

Livewell Southwest

**Petrol, Oils and Lubricants (POL)  
Policy**

Version No.1

**Notice to staff using a paper copy of this guidance**

**The policies and procedures page of LSW intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.**

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**Asset Number: 9**

## Reader Information

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	<p><u>Guidance</u> HSE HSG176 “The storage of flammable liquid in tanks” 1998</p> <p>EA Pollution Prevention Guideline PPG26 “Storage &amp; handling of drums &amp; intermediate bulk containers” 2004 DEFRA “Guidance note for the control of Pollution (Oil Storage) Regulations 2001” 2001 Defence Estates Safety Rules &amp; Procedures SRP03 Work on Petroleum Installations 1996 HSE HSG51 ‘The Storage of Flammable Liquids in Containers’ 2<sup>nd</sup> edition HSE HSG140 ‘Safe use and Handling of Flammable Liquids’ Control &amp; Mitigation Measures – Dangerous Substances &amp; Explosive Atmospheres Regulations 2002</p>
<b>Associated documentation</b>	<ul style="list-style-type: none"> <li>• Risk Management Strategy</li> <li>• Health and Safety Policy</li> <li>• Incident Reporting &amp; Investigation Policy &amp; Procedure</li> <li>• Lone Working Policy</li> <li>• Security Policy</li> <li>• Violence &amp; Aggression Management Policy</li> <li>• Electrical Safety Policy</li> <li>• Fire Safety Policy</li> <li>• Tobacco Policy</li> <li>• Infection Control Policy</li> <li>• Medical Gas Policy</li> <li>• Asbestos Management Policy</li> <li>• Working at Heights Policy</li> <li>• Contractors Policy</li> </ul>
<b>Supersedes document</b>	All previous versions
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### Document Review History

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V.0.1	New Policy	January 2016	Estates Officer	New policy
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# **Petrol, Oils & Lubricants (POL) Policy**

## **1 Introduction**

- 1.1 LSW is committed to safely managing petrol, oil and lubricants, in compliance with applicable legislation and guidance, which will involve the following arrangements:
- 1.2 A Responsible Person (POL) is appointed, having overall responsibility for the management of POL.
- 1.3 The Responsible Person is trained and formally appointed to take responsibility for the day to day management of POL.
- 1.4 Arrangements for the transport, storage and use of petrol are appropriate, and are periodically reviewed for compliance.
- 1.5 Petrol is used only by staff having received appropriate training, in accordance with a COSHH risk assessment and safe system of work.
- 1.6 Fuel oil delivery arrangements comply with requirements, to minimise the risk of spills or contamination.
- 1.7 Fuel oil systems (including storage tanks) are periodically checked for condition and for compliance with the Control of Pollution Regulations.
- 1.8 Fuel oil storage tanks are subject to periodic inspection by a Competent Person, under a Written Scheme of Examination.
- 1.9 All work to fuel oil systems is risk assessed, and where appropriate is controlled under Permits to Work by the Responsible Person.
- 1.10 Any new fuel oil system installations, and any significant alterations to existing installations, are compliant with relevant statutes and guidance.
- 1.11 Lubricants are stored and used in an appropriate manner, to minimise the risk of fire or pollution.
- 1.12 All deficiencies relating to POL are logged for remedial action, and where appropriate are placed on the relevant LSW risk registers.
- 1.13 The management regime for POL is reviewed every three years, and any necessary improvements implemented.

## **2 Purpose**

- 2.1 This policy sets out the responsibilities of LSW Estates in safely managing petrol, oil and lubricants (hereafter abbreviated to POL) within the LSW estate.

The POL managed by Estates comprises:

- 2.2 The small scale storage of petrol, for use in grounds and gardens machinery – under the control of the Estates Manager.
- 2.3 Fuel oil tanks and systems associated with emergency generators and oil fired or dual fuel boiler plant – operated by Estates engineering staff, but managed by the Responsible Person (POL).
- 2.4 Lubricants – used by Estates engineering staff under the control of the Estate Officers and Supervisors.

### **3 Definitions**

- 3.1 This Policy covers the safe Transport and Storage of Petrol, Oils and Lubricants by LSW Staff and Contractors employed by LSW.

### **4 Duties & responsibilities**

- 4.1 The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.
- 4.2 The **Head of Estates** will ensure that:
  - a) An effective operational procedure is in place, setting out how POL will be safely managed.
  - b) An Estate Officer is formally appointed as Responsible Persons (POL) for LSW.
- 4.3 The **Responsible Person (POL)** is responsible for:
  - a) Ensuring that operational procedures for the safe management of POL within LSW are developed, implemented, complied with, and periodically reviewed and updated.
  - b) Provision of a periodic inspection service for fuel oil systems, by a Competent Person (POL).
  - c) Ensuring that any deficiencies relating to POL are logged for remedial action (including relevant risk registers), and where necessary, resources are requested.
- 4.4 The **Competent Person (POL)** will, on instruction from the Responsible Person (POL):
  - a) Periodically inspect LSW fuel oil systems.
  - b) Keeping appropriate records relating to fuel oil tanks and systems,

including copies of plans of site surface water drainage systems.

