

**Health and Safety**

**Gas Escape Procedure**

**Procedure**

In accordance with the Gas Safety Regulations, the designated person should ensure that all staff are familiarised with the following advice and procedure to be implemented in the event of a suspected smell of gas or fumes.

* **Don't** turn electrical switches on or off
* **Don't** smoke
* **Don't** use naked flames
* **Inform** the premises manager or other designated person
* **Do** isolate the gas supply at the meter
* **Do** open doors and windows to ventilate the area and get rid of gas
* **Evacuate** the immediate area as appropriate but do not activate the fire alarm

*The designated person or premises manager should ensure that a plan of the Academy building, detailing the locations of gas usage (such as kitchens and science departments) is readily available in the event of an emergency. Schematics of the gas system should accompany this information.*

**Call**

National Grid Gas immediately on freephone **0800 111 999**. All calls to this number are recorded and monitored.

For more information about gas emergencies, see the [National Grid's Website](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nationalgrid.com%2Fuk%2F&data=05%7C01%7CHThorley%40suatrust.co.uk%7Ce8dd3ec6a79d4458162408da29a3cca3%7Cd96ff6a42f25478aa80418e9bd3282e7%7C0%7C0%7C637868080728671221%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=AYxDsypLxHYIg69eQqemnQ2VkcAm7%2FfJVsM7myNxe3k%3D&reserved=0).

**Academy Information:**

The designated person is:

The staff member who calls National Grid Gas is:

Our evacuation location is:

Our procedure for evacuating the premises is: