



Environmental Management System: Emergency Spill Response Procedure

Approval Page

Version	Governance Group	Date Approved
1.0	Sustainability Committee	7 May 2021
2.0	Sustainability Committee	1 April 2022

Emergency Spill Response Procedure

Leads:	Assistant Director, Engineering and Estates Management, EAF
Reviewed by:	Peter Milewski, Environmental Associate
Approved by:	Sustainability Committee
Date Approved:	1 April 2022
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ISO 14001:2015 Clause:	8.2

Purpose

The purpose of this procedure is to:

- Provide guidance to all staff on how to respond to a spillage of oils or chemicals
- Provide an overview of the responsibilities and practices relating to spill control and management
- Prevent or minimise the environmental impacts from pollution incidents
- Ensure compliance with relevant environmental legislation

Scope

This procedure covers all incidents associated with spills that occurs across Queen Mary, University of London (Queen Mary) UK and Malta campuses.

Definitions (ISO14001:2015)

- Environmental Impact: change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.

Responsibilities

Role / Position	Responsibilities
Assistant Director, Engineering and Estates Management	The Assistant Director, Engineering and Estates Management is responsible for ensuring that emergency response processes are carried out as planned as well as in the event of emergencies
Head of Health and Safety, EAF	Responsible for identifying potential incidents, planning actions to prevent or mitigate environmental impacts and organising periodic testing of responses.
Head of Sustainability	Responsibility for coordinating training and learning opportunities for all interested parties and relevant stakeholders on environmental

Role / Position	Responsibilities
	compliance and risks associated with chemical and oil spillages.
Operations Manager (Malta Campus)	Responsible for ensuring all that waste oil generated from the catering outlets at our Malta campus are appropriately stored and collected for treatment or disposal.
Facilities and Resources Manager (Malta Campus)	<ul style="list-style-type: none"> • Responsible for identifying potential incidents, planning actions to prevent or mitigate environmental impacts and organising periodic testing of responses across our Malta Campus. • Responsible for ensuring correct and secure storage of oil and supervision of deliveries.
Sustainability and Environment Manager	Responsible for the periodic audit of this procedure and associated activities against relevant regulations and ISO 14001:2015 EMS clauses and ensure that corrective actions are put in place to address any non-conformance(s).
Head of Catering Services	Responsible for ensuring all that waste oil generated from the catering outlets across our UK campuses are appropriately stored and collected for treatment or disposal.
Faculty / Professional Department	Responsible for ensuring correct and secure storage of oil and chemicals and supervision of deliveries.
Security	Responsible for out-of-hours emergency response.
Trained / Designated Staff	All staff who receive spill training are responsible for dealing with spillages in a safe manner and for disposing of contaminated materials.
Health and Safety Directorate	Responsible for providing specialised health and safety advice and guidance on safe and appropriate storage of chemical as well as responses whenever spillage of chemicals occur. In addition, carry out the testing the operational effectiveness of a response to a spill incident.
Queen Mary's Environmental Associates	Responsible for the review of this procedure in conjunction with all relevant stakeholders and interested parties.

Related Documents

This procedure is linked to:

- Queen Mary's Environmental Policy 2021
- Queen Mary's Environmental Sustainability Action Plan (2020-23)
- Queen Mary's Environmental Management System (EMS) 2022
- Queen Mary's Environmental Aspects and Impact Register 2022

- Queen Mary's EMS Discharges to Water Management Procedure 2022
- Queen Mary's EMS Emergency Preparedness and Response Procedure 2022
- Queen Mary's Health and Safety Spills Management Guidance

Procedure

UK Campuses: All oil spill incidents that occurs across our UK campuses must be reported immediately to Operations and Maintenance Team of the Estates and Facilities Directorate via eaf-helpdesk@qmul.ac.uk or if out of normal working hours, the Security Control Room should be informed via +44 (0)20 7882 3333. The Security Team is responsible for coordinating out-of-hour responses to such incidents.

Malta Campus: All oil spills incidents that occurs at our Malta campus must be reported to the Facilities and Resources Management Team via fm-malta-helpdesk@qmul.ac.uk or if out of normal working hours, the Security Team should be informed at the reception desk. The Security Team is responsible for coordinating out-of-hour responses to such incidents.

