

Method Statement

Task/Activity	Spillage containment and cleaning	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

This details the method to be used when containment and cleaning of spillages

Background / Training Required

Competence of working in cleaning, training on spillage

Safety Equipment and PPE required

Protective clothing Workwear - No standard		Safety footwear BS EN ISO 20345:2014 Safety footwear classification I, S3	
Gloves BS EN 420:2003+A1:2009 general protective gloves		Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing	
Eye protection BS EN 166:2002 Personal eye protection			

Tools and Equipment Required

Warning signs		Spillage kit (granules, bunding, shovel, dustpan, waste container etc.)	
Waste sack clear			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Collect spillage kit from agreed storage location. 2. If required, place the warning signs in any possible access points of the spillages being worked on.	1. Ensure that the warning signs are prominent

3. Ensure PPE is correct type and in a good serviceable condition. Replace PPE if required.

Method of Containing Spill

4. Large spills - place the emergency spillage booms across the floor and around the spillage.
5. Cover or protect all drains in the vicinity such that that no contaminant can enter the drainage system.
6. Remove all unaffected containers outside of the working area.
7. Where safe to do so, remove the contaminant storage container and place on a covered area until it can be cleaned.

Method of Removing Spill

8. Sprinkle absorbent granules over the contaminant until all the contaminant is absorbed.
9. Using a plastic shovel or dustpan and brush, place the absorbed chemical in a waste container ready for disposal.
10. Remove the booms and dispose of in the same container holding the used absorbent granules from the fuel spill.
11. Mark the container as "contaminated waste" and place in a safe location.

Method of Removing Fuel Traces

12. To remove traces of contaminant, use an oil stain removal kit, mix up the cleaning solution to the recommended strength and apply to the contaminant remnants.
13. Scrub the solution with the brush provided to agitate the surface and ensure a complete removal of all contaminant.
14. Once satisfied that the cleaning solution has worked, sprinkle the absorbent granules over and soak up all the liquid.
15. Use a dustpan and brush, (supplied in the spillage kit), to sweep up all the granules leaving a clean, contaminant free area.
16. Place the contaminated granules in a container marked "contaminated waste".

Disposal of Used Equipment

17. Place all disposable equipment used in the containment/removal process into a plastic bag provided with the spillage kit.
18. Seal the plastic bag and avoid touching any inner lining of the bag.
19. Remove plastic splash goggles, wash and dry.

2. So long as the container is no longer leaking a contaminant

3. Under no circumstances should you use metal equipment as this could potentially cause sparking.

4. Leave this to soak in for approximately ten minutes and then apply some more solution.

20. Wash hands.
21. Return to spill site and check area again, if complete report the spillage is cleared to supervisor/manager, so that area can be re-opened.
22. Remove any warning signs when safe to do so.
23. Return the remaining spillage kit to the agreed storage area.
24. Arrange for an approved licensed waste contractor and arrange for the waste to be disposed, giving details of what contaminant was spilt.
25. Arrange for a replacement spill kit to be delivered.

Environmental Impacts	All waste disposal must be carried out in accordance legislation and the site procedures All chemicals must be used in conjunction with COSHH Assessments and manufacturer's instructions
Emergency Arrangements	This task should not be completed as a lone worker If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure. First aid available from the security team. 2-way radio provided to staff while at work.