



# FALKIRK COUNCIL

# GAS SAFETY MANAGEMENT POLICY



May 2018

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## **PART 1 POLICY STATEMENT**

### **1.1 POLICY STATEMENT**

Falkirk Council is committed to maintaining the health and safety of employees and members of the public. The Council recognises the potential risks associated with gas in Council premises and in Council housing stock. Potential risks associated with gas are significant, given the risk of fire/explosion or from incomplete combustion arising out of poor or irregular maintenance of gas systems. The Council will take all reasonable steps to ensure that appropriate management systems are in place to minimise the risk of employees and/or members of the public being put at risk from the effects of gas or carbon monoxide.

Corporate & Housing Services and Development Services will submit, on an annual basis, a Statement of Assurance to the Corporate Risk Management Group (CRMG) confirming compliance with the processes and procedures detailed within this policy.

## **PART 2 POLICY**

### **2.1 INTRODUCTION**

This Policy has been developed to ensure that Falkirk Council management systems, processes and procedures in relation to the management of gas safety take account of relevant Health and Safety Legislation.

### **2.2 SCOPE**

This Policy applies to all Falkirk Council properties, workplaces, housing stock, vacant properties available for commercial letting, the common parts of multi-occupancy properties in which the Council, as commercial landlord retains maintenance responsibility and all relevant work undertaken in these properties on the Council's behalf.

This Policy applies to Council employees, contractors and consultants undertaking work on the Council's behalf and anyone likely to be put at risk as a result of work on these properties. It complements the Health and Safety Policy, the Risk Management by Risk Assessment Policy and the Accident/Incident Reporting Policy.

### **2.3 DUTIES UNDER THE LEGISLATION**

The Gas Safety (Installation and Use) regulations 1998 specify duties as follows:

**Duties of employers and self-employed persons (Regulation 35):**

*"It shall be the duty of every employer or self-employed person to ensure that any gas appliance, installation pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person".*

**Duties of Landlords (Regulation 36):**

*"The landlord shall ensure that safety checks be carried out within 12 months of new appliance installed or the previous gas safety check carried out. This will apply to all gas appliances and pipework that the Landlord has installed, or have had installed on their behalf. This includes;*

- *Appliances (other than an appliance the tenant is entitled to remove)*
- *Pipework*
- *Gas flues*

*The Landlord shall ensure that any gas works are only carried out by, or by an employee of, a member of a class of persons approved for the time being by the Health and Safety Executive for the purposes e.g. Gas Safety Registered. Records shall be kept for all work undertaken with records kept of:*

- *appliance tested*
- *location*
- *defects identified and remedial action undertaken."*

**Qualification and Supervision (Regulation 3)**

*No employer shall allow any of its employees to carry out any work in relation to a gas fitting or service pipework and no self-employed person shall carry out any such work, unless the employer or self-employed person as the case may be, is a member of a class of persons approved for the time being by the Health and Safety Executive for the purpose of this paragraph*

The Gas Safety (Installation and Use) regulations 1998 define a landlord as:

*"The owner of an interest in land, or property, who in consideration of a rent or other payment (e.g. a premium) grants the right to exclusive possession of the whole or part of their land to another person, or for another person, for a specific or determinable period by way of a lease or tenancy".*

Falkirk Council therefore has responsibilities under the legislation as both an employer and as a landlord.

## **PART 3 PROCEDURES**

- 3.1 The procedure outlined defines the standard to be adopted by Falkirk Council in the management of gas safety. Services with responsibility for gas maintenance will nominate a senior officer to take responsibility for the development and review of their own management systems and ensure that the standards specified in these corporate procedures are complied with. The Council, through the Corporate Management Team (CMT) and the CRMG, will ensure all systems and procedures relating to gas safety management are regularly reviewed within relevant Services.

The Health and Safety Executive (HSE) closely monitor standards of management practice in gas operations and all persons working on gas appliances. All those involved as gas installers or gas engineers must be registered with Gas Safe Register which is the gas installer registration scheme approved by the HSE. The role of Gas Safe is to:

- Raise public awareness of gas safety and the gas register
- Manage inspection and enforcement
- Provide technical support and standards updates to registered engineers
- Provide facilities for checking a gas engineer or a business are registered with Gas Safe Register.

