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APPROVAL AND AUTHORISATION

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Date: 6 Feb 24

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6 Feb 24

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Date: 1st November 2021


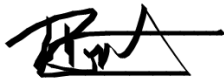
Issue Date:	00.00.00
References:	SGL Environmental Policy Statement SMC Unit Spill response Plane and reporting Procedures ABP Southampton Oil Spill Contingency Plan 2021 Contingency Planning for Marine Pollution Preparedness and response – Guidance for Ports – August 2020
Related procedures	SGL Health, Safety and Wellbeing Manual SGL 09 03 01 Reporting and Investigating Safety Events

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AMENDMENT DETAILS

Requests for amendments to this document are to be submitted to SGL HSEQ/Compliance Manager.

Amendment No.	Description	Date	Signature
01	Draft issued for Comment	26 April	
02	Updated new personnel	6 Feb 24	<i>mmondon</i>
03	Amendment details updated Amended company name from SGL to ABP Solent Gateway; updated positions and inclusion of T1 response details.	08/02/24	<i>Mmondon</i> 

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1. PURPOSE

The purpose of the Spill Response Plan is to provide guidance to those personnel that have the responsibility of managing emergency situations involving the spill of chemicals or hazardous substances.

ABP Solent Gateway has established a **Spill response Plan** to serve as a systematic response process for any event or situation that may potentially threaten our personnel, the environment our assets as well as the Company's reputation or financial standing. The plan covers both the release of chemicals and hazardous chemical on land as well as a the jetties and the approaches to the port.

2. SCOPE

The Southampton Harbour Authority have overall responsibility for the safety of marine operations in the Southampton harbour area. The details for this are contained in the Southampton Oil Spill Contingency Plan 2021. The responsibility for pollution clean-up operations for jetties, wharves, structures, beach, or shoreline which is privately owned, is the responsibility of the owner of the property / land.

ABP Solent Gateway has leased the Port of Marchwood which includes a sub-lease of the MOD enclave. The responsibility for pollution clean-up in the event of a spill or environmental release is jointly shared between ABP Solent Gateway and the MOD/SMC. ABP Solent Gateway works in partnership with the MOD and the Statutory Harbour Authority to provide Tier 1 oil spill emergency service to the Mulberry and Falkland's jetties and their approaches. These services can also be deployed to assist with the MOD/SMC operations and ships/activities.

Both the SMC and ABP Solent Gateway operate their own plans for response to spill incidents at Tier 1, 2 and 3. ABP Solent Gateway has contracted Darcey Group (Adler and Allan as principal spill contractor) to provide Emergency Spill Response Services. The SMC as part of the MOD falls under a MOD-wide spillage response contract and arranged with Braemar Howells. The contract covers the UK and Northern Ireland, including ports, harbours and coastal waters but does not affect extant QHM pollution control arrangements.

3. REPORTING

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All employees are to report all environmental events and spills via the Company incident reporting system as well as to their direct Supervisor/Line Manager. Supervisors and Line Managers must contact the key contacts below. Out of working hours they should follow the Out of Hours Incident Descriptor Severity List below. When in doubt as to the severity of the spill, the next level up should be selected and followed.

When the source of the spill is an MOD asset such as a military workboat, Mexiflote or other military equipment, the primary spill response should come from the SMC and its spill response assets. Any commercial ship should immediately implement its spill response plan in the event they are the source of a spill. However, regardless of the source of the spill that occurs in the jetties and the approaches, the Operations Manager should be informed as soon as possible to ensure that proper liaison takes place between ABP Solent Gateway, the spill source, the Harbour Authority, and the MOD.

In the event of a major or catastrophic incident:

KEY CONTACT DETAILS

ABP Solent Gateway: Port Operations (not 24 hours) Port Gate reception (24 hours)	02380 664 388 02380 664 264
SMC: 17 Regiment RLC Guard room (24 hours) SMC Quay Foreman (not 24 hours)	02380 664 291 02380 664 252
ABP: ABP Marchwood Security Department ABP Vessel Tracking Service Operations (VTS)	02380 660 071 07732 602 416 02380 608 221 (Silent Hours Extension 1) 02380 608 208

OUT OF HOURS INCIDENT DESCRIPTOR SEVERITY LIST

Incident Descriptor	Description	Procedure
Negligible	No financial loss or costs. No environmental consequence.	No need to make any calls – Email Port Security Manager, Operations Manager and HSEQ/Compliance Manager
Slight	(Dealt with onsite). Slight financial loss or cost Slight environmental consequence (Dealt with onsite).	<ol style="list-style-type: none"> 1. No need to make any calls – only need to Email Port Security Manager, Operations Manager and HSEQ/Compliance Manager. 2. Email Facilities Manager and Rail Manager if it involves their departments.

