

Production Procedure	Date of Issue:	14/10/2020	
PROD06 Spill Procedure			Issue No: 2s

1. PURPOSE

To ensure materials are stored appropriately to prevent accidental spillage and ensure that spills are dealt with effectively.

2. SCOPE

Princes Limited Cardiff has a legal and moral obligation to ensure the safety of employees and visitors and to protect the environment from spillages to ground or water courses.

3. RESPONSIBILITIES

In the event of a spillage or leak of a harmful substance, all possible measures available will be used to mitigate the risk of damage to people and the environment.

3.1 **Site Managers** – to ensure that the procedure is followed, legislation is complied with and appropriate spillage response kits are provided.

3.2 **All staff** – to follow instructions below.

4. EHS **S**

Employees are under a general legal and moral duty in all work area activities to take reasonable care not to endanger the safety of themselves or others through their acts or omissions.

See risk assessment register form (F72)

4.1.1 Employees are under a general duty in all work area activities to take reasonable care not to endanger the health and safety of themselves or others through their acts or omissions at work.

4.1.2 Follow the correct access procedures at all times.

4.1.3 Only trained personnel can carry out these procedures.

4.2 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

4.2.1 Ensure that Personal Protective Equipment (PPE) Hairnet, Bump cap and Company overalls are worn



4.3 ACCIDENTS AND INCIDENTS

4.3.1 All employees must report any incidents, accidents or near misses as soon as reasonably practicable to a Team Leader, Departmental Manager or Shift Coordinator.

4.3.2 In the event of any chemical coming into contact with an employee potential health hazards and treatment guidelines are available in the C.O.S.H.H./MSDS folder located in the Laboratory area.

4.3.3 In the event of an incident/accident the Shift Coordinator should refer to the emergency plan and contact relevant managers as required (Emergency Telephone contact list).

4.3.4 An incident/accident report form reference CAR-HS-FORM-04 (parts 2 & 3) must then be completed to document the incident/accident and the actions taken.

4.4 SPILLAGES

Any liquid spillages must be prevented from entering drains. Spillages must be cleared up using the spillage kits are available and ensure any waste to be removed from site in sealed

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container marked with contents by sites approved waste carrier (Ref: PROD 06). CAR-HS-FORM-04 Incident form needs to be completed on all cases.

4.5 WASTE

4.5.1 Bins are provided for general waste only. Drivers are not permitted to dispose of any other type of waste at Princes.

4.5.2 Debris generated from any breakages should not be allowed to enter the drainage system, as this can cause blockages in the effluent plant and lead to breach of consent.

5 QUALITY **Q**

5.1 If this procedure is not completed correctly, quality may be affected due to the risk chemical or allergen contamination.

6. EQUIPMENT

SPILL KIT INVENTORIES

Contents Chemical	Location A Yard shelter 1100ltr	Location B Caustic tank 1100ltr	Location C IPC 240ltr	Location D Infill H2O2 240ltr	Location E Warehouse Battery charging 240ltr	Location F Shuttle service 240ltr	Location G IPC bund 240ltr	Location H Unit 72 Exit to reception 240ltr	Oil spill I kit location IPC	Oil spill kit J infill warehouse
Pads	300	300	120	120	120	120	120	120	120	120
Socks 8cm by 3m	24	24	8	8	8	8	8	8	8	8
Cushions	20	20	5	5	5	5	5	5	5	5
Drain cover	4	4	1	1	1	1	1	1	1	1
Absorbent granules 20kgs	2	2	0	0	0	0	0	0	0	0
Disposal bags	10	10	5	5	5	5	5	5	5	5
Non-spark shovel	1	1	0	0	0	0	0	0	0	0
Instruction sheet	1	1	1	1	1	1	1	1	1	1

Absorbent pads and socks are yellow for chemical absorption – this will be reviewed & updated through change control

Replacement Equipment must be re-ordered if used. The equipment used should be documented on the accident form and a list handed in to the departmental manager.

Spill kits will have a tie fitted, once removed the Team Leader must check the contents as per the list to ensure all is in place for an emergency replacing the seal once replenished.

7. CHEMICALS

NA

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8. METHOD / INSTRUCTIONS

8.1 **Storage**

- 8.1.1 All wastes should be appropriately stored on site in accordance with the waste procedure.
- 8.1.2 Site Managers are responsible for ensuring that materials used on their sites are adequately stored in order to prevent accidental spillage and release.
- 8.1.3 All oils, fuels and chemicals in containers over 205 litres (a drum) are to be stored in bunded containment.
- 8.1.4 Bunds are to be checked on a regular basis, any faults should be recorded in the Incident Log.
- 8.1.5 A 'Material Safety Data Sheet' (MSDS) must accompany any chemical supplied. If a 'MSDS' does not accompany the delivery, contact the supplier to obtain one.
- 8.1.6 Chemicals that have hazard labels are controlled by the COSHH regulations, personnel handling hazardous chemicals should be given the appropriate training and provided with the correct personal protective equipment

8.2 **Delivery**

- 8.2.1 Site managers are responsible for ensuring that Team Leaders supervises deliveries at all times. Tanks and containers should be labelled with the nature and volume of their contents. Levels should be checked before delivery to prevent overfilling.
- 8.2.2 Where possible loading and unloading areas should be roofed and drained to foul sewer. If not, they should be clearly marked and isolated from the surface water drainage system.

8.3 **Spills**

- 8.3.1 In the event of oil and chemical spillage, if safe to do so, the spill should be contained using appropriate abatement materials. Small spillages may be cleaned using the absorbent materials supplied. Appropriate health and safety precautions must be taken. If a large or hazardous spill has occurred specialist contractors should be used.
- 8.3.2 Any absorbent material used to clean up a spill should be disposed of in accordance with the waste procedure. Some materials will be classed as Hazardous Waste. e.g. Oil soaked granules. These should be disposed of via specialist contractor using the relevant Hazardous Waste Consignment notes.
- 8.3.3 A spillage of an allergen (e.g. condensed milk, Pineapple & coconut) must be contained using absorbent material. Employees must wear the disposable green apron when cleaning up and use the allergen (green) cleaning equipment. Any packaging, product or raw materials in the area must be quarantined. Remove the contaminated absorbent material from the spillage area by placing in a bag and placing the bag in the general waste skip.
- 8.3.3 Any oil-contaminated land may need specialist contractors for the removal of the soil.
- 8.3.4 All staff are responsible for reporting any spillage to the EHS manager. The spillage will be entered into the incident file.

8.4 **Spillage Control and Clean Up**

Spills exceeding 2000ltr are classed as a major spill and the General Manager should be notified by the Shift Coordinator.

- 8.4.1 Ensure you have the material safety data sheet for the chemical in use

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8.4.2 Personal Protective Equipment must be used.

DO NOT ATTEMPT TO CLEAN UP (Spillage spread must be contained & EHS Manager informed) THE SPILL IF:-

- Two or more chemicals have been spilt
- The quantity spilt is greater than 25 ltr
- The substance is unknown of you are uncertain of the hazards
- You are uncomfortable with the situation

8.4.3 Alert people in the immediate area of the spill

8.4.4 If the material spilt is flammable turn off all ignition sources

8.4.5 Avoid breathing in vapours from the spill

8.4.6 Apply spill pillow/pads or other absorbent material, first around the outside of the spill, encircling the material, then absorb to the centre of the spill

8.4.7 Sweep/shovel up absorbent material and place into a sealed, leak-proof bag or container;

8.4.8 Dispose of all materials (gloves, brooms, paper towels) used to clean up the spill in a sealed container as well

8.4.9 Label and dispose of all bags or containers as hazardous waste. Contact Shift Coordinator for a hazardous waste collection.

8.5 ***Chemical spill on the body***

8.5.1 Remove all contaminated clothing

8.5.2 Flood exposed area with running water from a faucet or safety shower for at least 15 minutes

8.5.3 Have another individual contact help

8.5.4 Report the incident to your Direct Manager.

8.5.5 **DO NOT** put the contaminated clothing back on including the shoes/boots.

8.6 **Dealing with Bodily Fluid Spillage**

8.6.1 Vomiting on site

- a. Norovirus can cause outbreaks of viral gastro-enteritis, which is spread by the faecal / oral route, by hand-to-hand transfer of infected vomit from the contaminated environment, and, possibly by ingestion of aerosolised vomit from an infected human. Food borne viral disease occurs when food is inadvertently contaminated by material from an infected human source.
- b. The infectious dose of Norovirus is low (10 – 100 particles). Onset of symptoms is often very sudden and unexpected, with primary indications being:
 - Acute or mild, gastro-enteritis
 - Nausea, projectile vomiting
 - Abdominal cramp, diarrhoea
- c. Vomiting incidents on site must be regarded as being caused by Norovirus and having potentially contaminated all food – raw material, work in progress and finished product – in the area and be regarded as Norovirus contaminated and not suitable for food production.

