

Spill Prevention & Control Checklist

This document has been designed as a checklist to aid you in ensuring the basic steps in implementing effective spill prevention and control have been covered, it is not intended to provide detailed information on how each step is undertaken, this should be gained from other sources. As the guidance is not comprehensive, particular circumstances within your own site or operation may require additional actions.



Successful spill prevention and containment requires site evaluation, planning and preparation and it is essential that each process on site has been fully analysed with spill prevention in mind. Systems need to be in place to treat any spill in an effective manner, should they occur, as without fully evaluated systems in place, reaction to any spill maybe inadequate, inappropriate and possibly dangerous, putting your staff, facilities/operations and the environment at serious risk.

Risk Assessment - Liquids

- ⇒ Are Material Safety Data Sheets for each liquid readily available and have the associated risks been assessed?
- ⇒ Where are the liquids stored and how are they moved?
- ⇒ What are your current arrangements to prevent spills?
- ⇒ Which liquids do you have or may you be handling and in what quantities?
- ⇒ If a spill occurs could the liquid enter the wider environment and if the answer is “yes”, how?
- ⇒ Are these entry points already protected and if the answer is “no”, how can you protect them?

Control Measures - Review the existing control measures.

- ⇒ How can these be improved?
- ⇒ Does the site allow safe access for vehicles and suitable and safe areas to load and unload materials?
- ⇒ Are the spill prevention and control procedures formally written down, communicated to all staff, updated regularly and available as simple checklists to ensure compliance?
- ⇒ Are any bunds fully sealed and capable of holding the potential quantity?
- ⇒ Is the equipment used robust enough, protected from damage and in good condition (For examples; pipes, joints, tanks etc, are you using double skinned tanks, crash barriers for protection etc)?
- ⇒ Have work processes been examined to minimise the risk of spills, are staff supplied with appropriate equipment (such as mechanical handling devices, appropriate pumping equipment, etc) to prevent spills?

- ⇒ Have all site drainage systems been tested? Is there an up to date site map available for all the drains?
- ⇒ Have drains been colour coded for easy identification? All manhole covers, drainage grills and gullies should be colour coded. Foul water drains should be painted red, surface water drains blue and combined drainage systems marked with a red letter C.
- ⇒ Do the drains have a sealing system? If not how can they be sealed?
- ⇒ Are the hazard areas and the storage & waste reception areas clearly marked and appropriately protected?
- ⇒ Are all waste deliveries to the site booked in advance to ensure you understand the potential hazard you may encounter?

Storage—Review existing storage arrangements

- ⇒ Are tanks sufficiently robust (double skinned), protected from puncture (perhaps by vehicles or sharp objects) and clearly marked?
- ⇒ Are pipes, taps and other equipment in good condition and sufficiently robust and protected?
- ⇒ Are storage systems locked to prevent theft and vandalism?
- ⇒ What secondary protection is in place to prevent spills from spreading?
- ⇒ Are external storage devices such as; drum/IBC stores and or spill pallets covered to prevent the sumps filling with rainwater?
- ⇒ Do you have a process in place to deal with contaminated rainwater that has collected in “open” bunded areas?
- ⇒ Has consideration been given to reducing the amounts stored to reduce risk?
- ⇒ If your customers’ deliver waste material to you, have they been informed of the minimum acceptable container type they must use?
- ⇒ In the event of waste being delivered in unsuitable containers what procedures are in place to deal with this?

Site— Site planning and design

- ⇒ Is site traffic separated from storage, piping and waste reception areas?
- ⇒ Is drainage sealable to contain/prevent pollution?
- ⇒ In the event of a spill, is the equipment required to respond readily available, of the appropriate type and do you have sufficient quantities for all eventualities?
- ⇒ Are liquids that may react with each other segregated?
- ⇒ Do you have the appropriate spill kits for all the different types of liquids you have on site? Are the absorbents used colour coded in accordance with BS7959? (Chemical absorbents: yellow, Maintenance absorbents: grey, Oil selective absorbents: blue or white)

- ⇒ In the event of a spill has a clean-up and disposal system for the spill waste been formulated and has this communicated to the workforce?
- ⇒ Are any smaller quantities of hazardous liquids or aerosols held in appropriate lockable, banded cabinets?
- ⇒ What arrangements are in place to contain Fire Water run-off in the event of a fire?

Transport and Handling—*Drums of Waste Liquids*

- ⇒ Is liquid waste suitably “packaged” for transport on public roads?
- ⇒ Bulk Liquids
- ⇒ Is the transfer of bulk liquids to and from tankers always supervised?

Management— *What are the management policies, attitudes and responsibilities?*

- ⇒ Does the management of the site fully ‘buy into’ the spills control and prevention policies? (If not, why not?)
- ⇒ Are all incidents reported and analysed for improvements in procedures, equipment and response?
- ⇒ Does the company wish to go beyond just compliance and create best practice and understand the benefits this will deliver?
- ⇒ Does the company understand the implications to the business should a serious pollution

Review & Inspections—*Are systems, equipment and staff training reviewed on an ongoing basis?*

- ⇒ How regularly is all equipment inspected and do you consider this is often enough?
- ⇒ Are tanks, connectors, pumps, hoses etc regularly inspected (inside and out) and do you consider this often enough?
- ⇒ How often are vehicles examined to ensure they are in good condition and do you consider this often enough?
- ⇒ How often are the full site systems used reviewed?
- ⇒ Do the appropriate staff received refresher training to ensure they respond safely and competently?
- ⇒ Are records of all incidents and the actions taken kept and are any trends which are identified acted upon?
- ⇒ Is there a system in place to ensure lessons are learnt from best practice on other sites and does a full review and systems revaluation takes place when an incident occurs on your or other sites?