#### **Emergency Spillage Procedure**

- Policy The University of Sussex has issued The Control of Hazardous Substances Policy which applies to all University of Sussex Staff (Including visiting academics), students and contractors employed by the university. Line Managers and supervisors are required to reduce as much as possible exposure to Hazardous Substances. The policy also requires outlining emergency actions in the event of an accident or spill.
- Purpose The document outlines the Emergency Procedure for Chemical Spillages that set up good practices to deal with Chemical Spillages and prevent exposure to hazardous substances.
- Scope This procedure applies to the Science Schools. This procedure covers all chemical substances but does not apply to Biological Hazards and Radioactive Material.
- Responsibilities Line managers would be responsible for providing the information, instruction, and training to any staff member in contact with Substances Hazardous to Health. They would be responsible for distributing the Emergency Spillage Procedure and ensuring their employees understand the information provided before starting their work. Safety Arrangements (Spillage Kits) or any control measures stated in the Risk Assessment should be in place, accessible at all times, and checked regularly.

Health and Safety Department would oversee the execution of the University Policy and provide appropriate and sufficient advice when required.

#### Introduction

Whether the guide below is followed, or whether the laboratory members clean up the spill, it must be a matter of judgement and depends on the chemical spill. For example, 10mL of some substances can be extremely hazardous and require evacuation. Hammables such as ethanol, which may in general be regarded as non-toxic, can present a serious fire hazard if spilled in any quantity.

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# STANDARD OPERATING PROCEDURE

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# STANDARD OPERATING PROCEDURE

Substance containment and removal

The procedure for removing spillages should only be followed by trained operatives (Safety Officers, Technical Services, Line Managers).

DO NOT attempt to follow the procedure if you have not received appropriate training or if you do not feel confident about handling the situation.

1. Risk Assess the situation. Ensure you understand the substance characteristics by reading the Safety

Data Sheet and COSHH Risk Assessment. This should consider the following:

Quantity of the substance

Chemical characteristics and health hazards.

Risk of toxic atmosphere, oxygen fact #Attached [18t00008871 0 595.32 841.92 2 12 Tbn008871 0 595

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#### 4. Stabilisation/dilution to a safe condition

Once the material is contained, it should be treated wherever possible to render it safe. Acids and alkalis may be treated with appropriate neutralising agents. Due to the differing properties of the various groups of chemicals, an appropriate treatment strategy with suitable chemicals should be established in each case. For example, highly concentrated hydrochloric acid will fume when spilled, so the spill should be diluted with a gentle water spray before neutralisation.

Neutralisation could cause splashe

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