

Stanwick Village Hall emergency procedure for suspected Gas leak

If you think you may have a gas leak:

- Call the National Gas Emergency Number free on **0800 111 999**. However, do not use telephones or mobile phones within the vicinity of the suspected leak.
- Open external windows in the affected area, *if safe to do so*.
- Turn off the gas at the mains control valve, if possible. (gas control meter outside) Keep people away from the area.
- Don't turn light switches on or off, use doorbells, or any other electrical switches.
- Don't smoke, light a match or make any other kind of flame.

Additionally, if there is a strong odour or the source of the suspected leak cannot be determined or if it is considered to be serious or dangerous:

- Raise the fire alarm by activating the nearest 'break glass' call point.
- Evacuate the building by the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or special needs, and who may require varying degrees of assistance.
- If possible, *and if considered safe to do so*, close doors to the affected area upon evacuation.
- Those leaving the building should report to the nominated assembly point (memorial gardens), or an alternative place if the assembly point is made inaccessible by the gas leak. People should face away from the building.
- It will be the task of the person responsible for the hall at the time (whether a committee member or the person who has signed the Hiring Agreement) to ensure that the premises are checked as thoroughly and as safely as possible to ensure that no-one is left in the building, special attention being given to toilets.
- After calling the gas helpline report the issue to the facilities manager 07979 979 493 immediately. Alternative emergency numbers are: David Hill (trustee) on 01933 626374 and Sue Kitchener (trustee) 01933 460202. If the hall is closed by either the facilities manager or trustees, the hire fees will be repaid to the users but if users decide to close the hall without consultation, the hire fee will not be refunded.
- Call the Fire Service by dialling 999 when clear of the affected area, and liaise with them on arrival and relay as much information about the incident as possible.
- Do not re-enter the building until it is deemed safe to do so.
- If there is a suspicion that the issue might re occur, monitoring procedures will be put in place by the management body and hirers will be kept updated .