### **3.2 GAS SAFETY MANAGEMENT SYSTEMS**

In defining gas safety management systems, other areas of legislation will be met e.g. the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) together with the Health and Safety at Work Act 1974 and other regulations made under this act. Management systems should also meet the requirements of "*Successful Health and Safety Management*" HS(G)65.

The Construction (Design and Management) Regulations 2015 (As Amended) define how major construction work should be managed. There are specific duties that require to be met when undertaking construction work and therefore detailed procedures should be developed and in place within Development Services and Corporate and Housing Services. The procedures are as follows:

#### **3.2.1 Contractor/Consultant Selection and Verification Procedure**

A detailed assessment of the competence of a contractor/consultant must be carried out in advance of any work being undertaken for the Council that involves working with gas systems/appliances/equipment or involves routine servicing/maintenance arrangements:

- All contractors and employees carrying out work on gas systems/appliances/ equipment will be required to be a current

member and/or a class of person approved by the HSE and will notify Falkirk Council of any new employees to be working on the contract i.e. Falkirk Council will ensure at all times that all employees are registered with the Gas Safe Register or the appropriate Licensing Body;

- All qualified design engineers/ consultants involved in building design which includes gas heating etc will have been verified by a design architect and selected based on a robust procedure detailing the project specification, competency verification and references. A process as defined by the Association of Consultant Engineers (ACE) or a similar standard should be used to provide the basis for such appointments;
- The contractor and qualified design engineers/ consultants must supply referees relating to similar contract work and these referees must be contacted by the Council to confirm that the contractor and qualified design engineers/ consultants met the standards and criteria required by the referee;
- All contractors will be required to demonstrate that all of their employees are registered for working with the equipment/appliances as specified in the contract. This will include provision of colour copies of training certificates and current Gas Safe Register ID Cards or the appropriate Licensing Body;
- Where a Gas Framework Agreement is established for gas works/equipment all those contractors/ suppliers will require to be verified as complying with all gas safety standards and legislative requirements for equipment and their employee competence standards. Prior to the appointment for individual contracts, a verification of all safety requirements and equipment standards pertinent to the contract will be undertaken on the contractor/ supplier chosen.
- All managers responsible for overseeing gas contracts will verify the continuation of registration of the Gas Safe Register by routinely checking returned certificates. An annual re-registration of contractors membership is undertaken by Gas Safe Register normally on 1<sup>st</sup> April each year and registration can be verified by checking with the Gas Safe Register;
- The contractor must have detailed and clear procedures including arrangements for dealing with unsafe practice/procedures and for the reporting of RIDDOR incidents, including reporting to Falkirk Council all dangerous gas fittings;
- The Contractor must have a Quality Control Inspection procedure defining percentage of works checked and will provide regular reports on performance to the client.

### **3.1.2 Construction/refurbishment specifications**

The Service appointing a qualified design engineer/consultant will have a procedure available to ensure the competency in the specific project and in the development of appropriate specifications for all works that involve the installation of new gas systems, plant and appliances and or modifications to such systems. The design engineer/consultant will be able to demonstrate competence in the type of system to be designed/modified.

### **3.1.3 Servicing and maintenance of gas systems/appliances**

Services with a responsibility for property maintenance will ensure that a procedure is developed to ensure current legislation; manufacturer's recommendations and industry best practice are addressed by giving consideration to:

- Competency of Contractor and the contractor's workforce;
- Specification of components used in this equipment;
- Frequency of servicing/ safety checks;
- Breakdown procedures;
- RIDDOR reporting;
- Record keeping systems;
- Quality assurance procedures.

### **3.1.4 Quality Control Procedures**

Falkirk Council will ensure that all contractors employed to undertake work on gas appliances/systems deliver a service that is both efficient and effective by applying a quality control procedure.

All work carried out on gas systems and appliances undertaken by both internal and external contractors will be subject to a formal audit on standards of workmanship to ensure the specification of the tender document is being met. This should be undertaken by a Service based person suitably qualified for the appliances under the contract. This will include:

- contractor's quality control measures;
- use of independent quality control measures;
- Service's internal quality control measures.

A minimum of 5% of quality control checks on contract work will be undertaken. This will be increased where the Council has concerns regarding the performance/quality of work being delivered. Records should be kept for 2 years beyond the initial design/ service of equipment.

