

 Environmental Management

ASEnv_OSI_059

Operational Safety Instruction

V2.1

Spillage and Incident Reporting Procedures

7th May 2022

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. Introduction

- 1.1. The purpose of this OSI is to ensure that Heathrow Airport is made aware of any environmental incidents occurring Airside at Heathrow through timely and accurate reporting.
- 1.2. The reporting of environmental incidents enables a prompt response to the control of any discharge which may cause detrimental environmental impacts. The precise recording of environmental incidents provides an audit trail in the event of further investigation by the relevant authorities.
- 1.3. Airport companies should be aware that the management of spills is subject to obligations under a range of environmental legislation. Further information can be found at <http://www.environment-agency.gov.uk/business>.
- 1.4. This OSI should be read in conjunction with ASGrOps_OSI_019 Fuelling of Aircraft and ASEnv_OSI_056 Pollution Prevention which can be found on the Heathrow Airside website at <http://www.heathrowairport.com/airside>.
- 1.5. For airside reporting incident procedures governing airside safety, please read ASSMS_OSI_067 Airside Incident Reporting.
- 1.6. For guidance on disposal of Pollutants, Oils and Lubricants and other Hazardous Waste, please read ASEnv_OSI_062 Disposal of Pollutants, Oils and Lubricants and other Hazardous Waste.
- 1.7. Red bars have been added to draw the reader's attention to where changes have been made.



2. Definitions

Abbreviation	Description
AFRS	Airport Fire & Rescue Service
APOC	Airport Operations Control Centre
HAL	Heathrow Airport Limited
Incident	An event, condition or behavior which has, or could have a negative effect on the environment e.g. spills of liquids or chemicals, release or gaseous pollutants (CFC, F-gases), fly tipping.

3. Spills Response and Alerting Procedures

3.1. Third parties shall notify Heathrow immediately of spillages by calling APOC on:

- i. 020 8745 7216
- ii. HAL extension. 657216

3.2. If the spillage is either fuel or hazardous the AFRS should be contacted in the first instance on:

- i. 020 8759 1212
- ii. HAL extension. 222

3.3. To enable Heathrow to take the most appropriate action during and after an incident, Heathrow requires notification as soon as possible with the following information:

- i. Location
- ii. Nature of spill
- iii. Volume
- iv. Companies involved

3.4. In the event of a spillage assess the danger to human health (including your own) and the environment (such as drains or non-hardstand areas, i.e. grassed areas).

3.5. Only if it is safe to do so and if your company has supplied appropriate spill clearing equipment, should you take any action. If there is no risk to yourself, attempt to identify the source and prevent or limit any on-going release of pollutants until further action can be taken. Implement the appropriate incident response to contain and clean up the incident.

3.6. Third parties where practicable shall be responsible for the clean-up of any spillage.

3.7. Material Safety Data Sheet should be provided must be made available for inspection by HAL and other control authorities upon request.



4. Responsibilities of Airport Companies and their Staff

- 4.1. Third parties must have procedures in place to deal with all environmental incidents which may occur on their premises or through their operation at Heathrow. These procedures should include guidelines for the isolation and control of unknown liquids, acids and caustics. Under no circumstances should chemicals and chemical rinsing be disposed of to the surface or foul water drainage system, surface watercourses or open ground.
- 4.2. Third parties must ensure that all in-house environmental spillage procedures are fully understood by all employees.
- 4.3. Third parties must ensure that environmental incident reporting, clean-up procedures and incident records are available for audit purposes by HAL.
- 4.4. It should be noted that Heathrow reserves the right to supply additional containment procedures and/or employ its own specialist incident clean up contractors in the event of an inadequate response to a spillage. All costs incurred by HAL for this containment, removal and clean-up of incidents shall be charged to the company responsible.

5. Enquiries

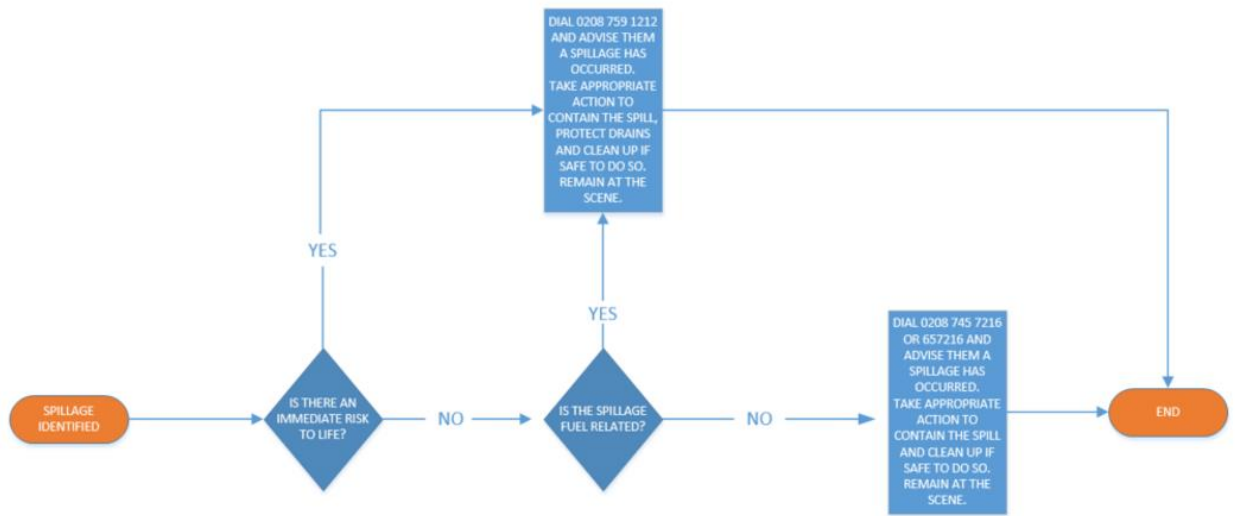
- 5.1. All practical steps should be taken to avoid and minimise the risk of spillages by means of training, awareness of legislation, good maintenance of equipment/vehicles and good working practices.
- 5.2. Guidance is available, in the first instance, from the Heathrow Aerodrome Procedures Manager on aerodrome.procedures@heathrow.com

6. References

- <http://www.environment-agency.gov.uk/business>
- ASGrOps_OSI_019 Fuelling of Aircraft
- ASEnv_OSI_056 Pollution Prevention
- ASEnv_OSI_062 Disposal of Pollutants, Oils and Lubricants and other Hazardous Wastes
- ASSMS_OSI_067 Airside Incident Reporting



7. Incident Reporting Procedure



8. Document Data

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9. Document History

Revision	Description of Change	Date
V2.1	Full review with updated references and content check. Change of design reporting process map	07 th February 2022

