

## 1. Introduction

L Lynch Plant Hire & Haulage Ltd is committed to ensuring the safety of staff, visitors and the environment during any spill incident. Appropriate and effective measures must be in place to prevent pollution, minimise risk and ensure a safe and coordinated response.

This procedure outlines the actions required in the event of a spill and the responsibilities of those involved.

This procedure is supported by RA47 – Emergency Spill Response, which identifies hazards, risks and control measures associated with spill response activities.

## 2. Responsibilities

Head of HSQE & Compliance	Overall responsibility for dealing with emergency services and major spill incidents.
HSQE Team	Collate incident evidence for internal investigation purposes.
Supervisors / Depot Managers	Coordinate spill response on site, ensure spill kits are available. Lead response to moderate and major spills, ensure correct disposal, complete incident documentation.
All Staff	Take immediate action to stop, contain and report spills. Prevent spills occurring.

## 3. Scope

This procedure applies to all Lynch depots, workshops, yards, offices and operational activities. It covers spills involving fuels, oils, lubricants, AdBlue, chemicals, cleaning agents and any other liquid that may cause environmental harm or create a slip hazard.

## 4. Spill Categories

- Minor: Small, non-hazardous spill that can be safely cleaned using hand towels or absorbents.
- Moderate: Hazardous spill requiring the use of spill kit(s).
- Major / Dangerous: Large, uncontrolled spill or any spill entering drains, soil or watercourses.

## 5. Spill Response

### 5.1 Immediate Actions (All Spills)

- Stop the source if safe to do so.
- Prevent the spill from spreading using absorbent granules or pads.
- Protect drains and unmade ground.
- Keep people away from the area.
- Report the spill to the Supervisor.
- Do not wash spills into drains or soil.

### 5.2 Minor Spills

- Use hand towels or absorbent pads to clean up.
- Place waste in general waste bins if non-hazardous.
- Supervisor to be informed if spills are recurring.

### 5.3 Moderate Spills

- Use spill kits to contain and absorb the spill.
- Ensure spill pads are placed flat on the floor for best soaking up.
- Protect drains where needed using socks, mats or covers.
- Place contaminated materials in hazardous waste containers.
- Supervisor / Manager to assess whether escalation is required.

### 5.4 Major / Dangerous Spills

- Evacuate the immediate area if required.
- Raise the alarm and notify the Head of HSQE & Compliance.
- Use spill kits only if safe to do so to prevent further spread and protect drains.
- Head of HSQE & Compliance to:
  - Contact external agencies where required
  - Arrange specialist clean-up
  - Ensure incident reporting and investigation are completed
- All staff must cooperate fully with emergency services.
- Spills should not be left unattended and Lynch personnel should remain at the spill site until resolved.

## 6. Fire Safety Considerations

Some spills may create a fire or explosion risk, particularly those involving fuels, oils, solvents or flammable chemicals. In these situations:

- Follow the spill response steps in this procedure only if it is safe to do so.
- If there is any sign of ignition, smoke, vapour build-up or heat, stop immediately.
- Activate the nearest fire alarm call point and follow the Fire Safety Management Procedure (WP31).
- Evacuate the area and move to the fire assembly point.
- Do not attempt to use spill kits on a burning or ignited spill.
- The Fire/Incident Control Manager (as defined in WP31) will take control of the incident.

## 7. Communication Requirements

The following actions must be taken during and after a moderate or major spill incident and recorded on the incident report:

- The Supervisor / Depot Manager must be notified immediately for all moderate and major spills.
- The Head of HSQE & Compliance must be notified for all major spills.
- The Environmental Agency or Fire Service must be contacted by the Head of HSQE & Compliance if the spill enters drains, watercourses or soil, poses a risk to public health or cannot be contained on site.
- AXA Insurance must be notified for all vehicle-related spills.

## 8. Post-Incident Review

Following any moderate or major spill, the Depot Manager must:

- Conduct a post-incident review within 48 hours and identify root causes and contributing factors
- Review the effectiveness of the response and recommend corrective and preventive actions
- Submit findings to the Head of HSQE & Compliance; RA47, COSHH assessments or WP56 to be updated if required by the HSQE team.

## 9. Disposal of Spill Clean-up Materials

All materials used during spill clean-up (absorbent pads, granules, contaminated PPE, soil or debris) must be treated as hazardous waste unless confirmed otherwise by the relevant COSHH Risk Assessment and Material Safety Data Sheet.

The following actions must be taken:

- Check the COSHH Risk Assessment and Safety Data Sheet for the substance spilled to confirm:
  - Whether the waste is classified as *hazardous*
  - Any specific disposal instructions including any prohibited disposal routes
  - Required PPE and handling precautions
- Place all used absorbents and contaminated materials into hazardous waste bags or containers immediately after use.
- Seal all bags or containers securely to prevent leakage or escape of waste.
- Label containers clearly with their contents.
- Store waste in the designated hazardous waste area, ensuring containers remain upright, waste is protected from weather and kept away from drains, watercourses and unmade ground.
- Do not place spill waste in general waste or recycling bins under any circumstances.
- Notify the Depot Manager so that disposal can be arranged through a licensed hazardous waste contractor.
- A Hazardous Waste Consignment Note must be completed for every collection, in line with the Duty of Care code of practice.
- Report significant spill waste volumes to the Head of HSQE & Compliance for review and trend monitoring.

## 10. First Aid

If a spill results in injury:

- Contact a First Aider immediately.
- Do not leave the injured person unattended.
- Follow the company incident reporting procedures SP75 and SP75a.

## 11. Training

All staff must receive appropriate training to ensure they understand spill risks and response requirements. This includes but is not limited to:

- Induction training
- Toolbox talks
- Briefing of emergency spill procedures and risk assessments
- COSHH Risk Assessments

## 12. Testing and Exercising the Procedure

To ensure the effectiveness of this procedure:

- Spill response drills must be carried out periodically at each depot.
- Results must be recorded and reviewed by the Head of HSQE & Compliance.
- Any weaknesses identified must be addressed through training or procedural updates.