Spill Response and Management

Irrespective of the situation:

SPILLAGE MUST NOT BE WASHED/HOSED DIRECTLY INTO SURFACE WATER DRAINAGE SYSTEMS

The 7 rule of thumb steps below should be followed in responding to routine spillages:

- Assess the risk
- Select personal protective equipment (PPE)
- Confine the spill
- Stop the source
- Evaluate the incident and implement clean-up
- Decontaminate the site / area
- Complete all required reporting forms

In addition to the above 7 steps; in the event of a hazardous substance or oil spill occurring externally, the following specific actions should be taken (only staff trained in spill response should conduct the following). Otherwise, specialised emergency responders must be contacted.

UK Campuses

1. Determine the material involved and seek material data sheet if necessary; refer to Control of Substances Hazardous to Health (COSHH) register
2. Seek assistance dependant on level of spill
3. If there is danger to individuals, or you are unsure, evacuate the area and contact the Security Department, Health and Safety Directorate, Estates Operations and Maintenance Team, Head of Sustainability and relevant Manager or the out of hours contact and give the following information:
 - a. Location of the spill
 - b. Name of substance spilt
 - c. Nature/source and volume of spillage
 - d. Any injury or suspected injuries
4. If there is no immediate danger, and the material is still leaking, or spilling collect the appropriate spill kit necessary to contain the spill
5. Take appropriate action to stop the flow (close valve, plug leak etc). Personal Protective Equipment (PPE) must be worn
6. To prevent the spill entering a surface water drain or sewer it may be necessary to either cover or bund the relevant access point before containing the spill
7. Contain the spill to prevent further spread using appropriate absorbing materials such as absorbent booms, socks or sand
8. If some material has entered the surface water drain or a watercourse, contact the Head of Sustainability and out of hours emergency contact
9. Absorb and collect the resultant material
10. Place all contaminated clean-up materials in a hazardous waste bag, available within the spill kit. This must be stored and disposed as hazardous waste
11. Record the incident using the environmental incident report form (see Appendix 1) and send this to the Head of Sustainability via sustainability@qmul.ac.uk
12. The Head of Sustainability carries out a review of the incident identifying any preventative actions that may be required
13. Re-stock the spill kit and re-order any materials that have been used up
14. This procedure is reviewed annually and either a desktop or a real-life simulation created to test its effectiveness by the Health and Safety Directorate.

Malta Campuses

Hazardous substances are currently not used across our Malta Campus. The diesel used for our electricity is stored within a double skinned tank with interstitial leak detection. In addition, spill kit is located in close proximity to this tank and can be used by trained staff.

Spill Procedure Summary

- Close off the source of the spill
- Collect spill kit
- Contain the spill
- Collect the spilled material using appropriate absorbent material
- Communicate with internal personnel as appropriate and clear the spill away
- Record and report the incident

After an incident, information is provided in the [Environmental Incident Report Form](#) (which can be downloaded from the Procedures and Template section of the Sustainability web site). Completed forms are sent to the Head of Sustainability via sustainability@qmul.ac.uk who is responsible for investigating and recommending appropriate action to prevent and mitigate the environmental impacts of similar incidents in the future.

Effects and Actions on Non Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of ISO 14001:2015 standard.
- Civil and / or criminal prosecution

Departure from this procedure is addressed within the [Non-Conformance, Corrective and Preventive Action Procedure](#) section of Queen Mary's Environmental Management System

Version Control

Date	Version	Leads	Due for Review
7 May 2021	1.0	Assistant Director Operations, Estates and Facilities	6 May 2022
1 April 2022	2.0	Assistant Director, Engineering and Estates Management	31 March 2023

Appendix 1: Environmental Incident Report Form

PART 1: TO BE COMPLETED BY STAFF	
Name:	Location of Incident:
Department:	
Date:	
<i>DETAILS OF THE INCIDENT OR NON-CONFORMANCE:</i>	
<i>CORRECTIVE ACTION TAKEN:</i>	
<i>SIGNATURE:</i>	
<i>E-MAIL THIS FORM TO: sustainability@qmul.ac.uk</i>	
PART 2: TO BE COMPLETED BY EMS MANAGER	
<i>ROOT CAUSE ANALYSIS:</i>	
<i>LONG TERM CORRECTIVE ACTION:</i>	

EMS: Emergency Spill Response Procedure

Document Lead: Assistant Director, Engineering and Estates Management

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