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Moderate	Emergency Services Called to Site. Moderate environmental implications (Contained onsite). Considerable financial loss. Substantial work interruption.	<ol style="list-style-type: none"> 1. Call the on-call Manager (Security Manager or HSEQ/Compliance Manager or Operations Manager). <ul style="list-style-type: none"> • If no answer from the first Manager, call the next Manager. 2. If Environmental consider calling the DARCY help line for advice. <ul style="list-style-type: none"> • If Darcy called the Operations manager should be called (if not called in step 1) 3. If Rail involvement call the Rail Manager. 4. Inform the Barracks Guard room.
Major	Severe environmental implications, not contained and or located in the approaches to the jetties. Serious financial loss. Major work interruption.	<ol style="list-style-type: none"> 1. Call the on-call Manager (Security Manager or HSEQ Manager or Operations Manager). <ul style="list-style-type: none"> • If no answer from the first Manager, call the next Manager. • If no answer immediately Call a member of the Senior Management Team (in this order): <ul style="list-style-type: none"> ○ Port Director. ○ Business Support Manager. 2. For Environmental Incident, call DARCY help line for advice, help and resources. <ul style="list-style-type: none"> • If Darcy - contact the Operations Manager should be called. 3. Inform the Barracks Guard room. 4. Call ABP Vessel Tracking Service (VTS) if Incident may affect movements and transits through Southampton Water (If a member of Port Operations has not been contacted)
Catastrophic	Devastating environmental implications and or located in the approaches to the jetties. Huge financial loss. Disastrous work interruption.	

5. KEY PERSONNEL AND RESPONSIBILITIES:

- **Operations Manager**

The Operations Manager is overall responsible for coordination of spill response resources and ensuring that marine spill risks are risk assessed and that effective control measures are in place to reduce the likelihood of marine spills. The Operations Manager is the Tier 1 spill response incident commander and would assist the lead investigator in any spill incident investigation at that level.

- **Port Security Manager**

The Port Security Manager is overall responsible for the coordination of spill response for negligible and slight severity level spill incidents in the general port area excluding the jetties and the approaches. It is the Port Security Manager's responsibility to ensure that all spills that take place in the general port area are reported, regardless of the source.

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- **Spill response trained staff**

Staff who have undergone spill response training are responsible for ensuring that they only carry out spill response within their training and experience and ensure that they obtain competent assistance for spill that fall outside of their abilities.

- **Customers and port users**

All customers and port users are responsible for reporting and responding to any spill that they cause. For Ships this includes ensuring that ship spill response measures are implemented.

