



# Gas Safety Policy

<b>Approved by:</b>	The LGB		
<b>Responsible department:</b>	Leadership team		
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## Procedure in the Event of a Gas Leak or Suspected Gas Leak

**IN THE EVENT OF A GAS LEAK OR A SUSPECTED GAS LEAK**

**PLEASE FOLLOW THE PROCEDURE BELOW**

- Do not operate any electrical switches, either 'ON' or 'OFF'.
- Extinguish all sources of ignition.
- Check gas taps on any cookers and fires to make sure that they have not been left on accidentally.

If the smell persists, inform the office in order that they can instruct the site manager to turn off the gas supply (**gas meter located in the gas house outside the school kitchen**)

- If you can still smell gas, ensure all pupils, visitors and staff are moved to a place of safety. If necessary, evacuate the building.
- Open all doors and windows to disperse any gas and leave then open until the situation is back to normal.
- Request that the office phone National Gas Emergency Number 0800 111 999.
  - Information required:
    - Name, address and telephone number
    - Where the smell of gas is most noticeable
    - When the smell of gas was first noticed
    - Has the gas been turned off?
    - Is there any smell of gas outside?
    - Is access readily available?
- Ensure there is immediate access to all areas.