**SOP 23**

Spill Kits & Spillages

**ENIVIRONMENTAL REPORTING**

SPILLAGES – OIL/ DIESEL/ BATTERY ACID/ WATER

It is imperative that spillages of any description are dealt with immediately

and in the correct manner. Your actions on finding a spillage can make all the

Difference to the severity of the incident

Please familiarise yourself with the location and type of spill response Kits.

Ensure on your initial patrol that have not been tampered with or moved.

Item 8 on the following Find a Spill and on the Spillage Notice refer to

Administration this section requires the Security Officer to complete an

Incident report; complete the DOB and offers any assistance to Facilities in

Completion of the Environmental Incident Report

**Dealing With Spills:**

Follow these steps below

1. Assess the spillage

2. Personal protection

3. Contain the spillage

4. Take Control

5. Clean up

6. Disposal of materials

7. Decontamination

8. Administration

Follow training guidance & Toolbox talks on the use of spill kits. Select the right kit depending upon weather the spill is oil or chemical. Or Water Ensure the correct positioning of the booms.

Follow training video guidance for the positioning of the cushion and adsorbent mats

Consider how the spill is occurring / moving. If a risk of splashing then consideration must be given to eye / face protection. If the spill is to large to be contained with the spill kit available, then escalate to the property’s management team or the DPM, Security Manger

Clearing of Chemical / oil spillages

Training is required for this task using the equipment watching a video on spill kit training is the bare minimum required. Check with the site for location of the spill kits

Before carrying out any spillage control, obtain a copy of the COSHH data sheet for the item spilled. Protect any drainage systems with correct material available from the spill kit

The Site COSHH folder is held in the main security office

Follow as a minimum, basic hygiene of washing hands thoroughly after dealing with a spillage

Remove used spill kit with on site waste instructions – see FM Manager

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| SPECIFIC INSTRUCTIONS RELATING SOP24  |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME  | MANAGER SUPERVISOR SIGNATURE |
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