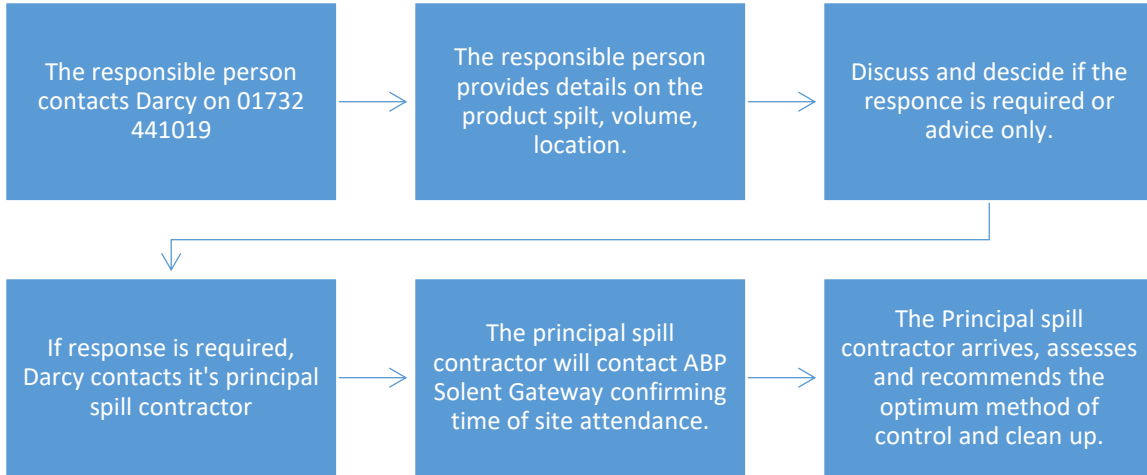
6. SPILL CONTRACTOR CALL OUT PROCESS

For Major and Catastrophic level spills where the spill is in the approaches to the jetties the Spill Contractor (Darcey Group with Adler and Allan as principal spill contractor) and the Harbour Master via the duty VTS Watch Manager should be contacted immediately

For moderate spills contained on site, the Spill Contractor may need to be called to deal with the volume of the spill.

Upon receiving notification of the spill and before calling the Spill contractor – the person in charge should identify, where possible, the type of product and volume spilt. This is essential information to ensure an efficient and effective response. The chart below outlines the key phases of the call out process for the Spill Contractor.

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7. SPILL INCIDENT INVESTIGATION

All Spill incidents are classified as Safety Undesired Events and therefore should be investigated as per SGL 09 03 01 Reporting and Investigating Safety Events.

8. MEDIA

The Port Director is the appointed person authorised to engage with the media. If media do contact any other personnel, they must not share details of the incident and must refer the contact to the ABP Solent Gateway Business Support Manager who will contact the Port Director.

Any other communication to the MOD or Third Parties regarding a spill incident and or any related correspondence shall be propagated by the Port Director.

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Appendix 1 – ADDITIONAL CONTACT DETAILS

On Call Manager

Port Security Manager	Mark Pearce	07557 254 119
HSEQ/Compliance Manager	Helena Benton	07594 512000

Senior Management Team

Port Director	Richard Parkinson	07522 216 829
Operations Manager	Mark Mondon	07708 394963
Business Support Manager	Jan Tomkins	07712 415 625
Group Projects Delivery Manager	Scott Willmore	07935 201712

Operations

Operations Manager	Mark Mondon	07708 394963
Assistant Operations Manager	Alan Paton	07934 434 886
Assistant Operations Manager	Dawn Peace	07551 594456
Rail Manager	Martin Grant	07712 415622

Other Numbers

Darcy Spill Response & Help Line		01732 441019
ABP Marchwood Security Department	02380 660 071	07732 602 416
ABP Vessel Tracking Service Operations (VTS)	02380 608 221 (Silent Hours Extension 1)	02380 608 208

Port Address

ABP Solent Gateway Ltd
Cracknore Hard
Marchwood
Southampton
SO40 4UT

T - 02380 664 452

M – 07776 466 483

E – portsecurity@solentgateway.com

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Appendix 2: OIL SPILL EQUIPMENT AND LOCATIONS:

Turning Circle/Security Truck

Equipment
Security Box 1 – Contents in next column
Security Box 2 – Contents in next column
Security Box 3 – Contents in next column
Security Box 4 – Contents in next column
Security Inspection Mirror
First Aid Kit (Blue)
Standard Burns First Aid Kit (Red)
Is the Spotlight Operational
Air Compressor
Chemical Spill Kit (Blue)
Minor Spill Kit (Yellow)
Megaphone No 2 working (In Vehicle)
5 x Traffic Cone Lights (in charger box with cone attachments)
1 Pack of 4 x pop up traffic cones
2 x Blue Lifejackets (GTO inspections completed)

Turning Circle/Security Truck

Security Box 1
Hazardous Waste Bags
2 x Paper Coveralls Small
2 x Paper Coveralls Medium
2 x Paper Coveralls Large
2 x Paper Coveralls Extra Large
Box Shoe covers
Sandals size 6/7/8/9/10/11/12
3 x XL Chemical handling gloves
3 x L Chemical handling gloves
3 x M Chemical handling gloves
Box Safety latex gloves M
Box Safety latex gloves L
Box Safety latex gloves XL
1 x Roll Hazardous Adhesive Tape
6 x Emergency Blankets

