

Dealing with Spillages and Contaminated run-off

Purpose and scope

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The purpose of this procedure is to provide information to managers dealing with accidental spillages which have the potential to risk compliance, cause harm to Water Recycling infrastructure or to the environment.

Scope

All personnel defined in the procedure.

Responsibilities

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Any Anglian Water Employee on an operational site	
1	Report occurrence of a spilled substance to Site Operator/Site Owner (in hours) or OCM (out of hours)
2	Inform OCM and FLM of any situation or occurrence you feel may compromise H&S
3	In an on-going event where contaminant is held on an Anglian Water site, ensure those working with you are aware of the presence of a contaminant and any potential hazards associated with it
4	If Emergency Services are in attendance, you should provide any information as requested and work in conjunction with their instructions

Competent Person	
1	Refer to on-site COSHH sheet if substance is known
2	Wear adequate PPE
3	Take all necessary precautions in dealing with the spilled substance, and if in any doubt seek advice from the OCM, your FLM, EPS or a Safe & Well representative
4	Take necessary action to contain the spillage including bunding entrances to highway or surface water drainage systems
5	Consider the use of shut-off valves as shown on the HAZOP schematic to prevent the spread of any spillage that has already entered an on-site process
6	Inform OCM, EPS and FLM of any situation or occurrence you feel may compromise compliance, or has the potential to cause harm to Water Recycling infrastructure or to the environment e.g. unconsented discharge
7	If using tankers, ensure personnel are aware if it is a contaminated substance
8	Where possible estimate the amount of spillage for tankering purposes e.g. volume, area, concentration
9	Seek advice regarding the disposal of any contaminated PPE from your FLM
10	Regularly update/liaise with OCM
11	Ensure the incident information is fully recorded

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Owner:
Head of Treatment

Operational Control Manager/FLM	
1	Plan to identify the substance that has been spilt
2	Seek advice from EPS, CQS and/or Safe and Well if necessary
3	Consider H&S implications and if necessary, alert any personnel in proximity of the spillage/contaminated effluent, or carrying out planned work in the area, and arrange to provide them with regular updates
4	Contact the Emergency Services if you are concerned for the safety of any personnel who have unavoidably come into contact with a harmful substance
5	Consider whether it may be necessary to escalate to the Incident Room in accordance with guidance contained in EMPROC
6	Take measures to ensure that any spillage does not cause contamination of any kind including to watercourses, reservoirs or aquifers (or ground above aquifers)
7	Consider potential reactions of spillage with other substances on site, and act as appropriate
8	Consider the requirements of FLIDS and the 'Protocol for the disposal of contaminated water' issued by WaterUK
9	Inform the RTM/RMM/TSM and Environment Agency if the spillage cannot be contained
10	Plan to obtain the relevant permit if temporarily containing the substance on site in some form of holding tank
11	If holding the substance on site, arrange for relevant information to be passed to personnel who will be working on the site
12	Make necessary arrangements for removal of the spillage
13	Upon receipt of credible information, report to the Police any suspicions that the spillage/contaminated effluent is the result of a malicious attack

Records

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Record name	Record to be retained by (job role)	Retention Period
Duty Managers Log	Tactical Operations	30 years

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Glossary of terms

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Term	Definition	Explanation (Link to Lighthouse if available)
Emergency Services	Fire & Rescue, Police, Ambulance	
H&S	Health and Safety including associated procedures	
Licensed Contractors	Contractors licensed and expert in the removal of hazardous waste	
EMPROC	Policies, standards and methodologies for Emergency Planning	
FLIDS	Flammable Liquids in Drainage Systems	
FLM	First line manager	
OCM	Operational Control Manager	
RMM	Regional Maintenance Manager	
RTM	Regional Treatment Manager	
EPS	Environmental Process Scientist	
TSM	Treatment Support Manager	
CQS	Catchment Quality Scientist	
PPE	Personal Protective Equipment	
IDS	In Day Scheduler	

Supporting/reference information

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Document Name	Association (Parent / Child / Template or form)
Flammable Liquids in Drainage Systems (FLIDS) EMPROC Incident Escalation Managing Waste Environmental Permits, Exemptions and Registrations Protocol for the Disposal of Contaminated Water and Associated Wastes at Incidents, October 2012, issued by Water UK	

Appendices

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N/A