Procedure for dealing with Oil Spillages

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Uncontrolled When Printed

Site Staff discovering spill

DO NOT

- Hose down spillage or use detergents
- Dispose of any oily material (it may be "Hazardous Waste")

If safe to do so

- **Isolate** the source of leakage
- **Contain** the spillage and prevent access to drains using the nearest Spill Kit

Has the leak/spill been effectively contained?

NO

Phone the University Switchboard / Security Base (Ext 0 or 333; External 01248 38 2795) to initiate the appropriate escalation procedures

YES

Security Team

Can Security Team take action to contain leak and prevent pollution?

NO

Contact Duty Technician (Campus Services) and inform them of incident details

YES

Take necessary remedial action on site

Duty Technician / Out of Hours

Subject to Campus Services 'Out of Hours Procedure', attend Incident and Assist with clean-up operations

Record details on Environmental Incident Form

Environment Support Officer

Upon receipt of Environmental Incident Form, undertake Incident Review

Arrange for the disposal of Hazardous Wastes arising from clean up