

Environmental Standard Operating Procedure

ESOP Name	Oil and Fuel Use and Storage on Site
ESOP Number	24
Revision Date	21/02/2024
Related ESOPs	4 Tree and scrub removal 8 Boat maintenance and operation 23 Installation or replacement of quay heading 25 Fen mowing 27 Riverside tree and scrub removal 28 Fen harvester cutting



Aim

The majority of Broads Authority work carried out in the field requires use of fuel or oil, for example to power engines on boats, chainsaws, brush-cutters and diggers. This standard procedure aims to provide a framework for the safe storage, transport and use of fuel to prevent harm to the operator, general public or the environment. It aims to ensure that all activities are compliant with legislation.

Procedure

No smoking in the vicinity of fuel.

Storage:

- In line with HSE guidance, containers should have a nominal capacity:
 - No greater than 10l if plastic
 - No greater than 20l if metal
- Make sure the fuel container is in good working condition, clearly marked and has a tight-fitting lid.
- Colour of container is not obligatory, though custom and practice is green for unleaded and black for diesel but should be appropriately labelled, legibly and indelibly, as follows:
 - with the words 'PETROL' and 'HIGHLY FLAMMABLE'.
 - The nominal capacity in litres
 - The manufacturer's name and date and month of manufacture



The appropriate hazard warning sign:

Transport:

- Only carry amount of fuel for the day's work, in a suitable container.
- Consider using a drip tray to transport the container in, lined with paper towels.
- The amount of spare petrol carried in a boat (i.e. not including a container already connected to an outboard) is limited to any combination of the following containers: 2 x 10 litre metal containers; 2 x 5 litre plastic containers; 1 x portable petrol tank of suitable proprietary manufacture of up to a maximum capacity of 27 litres. There is no limit for diesel carried in a boat.

Refuelling:

- Do not decant petrol in a boat.
- Do not fuel upwind or downwind from an ignition source.

- Ensure there is good ventilation.
- Choose a fuelling point away from watercourses where possible, and on a permeable surface e.g. grass, soil.
- Use a spout screwed on to the can or a funnel to reduce risk of spillage.

Spillages:

- Keep absorbent materials (such as saw dust, sand) nearby in case of spillage from small containers and machinery.
- Clear up contaminated materials into a plastic bag and dispose of in a bin/ skip.
- In the case of a significant spill into a watercourse (when fuel/oil spreads over 10 metres) inform the Environment Agency Pollution Incident Hotline **0800 80 70 60**.

Use of small machinery and fuel containers up to 10 litres:

- Chainsaw combi-cans for fuel and chain oil should have non-spill spouts.
- Biodegradable chain oil must always be used in chainsaws.
- Where possible store fuel cans away from watercourses, and in the shade.
- When on site, fuel containers should be at least 4 metres away from sources of ignition, including smokers.

Use of large machinery and bowser:

- An oil spill kit must be available on site. If a machine and a bowser are present on site, there must be an oil spill kit located with both the machine and the bowser.
- All bowser used on Broads Authority business must be double skinned
- If possible, the oil container must be positioned away from any vehicle traffic to avoid damage from collision (Environment Agency, 2011)
- Secondary containment, such as a bund or drip tray, must be provided to catch any oil leaks from the container or its ancillary pipework and equipment (Environment Agency, 2011)
- The secondary containment must be sufficient to contain at least 110% of the maximum contents of an oil tank/mobile bowser (Environment Agency, 2011)
- Where more than one container is stored, the secondary containment should be capable of storing 110% of the largest tank or 25% of the total storage capacity, whichever is the greater (Environment Agency, 2011)
- The secondary containment base and walls must be impermeable to water and oil. (Environment Agency, 2011)
- No drainage valve may be fitted to the secondary containment for draining out rainwater. (Environment Agency, 2011)

- All excavators and the concrete pump use biodegradable hydraulic oil. This will be part of the specification for new machinery, and an aim for all existing large machinery, where possible.

Consultation

- In the case of a significant spill into a watercourse (when fuel/oil spreads over 10 metres) inform the Environment Agency Pollution Incident Hotline **0800 80 70 60**.

Risk Assessment

Hazard	Initial Risk			Controls / Safeguards / Precautions	Revised Risk		
	S	L	R		S	L	R
Harmful effect on wildlife in aquatic habitats	4	3	C	Follow guidelines set out in ESOP 25	4	1	B
Harmful effect on wildlife in terrestrial habitats	4	3	C	Follow guidelines set out in ESOP 25	4	1	B
Deterioration in water quality	3	3	B	Follow guidelines set out in ESOP 25	3	1	B
Fire	4	3	C	Follow guidelines set out in ESOP 25	4	1	B

Matrix

		LIKELIHOOD					RISK
		Very unlikely	Unlikely	Moderately likely	Likely	Very likely	
SEVERITY		1	2	3	4	5	
Low (minimal, short-term disturbance levels and negligible damage to native habitats.)	1	A	A	A	A	A	A OK. Work to provisions in risk assessment
Medium (moderate, short-term disturbance levels, some damage to native habitats/species. Regenerates quickly.)	2	A	A	A	B	B	B Proceed with caution. Dynamically review risks.
High (high disturbance levels over a longer period and displacement of species. Damage to native habitats. Significant time to regenerate)	3	A	B	B	C	C	C Cancel task. Approach project in a different way.
Very High (Long-term disturbance with displacement/death of species. Significant damage to native habitats that takes a significant time to regenerate.)	4	B	B	C	C	C	