- c) Conducting periodic checks on the condition and compliance of fuel oil systems (including oil tanks and secondary containment).
- d) Ensuring that periodic inspections of oil tanks are conducted by the Competent Person, in accordance with the Written Scheme of Examination.
- e) Remedying any deficiencies where resources permit, notifying the Responsible Person of any significant deficiencies, for entry by the Responsible Person onto risk registers and requests by the Responsible Person for any necessary additional funding.
- f) Managing work on fuel oil systems, under a Permit to Work system.

4.5 **Estate Officers and Supervisors** are responsible for:

- a) Promptly reporting any defects or deficiencies relating to fuel oil systems, and ensuring that where appropriate, work carried out on fuel oil systems is managed by the Responsible Person (POL) under a Permit to Work.
- b) Ensuring that all lubricants are safely stored and used safely, to minimise the risk of fire, contamination or pollution.

4.6 The **Grounds & Gardens staff** are responsible for:

- a) Ensuring that Grounds & Gardens Department petrol storage arrangements comply with relevant safety requirements, and are approved by the Fire Safety Advisor on behalf of the Responsible Person (POL).
- b) Ensuring that petrol is used only by those Grounds & Gardens staff that have received appropriate training (including periodic refresher training every three years) in the safe use of petrol, in accordance with a safe system of work.

4.7 **Estates Project Managers** are responsible for:

- a) Consulting with the Responsible Person (POL) prior to any fuel oil system being modified, removed or installed.
- b) Ensuring that all new or upgraded fuel oil systems comply with the relevant statutes and guidance.
- c) Ensuring that all relevant documentation relating to fuel oil systems (including manufacturer's instructions, commissioning reports, etc) is handed to the Responsible Person (POL).

4.8 The **Fire Safety Advisor** will, on request from the Grounds and Gardens Manager:

- a) Periodically check that Grounds & Gardens Department petrol storage arrangements comply with relevant safety requirements, and advise on any necessary action.
- b) Provide appropriate training (including periodic refresher training every three years) to Grounds and Gardens staff in the safe use of petrol, in accordance with a safe system of work.

## **5 Management of petrol**

### **5.1 Transport and Storage of Petrol**

- a) Petrol is used by Estates only for grounds and gardens machinery, and safely stored in identified locations on the Mount Gould Hospital site.
- b) Petrol shall be stored only in purpose designed containers approved and marked for the purpose (“Petroleum Spirit – Highly Flammable”), in a well ventilated and secure store having appropriate signage. No more than 50 litres of petrol shall be held at each location. All containers must be stored within secondary containment systems, to prevent escape of any liquids in the event of container failure.
- c) A foam-type fire extinguisher or a dry powder type fire extinguisher is provided for the storage area.
- d) A spillage kit (including sufficient drain covers) shall be held at all times at the petrol storage location. Spilt material should be retained for proper off-site disposal by a registered waste carrier.
- e) When replenishing stock, the appropriate vessel (i.e. 23 litre metal containers with vapour secure stopper) should be used. The vessel(s) should be transported, properly secured, either in the bed of a pick up truck, or in an open trailer. Provided that not more than nine such containers are transported at the same time, the vehicle will not require conforming to the CDR Regulations. The vehicle should be equipped with a minimum of a 4.5 Kg dry powder fire extinguisher and the driver should have received instructions of the procedure to follow in the event of a fire, or spillage of petroleum spirit.

### **5.2 Decanting and use of Petrol**

- a) A COSHH risk assessment and safe system of work shall be provided and implemented, with any necessary personal protective equipment (PPE), to regulate the decanting and use of petrol.
- b) Petrol shall only be decanted into grounds and gardens machinery in the



open air, well away from any sources of ignition. No smoking shall be permitted in the vicinity.

- c) All machinery shall be brought to rest before decanting petrol, and great care shall be taken to prevent any petrol touching hot components (use funnels or other aids). Wherever possible petrol driven machinery should be filled whilst the engine is cold and the ignition is switched off.

## **6 Management of fuel oil systems**

### **6.1 Information on fuel oil systems**

The Responsible Person will keep and maintain appropriate records on all LSW fixed fuel oil systems, including:

- a) System locations and tank capacities.
- b) Copies of plans of site surface water drainage systems.
- c) Details of any work done to fuel oil systems (including permits to work and method statements).
- d) Information on any outstanding defects or non-compliances.
- e) Details of any spillages (date, cause, action taken, preventative action).

Any significant defects which constitute a significant risk will be added, by the Responsible Person, to the relevant LSW risk register(s).