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- d. Control measures for Norovirus infection should be applied immediately in the event of a contamination incident occurring.
- e. Control measures must include:
- Containment of infectious / infected individuals
 - Identification and quarantine of all potentially exposed foods, raw materials, work in progress and packaging
 - Factory decontamination
 - Protection of other (non-infected) personnel and personnel decontamination
 - Notification to customer if appropriate
- 8.6.2 Bodily fluid clean up (e.g. vomit, blood, urine)
- a) Any bodily fluid spillages incidents including blood loss & vomiting from any personnel (employee, visitor, contractor etc) must be treated immediately.
- b) In the event of a bodily spillage incident in an operational area, the person must be immediately taken out of the factory (by the most direct route) and then off site.
- c) Infected personnel (sickness) may continue to excrete virus particles for up to 48 hours after the last appearance of symptoms. Return is not permitted until at least 48 hours clear of all symptoms.
- d) All parts of the room / area where the bodily fluid spillage / vomiting incident occurred must be deemed contaminated. This includes:
- I. adjoining rooms / areas where walls are incomplete.
 - II. The route by which the affected person was escorted out of factory must be considered to be contaminated.
 - III. All finished product, raw materials, work in progress and packaging in these areas must be considered contaminated.
- e) Gloves, aprons, all food and packaging must be bagged, tied and disposed of as waste material.
- f) Decontamination of the factory area affected must consist of:
- Determination of and quarantine of the contaminated area.
 - Cleaning of vomit material
 - General cleaning of factory environment
 - Chlorine bleach disinfection of the factory environment (fully flushed away to prevent product Chloro-phenol taint)
 - People who carry out this cleaning should be kept to a minimum and these personnel should wear a disposable plastic apron, disposable gloves and a face mask.
 - The bodily fluid / vomit should be covered with paper towels or tissues to soak up excess liquid.
 - The material should then be scooped into a plastic bag before being sealed and disposed of as contaminated waste. The scoop should additionally be placed into the plastic bag before sealing and disposed of as contaminated waste.
 - When as much material as possible has been removed the immediate area (structure, equipment and utensils) should be thoroughly washed with neutral detergent and hot water.

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- All parts of the structure, equipment and utensils in the affected area must then be thoroughly cleaned following the factory cleaning work instructions. This must include walls and ceilings.
 - All surfaces (structure, equipment and utensils) should be cleaned using a chlorine bleach solution (1000 - 5000 ppm). This should only be carried out in a well-ventilated area as large amounts of chlorine gas will be produced and staff should wear eye protection. Production equipment must be cleaned using standard CIP procedures.
 - Staff must follow manufactures instructions when using chlorine bleach solution. After the primary clean up (i.e. removal of organic material) the detergent should be allowed a contact time of 30 minutes to allow for adequate kill.
 - Following the 30 minute contact time, all surfaces should be thoroughly rinsed with clean water and sanitised.
 - Once the cleaning task is complete, all PPE (including shoes) should be placed into sealable bags and disposed of. Staff must thoroughly wash and disinfect their hands after removing protective clothing.
- f. All staff working in the affected area and not involved in cleaning, should be removed from the factory.
- g. Protective clothing (including shoes) on personnel working in the affected area must be considered contaminated. This must be removed and stored separately for laundry. Staff must thoroughly wash and disinfect their hands after removing protective clothing.
- h. Staff must be re- briefed by the Shift Coordinator or relevant departmental managers on following the normal procedures to be followed for suspected sickness.
- i. The relevant customer Food or Hygiene Technologist must be immediately informed if such an incident occurs if required in their codes of practice.

8.7 Chemical spill in the eye

- 8.7.1 Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes. Forcibly hold eye lid(s) open to ensure effective wash behind eyelids
- 8.7.2 Have another individual contact help and or first aider.
- 8.7.3 Report the incident to your direct manager.

8.8 Bund Emptying

- 8.8.1 If liquid is present in a bund i.e. sump full or plastic bud pallet full then a deviation form F55 should be completed triggering an investigation.
- 8.8.2 The investigation must include:
- Testing of liquid pH to determine if rain water or chemical spill
 - If chemical spill – where has it come from, safe disposal method confirmation, corrective & preventative action to prevent repeat spillage.
- 8.8.3 If the liquid is water then the water can be pumped to factory effluent drain.

8.9 Disposing of waste

Disposal routes for used absorbency pads – Non-hazardous waste can be disposed of in the site bins and compactors. Absorbency pads used for hazardous substances like oils and greases must be disposed of through the sites waste contractor for hazardous waste, any pumped/shovelled up juice residues can be disposed of via the approved disposal company.