**Appendix P**

**MODEL CHEMICAL SPILLAGE PROCEDURES**

The model spillage procedure below should be adapted by the school for its use. A copy should be kept in the school’s swimming file and a copy should be displayed in the plant room and chemical store.

A spill kit is located …………………………………. and contains the following items:

* Pads
* Chemical Socks
* Chemical Cushions
* Disposal Bags
* Bag Ties
* Pair of Gloves
* Sand
* Barrier Tape
* Dust pan and brush

*(Adapt the above as appropriate for the spill kit you use)*

1. When a spill occurs, identify the spilled material as soon as possible.
2. Evacuate everybody from the area who is not dealing with the emergency and keep them upwind and prevent further access to the area.
3. Set out spillage warning signs.
4. Remove ignition sources and if inside a building ventilate the area as well as possible.

Use the **Safety Data Sheet (SDS)** and the **Control of Substances Hazardous to Health** (**COSHH) Risk Assessment** to evaluate the type of material spilled and identify the source.

Assess whether the spill is something that you can clear up yourself or whether specialist help is required such as that of the Fire and Rescue Service or a Specialist Contractor

Factors which might affect this decision are:

* the severity of the hazard that the substance presents; and
* the quantity of the substance involved in the spillage;
* Review the information provided on potential risks to health, safety and the environment.

Put on the appropriate personal protective clothing, as indicated by the materials safety data sheet, for example:

* respiratory protective equipment;
* face and eye protection;
* protective suit;
* protective gloves;
* impermeable boots

Ensure that it is correctly worn and fits properly.

**Solid Spills**

For solids it is important to avoid creating dust and also to prevent particles of dust entering the eyes or being inhaled.

Do not dry brush fine dusty materials. Vacuum cleaners which conform to type H (BS 5415) should be used to avoid creating dust for more hazardous materials.

**Liquid Spills**

For liquids spills it is important to contain them and stop them coming into contact with substances with which they may react and also stop them spreading or running down drains.

* Close any relevant valves, stand containers upright, rotate punctured drums or containers and plug any leaks where it is convenient and safe to do so;
* Use sand bags, dry sand, earth or proprietary booms from the spill kit to contain the liquid and seal any drains;
* For liquid spills surround the spillage with absorbent rolls to prevent it spreading and seal any drains to prevent it entering them;
* Use absorbent materials or pads to absorb spilled liquid;
* Place absorbed or spilled material in a suitable container with a lid and label it clearly to indicate what it is and the type of hazard it presents;
* Dispose of the material in accordance with environmental legislation and local byelaws. Use a licensed waste contractor for any hazardous materials and obtain a *waste transfer notice*;
* Wash contaminated floors and other areas to remove the last traces of the spilt material;
* Absorb the wash water and place it in the same container as that containing the contaminated absorbent materials;
* Decontaminate any tools used in the cleaning up of spillages;
* Replenish the spill kit and return it to its location;
* Decontaminate personal protective equipment and return it to the storage box or bag;
* Investigate the cause of the spillage and put in place measures to prevent a recurrence;
* Report incident as appropriate.

If anyone has been injured, report the incident on the Assessnet System.

If the spill has reached a drain, contact the Environment Agency to report it. You should use the Environment Agency’s incident hotline to [report an incident](http://www.environment-agency.gov.uk/contactus/36345.aspx), such as pollution.

**Telephone:** **0800 807060 (Freephone, 24 hour service)**