### **6.2 Compliance with legislation & current guidance for existing fuel oil installations.**

Where possible LSW will seek to ensure that all oil storage installations comply with current legislation and guidance.

### **6.3 Delivery of Fuel Oil**

Deliveries shall be checked by a responsible person under instruction from the Estates Officer/Supervisor ordering the delivery, to:

- a) Check that the free space in the tank is sufficient capacity to receive the proposed deliver as described on the delivery note (if necessary by dipping).
- b) That the grade and quantity is as ordered.
- c) That care is taken to avoid any spillage or contamination, and any spill is promptly cleaned up using appropriate spillage kits.

#### 6.4 **Periodic Checks of Oil Tanks (Including secondary confinement).**

- a) The Responsible Person will carry out a check of every fuel oil tank (including secondary containment), not less than every two years.
- b) Any significant defects or non-compliance will be noted, and remedied where resources permit.
- c) Where additional funding is required, the Responsible Person will be notified, and will request the resources necessary to remedy the shortcomings.

#### 6.5 **Work to Fuel Oil Tanks and Systems**

The Responsible Person shall manage any works to fuel oil systems (other than minor routine maintenance tasks) using the systems and permits.

Work on fuel oil systems is hazardous (fire, explosion, pollution, dermatitis, etc) but entry into fuel oil tanks is particularly hazardous, with the added risks of poisoning, asphyxiation, and micro-biological hazards. For any proposed works, steps will include:

- a) Defining the task and how best to do it.
- b) Develop how the task will be carried out, and whether DEL or specialist contractor are best suited.
- c) Hazard identification and risk assessment, with “suitable and sufficient” control measures.
- d) If using contractors, assess their competency (H&S Policy, track record and experience, accident record, risk assessments, method statement, safe system of work and permit to work, etc).
- e) Compile sequence of operations, with specific Method Statement for the proposed work and the area to be worked in (to contain all work details from start to finish).

If the work involves any risk of spillage then spillage kits and drain covers shall be immediately available for use. Spilt material should be retained for proper off-site disposal by a registered hazardous waste carrier.

#### 6.6 **New Fuel Oil Systems and Alterations to Existing Fuel Oil Systems**

- a) Any new fuel oil systems, including tanks, and any alterations (rather than repairs) to existing fuel oil systems, shall comply with current requirements.
- b) Project managers involved in any alterations to existing fuel oil systems,

or the provision of new fuel oil systems, shall consult with and obtain approval from the Responsible Person.

## **7 Management of lubricants**

### **7.1 Delivery, Handling and Storage of Lubricants**

- a) Containers should be clearly labelled with the nature of their contents and any hazard they pose, and dedicated stores should display appropriate warning signs at access points. Safety Data Sheets shall be obtained and made available to those using the lubricants. The quantity of lubricants stored should be kept to a working minimum.
- b) Deliveries shall be checked by a responsible person under instruction from the Estate Officer/Supervisor ordering the delivery, to check that type, quantity, storage and security is satisfactory.

### **7.2 Use of Lubricants**

- a) A COSHH risk assessment and safe system of work shall be provided and implemented, with any necessary PPE, prior to the use of lubricants.

### **7.3 Spillages and Waste Management**

- a) Sufficient spillage kits (including drain mats where necessary) shall be held at relevant locations in order to promptly deal with any spillage. Spilt material should be retained for proper off-site disposal by a registered hazardous waste carrier.
- b) Waste containers should be stored safely away from surface water drains or direct discharge to the environment. Empty containers should not be allowed to accumulate, but should be collected by the supplier (where possible), or removed as soon as possible by a registered hazardous waste carrier to a licensed waste management facility.

## **8 Training implications**

- 8.1 Training for the Responsible Person (POL) - the Responsible Person will ensure that they have sufficient knowledge and training in order to adequately discharge their duties. This may be by reading, training courses, seminars, lectures, etc as appropriate.
- 8.2 Training for Grounds & Gardens Staff - the Estates Manager will ensure that the Grounds and Gardens staff receive training every three years from LSW Fire Safety Advisor, on the safe storage and use of petrol, including dealing with any spillage and wastes resulting from spillages.
- 8.3 Training for Engineering Staff - the Responsible Person will ensure that engineering staff receive awareness training every three years on the

precautions to be followed relating to:

- a) The operation of fuel oil systems.
- b) The storage and use of lubricants.
- c) Safe management/disposal of fuel/lubricant contaminated materials.

## **9 Monitoring compliance**

- 9.1 The Responsible Person shall ensure that an audit is undertaken of the POL management regime at least every three years.
- 9.2 The Responsible Person, shall take appropriate action to address any issues identified by the audit.

**All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.**

**The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.**

**The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.**

Signed: Director of Finance

Date: 20<sup>th</sup> January 2016