Procedure: BG 3.4 **Title:** Fuel and Oil Storage

1 Purpose: **To ensure that all fuels and oils, including waste oils, are stored in a safe manner that minimises the risk of harm to human health or damage to the environment, and complies with legal requirements.**

2	Procedure	Responsible Person	Records
	COSHH Assessment		
2.1	Fuels and oils are hazardous substances and a COSHH assessment is carried out in accordance with BG1.4 for all those used on site.	Site Manager / Supervisor	COSHH Assessment/s
	Location		
2.2	Where possible the container is positioned away from any vehicle traffic to avoid damage from collision.	Site Manager / Supervisor	
	Storage		
2.3	The following fuel and oil storage options are suitable: • Bulk single skinned externally bunded tank • Bulk double skinned integral bunded tank • Mobile bunded / double skinned bowser (temporary use only) • Multiple smaller containers in a single bund or on a drip tray The above options are subject to the legal criteria being met as outlined below and the findings of site specific risk assessment.	Information	
	Bunding / Drip Trays		
2.4	Bulk single skinned tanks must be externally bunded to 110% of their full capacity. The bund should be constructed of impermeable material, e.g. steel, and should be covered wherever possible to prevent the ingress of rainwater. Bulk double skinned integral tanks are acceptable providing the requirements for ancillary equipment are met. They should be fitted with a bund alarm or sight glass to monitor for any leakage into the second skin (which should be 110% capacity of the inner tank). Mobile bowsers are bunded or double skinned to 110% capacity of the inner tank. The volume of fuel carried is kept to a minimum. When not in use they should be stored in a secure area and wherever possible on impermeable hardstanding. Multiple bulk or small containers may be stored together providing the bunding or drip tray is 110% of the largest individual container or 25% of the total volume stored, whichever is the greatest. These should be covered to prevent the ingress of rainwater.	Site Manager / Supervisor	
	Ancillary Equipment		
2.5	Ancillary equipment including valves, vent pipes, site gauges, fill points, delivery hose and nozzles are also contained within the bund. The delivery nozzle should not be a latch type (to prevent unattended filling.) Dispensing equipment and fill points must be locked when not in use.	Site Manager / Supervisor	

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2	Procedure	Responsible Person	Records
	Emergency Equipment		
2.6	Spill kits should be located in close proximity to the storage facility and they should be of adequate capacity and appropriate type. Suitable fire fighting equipment should be available.	Site Manager / Supervisor	
	Signs and Labels		
2.7	All storage containers are clearly marked with the name of the substance, and with any required hazard warning symbols (e.g. flammable, explosive etc). The capacity of the tank or container is displayed and a laminated poster giving guidelines for Safe Delivery of Fuel and Oil.	Site Manager / Supervisor	
	Inspection		
2.8	All fuel storage facilities and ancillary equipment are inspected at least daily / weekly (depending on site specific risk assessment). The inspection should include; • the general condition of the tanks and bunds • evidence of leakage into the container • functioning of bund alarm and sight glass • adequacy of spill kits • presence and clarity of signage/labels • integrity of locking systems. These inspections are recorded for future reference. In addition mobile bowsers are inspected before each use.	Site Manager / Supervisor	Site Inspection records
2.9	An annual inspection of oil storage tanks is undertaken during a scheduled internal audit using form BG6.1e Checklist for Oil Storage Tanks to record the findings and identify the corrective action required.	Site Manager/ SHE Dept Internal Auditor	BG6.1e
2.10	Above-ground pipework is properly supported and inspected as per 2.7 above. Under-ground pipework is protected from physical damage and is subject to a test for leaks every five years where no adequate leakage detection system is in place.	Site Manager / Supervisor	Site Inspection records
	PPE		
2.11	All persons handling fuel or oils or coming into contact with them wear appropriate PPE. This includes the use of impervious gloves and suitable overalls or clothing as a minimum. They are familiar with the safe storage and handling requirements before they use the substance.	Trained Operative	Training records / PPE issue records

Procedure: **Title:**
BG 3.4 **Fuel and Oil Storage**

Reference Documents

1. GN29 Fuel and Oil Storage.
2. GN53 Guidelines for Safe Delivery of Fuel and Oil
3. BG6.1 QHEST Audit Procedure
4. BG6.1e Checklist for Oil Storage Tanks
5. BG1.4 Hazardous Substances Risk Assessment