



MMU Environmental Management System

Ref	ER
Version	1
Date	26/01/2015
Author	Environment & Energy Manager
Approved by	Head of Environmental Strategy and ESMT

Emergency Response Procedure for Spills and Leaks of Hazardous Substances

1. Introduction and Purpose

To provide instruction on procedures to be followed in the event of a spill or leak across MMU Campuses, which may pose a pollution risk to the ground, surface water drainage system and/or adjoining brooks.

2. Legal Requirements

Pollutants can escape into the environment from our site via different routes, including:

- Through the surface water drainage system;
- Direct run-off into a watercourse - we have a brook on Crewe campus;
- Through the soil or via soakaways, drains or damaged surfaces to groundwater;
- Through the foul sewer system, where pollutants may discharge through storm overflows to surface waters, they could pass through the sewage treatment works or reduce the performance of the works so it can't treat sewage properly.

Local pollution incidents can result in breaches to a number of pieces of legislation dependent on the pollution pathway and final destination e.g. surface water, ground water etc.

3. Actions to Ensure Compliance

3.1 Quick Reference 'Spill Response Flow chart'

MMU staff should follow the **Quick Reference 'Spill Response Flow Chart'** in the event of a spill. Laminated copies of this flow chart can be placed near high-risk areas where hazardous substances are stored outdoors or near loading/ delivery bays. Please refer to the **MMU Building Emergency Action Plans** for the location and type of Hazardous substances for each building. These are currently held with the Head of Security and Business Continuity and a copy is also available at the Cambridge South Security Control Room and Crewe Security Control Room.



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3.2 Spill Response Kits

Spill response kits are located in numerous places across the campus (Crewe, Birley and Manchester) including but not limited to:

- **Crewe Campus**– Grounds Maintenance Workshop and Central Store
- **Birley Campus** – Energy Centre and Birley Academic Building loading bay
- **John Dalton Building**– Solvent Brick Store, Plant rooms

Different types of spill kits have been purchased depending on the type of hazardous substances stored e.g oil, chemicals etc. The locations of the spill kits can also be found on the **Building Emergency Action Plans**.

3.3 Spill Incident Response Reporting

All Departments should notify the Environment and Energy Manager when a spill has occurred. The Environment and Energy Manager will then log the incident on an Incident Reporting Form.

4. Roles and Responsibilities and Training

It is the responsibility of MMU staff to follow this procedure in the event of a spill. Spill response/kit training has been provided to relevant staff in high-risk areas as detailed in table 1.

Table 1

Location of Hazardous Substance	Hazardous substances	Staff Trained
Manchester Campus		
John Dalton Building- Brick Store and loading area	Solvents and other Chemicals	Technical Services Team Leader Facilities staff
Birley Campus Energy Center	Chemicals	Technical Services - Technical Officer
Birley Campus Academic Building Loading Bay	Waste cooking oil and cooking oil	Catering Duty Managers
All Saints Campus -	Waste cooking oil and	Catering Duty Managers



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various locations	cooking oil	
All Saints and Birley Campus	Oil Deliveries (for back-up generators)	Property Services staff supervising deliveries
Manchester Campus	All Hazardous substances	Security Duty Managers
Crewe Campus		
Crewe Campus- Back of Seeley Building	Waste cooking oil and cooking oil	Catering Duty Managers
Crewe Campus	All hazardous materials	Facilities Team Leaders
Crewe Campus – Grounds Maintenance Workshop and oil storage area	Red diesel filling area, small petrol for mowers and tools, Lubricating Oils.	Grounds Team Grounds Maintenance Manager
Crewe Campus	All hazardous substances	Security Duty Managers

The spill response flow charts and spill response are tested at Manchester and Crewe Campus every two years.

5. Effects and Actions of non –conformance

If this procedure is not followed, it may result in:

- A failure to correctly control spills and leaks which could lead to local pollution incidents and breaches of Environmental legislation;
- A non-conformance with MMU’s Environmental Management System.

CHANGES TO THE PROCEDURE

REASON FOR THE CHANGE