Universal Spill kit	
		Absorbent Granules	

	Farm office – workshop and chemical store		Absorbent Pads
	Grounds office	Grounds use only	Absorbent Granules
			Chemical Spill Kit
	Centre for Dairy Science and Innovation (Visitor Centre)		Oil Spill Kit
			Chemical Spill Kit
University Park	Estate Office emergency store adjacent to boiler house	Key from Trent Security	Chemical Spill Kit
			Oil Spill Kit
	Coates	Office open 5am - 1.15pm	Chemical Spill Kit
			Oil Spill Kit
	Physics	Office open 6am - 11am, 5pm-7.15pm	Chemical Spill Kit
			Oil Spill Kit
	Wolfson Building	Office open 6am -2.15pm	Maintenance/Universal Spill kit
	Portland	Office open 6am - 10:30pm	Chemical Spill Kit
			Oil Spill Kit
	Trent	Office open 24 hours	Maintenance/Universal Spill kit
	Grounds mess room, Redcourt	Grounds use only	Absorbent Granules
	Humanities	Office open 6am - 2pm	Maintenance/Universal Spill kit
	North Team workshop		Absorbent Granules
			Chemical Spill Kit
South Team workshop		Absorbent Granules	
		Chemical Spill Kit	
External Cleaners workshop		Absorbent Granules	
		Chemical Spill Kit	
Highfields Sports Ground	Grounds use only	Absorbent Granules	
		Chemical Spill Kit	
QMC Medical School	Main Reception		Maintenance/Universal Spill kit

6.8.3 Security is responsible for checking these spill kit locations on a quarterly basis and recording the inventory. If any items need to be restocked, a copy of the inventory will be forwarded to the Estates Administration team for ordering.

6.8.4 In addition to the fixed locations, Estate Office vehicles carry absorbent granules as standard. The section head of each section allocated Estate Office vehicles is responsible for ensuring stock is checked on a regular basis and reordered as necessary.

6.9 Training

The section head of the areas listed below is responsible for ensuring relevant staff in their section have received training on how to respond to a spill:

- Building Services
- Catering
- Estate Maintenance Services
- Farm
- Grounds
- Security
- Sustainability

These staff will be expected to know how to contain a spill upon discovery and who to inform for further assistance. The Sustainability Team is responsible for arranging spill response training sessions on a rolling basis.

Appendix 1. contains a quick reference guide to dealing with a spill that should be shared with relevant staff and displayed in operations hubs and the locations identified in [6.8.2](#).

6.10 Site drainage plans

A PDF version of the site drainage plan for each campus can be accessed as follows:

- [Jubilee](#)
- [King's Meadow](#)
- [Sutton Bonington](#)
- [University Park](#)

6.11 Bunded areas

Bunded stores are sited at the following locations:

- Medical School Car Park chemical store
- L4 building (near the tram lines)
- Small store under the ITRC
- School of Pharmacy Building:
 - 1333 LG15, LG16 and 16A all have a barrier at the door threshold
 - Three stores based at the side of 1581 all have open mesh flooring to contain spills
- Vet School- Pathology bin store

6.12 UoN contacts

Role	Extension	Mobile / Direct dial
Security Office	13013	0115 951 3013
Grounds Manager	13656	07779 459541
Assistant Grounds Manager	13605	07815 485493
Assistant Grounds Maintenance Manager – Jubilee, KMC	84547	07721 968186
Sports Ground Supervisor – Sport / SB	13637	07900 056703
Head of Sustainability		07771 388706
Senior Environment Officer		07970 496044
Environment Officer		07813 996363
Safety Office	13401	0115 951 3401

6.13 Specialist contractors

A range of specialist contractors may be able to assist with clean-up operations.

- General sweeping and cleaning of granules:
 - [Lanes for Drains](#) – 01332 280280 (24/7)
- Oil/fuel from public buses:
 - Arriva hopper buses – 01332 861510 (6am-10pm Mon-Sat, 9am-7pm Sun)
 - Nottingham City Transport – 0115 976 6708 (24/7)
- Major clean-up:
 - [Mid-Counties Waste Management Services](#) – 01283 533686 (24/7)
 - [OHES](#) – 0333 600 2424 (24/7)
 - [Biffa HazResponse](#) – 08455 216666 (24/7)

7. Effects of actions and non-conformances

If this procedure is not followed it may result in:

- A failure to correctly control spills, leaks and floods in emergency situations, which could lead to local pollution incidents
- Non-conformity with the requirements of EcoCampus and the ISO 14001:2015 standard

Departure from this procedure is addressed in the procedure **4.3.1 Nonconformity and Corrective Action**.

Version control

Date	Version	Author	Authorised by:
Oct 2022	V1.0	Amy Scoins	Gavin Scott

Appendix 1. Quick Reference Emergency Spill Response Procedure