Security Box 2
Incident Response File (No 2)
3 x HI Vis Orange Security Armbands
2 x A4 Notebooks
2 x A4 White Boards
Bag of various sized cable ties
2 x Rolls Hazard Barrier Tape
Torch and Batteries (batteries changed every July)
Burns Kit & First Aid Kit
Case, including:
Permanent Marker Pens
White Board Pens
Biros
10 x Glow / Light Sticks

Security Box 3
2 x Water Mist Fire Extinguishers
1 x Fire Blanket

Security Box 4
Site Map (two halves)
Blast Radius Zones (Plastic Circle)
Security Box 4

Building 33

Security Incident Box 1
Site Map
Blast Radius Zones (Plastic Circle)
Safety Event Form
ETHANE reporting forms
SGL Incident Response File
Spill Response Plan
Incident Controller Bib
Emergency Call List

Security Relocation Box 2
ACS tokens – non chipped
Manual booking in forms
Day vehicle passes (paper only)

Occurrence Log Pages
Phone List

Hot Wheels Permits
H&S brief
Copy of Site Induction
PMM paperwork (logbook forms)

Security Incident Communication Equipment
Mobile Phone
2-Way Radios

Building 36

Security Battle Box 1
Hazardous Waste Bags
2 x Paper Coveralls Small
2 x Paper Coveralls Medium
2 x Paper Coveralls Large
Box Shoe covers
Sandals size 6/7/8/9/10/11/12
3 x XL Chemical handling gloves
3 x L Chemical handling gloves
3 x M Chemical handling gloves
Box Safety latex gloves M
Box Safety latex gloves L
Box Safety latex gloves XL
1 x Roll Hazardous Adhesive Tape
6 x Emergency Foil Blankets

Security Battle Box 2
3 x HI Vis Orange Security Armbands
2 x A4 Notebooks
2 x A4 White Boards
Bag of various sized cable ties
2 x Rolls Hazard Barrier Tape
Permanent Marker Pens
White Board Pens
Biros
Megaphone
Torch with batteries
Site Map
Blast Radius Zones (Plastic Circle)

Security Incident Box 1
Site Map
Blast Radius Zones (Plastic Circle)
Safety Event Form
ETHANE reporting forms
SGL Incident Response File
Spill Response Plan
Incident Controller Bib
Emergency Call List

Security Incident Communication Equipment
Mobile Phone

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Location	Equipment
Berth 1 Chemical Spill kit	X2 Sock Oil Absorbent
	X2 Absorbent Pillows
	X10 Mats
	X4 Spillage Absorbent Granule Bag
	X2 Yellow Contamination Waste Disposal Bags
Berth 2 Chemical Spill Kit	X2 Sock Oil Absorbent
	X2 Absorbent Pillows
	X10 Mats
	X4 Spillage Absorbent Granule Bag
	X2 Yellow Contamination Waste Disposal Bags
Berth 3 Chemical spill kit	X2 Sock Oil Absorbent
	X2 Absorbent Pillows
	X10 Mats
	X4 Spillage Absorbent Granule Bag
	X2 Yellow Contamination Waste Disposal Bags
Berth 4 Chemical Spill Kit	X2 Sock Oil Absorbent
	X2 Absorbent Pillows
	X10 Mats
	X4 Spillage Absorbent Granule Bag
	X2 Yellow Contamination Waste Disposal Bags
Transit Shed Chemical Spill Kit	X2 Sock Oil Absorbent
	X2 Absorbent Pillows
	X10 Mats
	X4 Spillage Absorbent Granule Bag
	X2 Yellow Contamination Waste Disposal Bags

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 SGL Spill Kits: Security Truck, PMCC, Railways, Sports Field Guard Hut, Customs Transit Shed, Berths 1/2/3/4

 MOD Spill Kits: POL Point, Gunwharf Jetty

 Security Incident Boxes

- ❖ Turning Circle/Security Truck – Security Box 1 / Security Box 2 / Security Box 3 / Security Box 4
- ❖ Building 33 – Security Incident Box 1 / Security Relocation Box 2 / Security Incident Communication Equipment
- ❖ Building 36 – Security Battle Box 1 / Security Battle Box 2 / Security Incident Box 1 / Security Incident Communication Equipment



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