The purpose of the Quality Control (QC) procedure adopted is to ensure the continued satisfactory performance of all persons working on gas appliances/ equipment or systems. The procedures demonstrate to any

auditor that the competency of each engineer has been assured and that the work undertaken in the contract by the engineer meets the contractor's or client's specification requirements. The Service will define the appropriate process to be adopted to ensure a suitable standard of assurance is achieved by an appropriate mix of internal QC checks carried out by the contractor and by the Client/ Designer Architect. If necessary, an external contractor can be used to carry out these quality assurance checks.

The following criteria must be met:

- All Quality Control Inspectors appointed must be registered with Gas Safe Register, have appropriate qualifications for working on the plant and equipment involved and be able to demonstrate a wide range of experience of working in the gas industry;
- Current ongoing work and an agreed sample of work previously undertaken is to be audited by the Council's own employees to ensure standards are met as per legislation regulations and the Policy for Gas Safety Management;
- The Quality Control procedure must be able to demonstrate to any auditor that the competency of work undertaken by each engineer has been assured.  
Regular feedback to gas contractors on performance on Quality Control checks should be maintained and recorded.

If a decision has been taken to appoint a new contractor, an increased level of quality control checks should be carried out. If the contractor is unable to demonstrate competency then an increased period of quality control should be introduced along with regular liaison meetings to ensure they meet the required standard.

### **3.1.6 Documentation Control**

Development Services and Corporate & Housing Services will have in place a procedure to manage and control all records connected with gas contracts, e.g. maintenance, safety inspections and servicing. This system should be able to provide accurate and immediate access for auditing purposes.

As required by legislation, records for the Gas Safety Check of gas appliances shall be kept for a minimum of 2 years.

All Services with the responsibility for the management of properties are required to develop and regularly review a Health and Safety File as defined under The Construction (Design and Management) Regulations 2015 (As Amended) for each property. Information on the maintenance of utilities, equipment and facilities for each Premise is to be collated and stored in this file. Each Service will develop a procedure determining how this information will be stored. It is however, recommended that



information relating to maintenance of equipment e.g. service records, are kept for the life of the equipment (where reasonably practicable). For Council workplaces an electronic copy of this will be provided to Premises Managers by Development Services for inclusion in the Premises Managers Handbook, Local Authority housing properties, a copy will be provided by the Property & Asset Manager to the tenant with a copy held by the Local Area office in the property folders.

### **3.1.7 Emergency Procedures**

Emergency procedures for reporting of gas leaks for all premises will be made available to Falkirk Council employees and leaseholders occupying a property. These procedures will be based on the risk assessment for such eventualities and will cover gas safety management, gas escape, type of appliance/s, release of fumes and unsafe condition of plant, equipment or appliances. The Premises Managers Handbook, Section 8 contains the basic information on how to develop local procedures.

### **3.1.8 Reporting of Dangerous Occurrences**

There is a clearly defined list of circumstances where a failure in the gas management system becomes a notifiable incident under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. As part of the emergency response procedures, all services are required to identify the action to be taken. The Health and Safety Executive (HSE) must be notified and in such cases they often investigate proceedings. Any interference with an incident scene following a notifiable occurrence may be construed as breach of RIDDOR and consequently may lead to prosecution. The current "*Unsafe situation's procedure*" will be used to provide the basis for the reporting and recording of such incidents.

A gas engineer registered with the Gas Safe Register must provide details of any gas appliances or fittings that they consider to be dangerous, because the design, construction, installation, modification or servicing could result in:

- an accidental leakage of gas;
- inadequate combustion of gas or;
- inadequate removal of products of the combustion of gas.

Where there is an incident involving a "Dangerous gas fitting" resulting from a serious fault in the design or construction of a gas fitting or in the way the initial installation was carried out or was later serviced / modified, a report shall be made to the HSE ensuring that an <https://extranet.hse.gov.uk/lfserver/external/F2508G2E> is completed and notified to HSE within approved timescales.

## **3.2 RISK CONTROL**

Development and Corporate & Housing Services will identify as part of their Risk Assessments, key procedures to be applied in support of Gas Safety Management. These may include:

### **3.2.1 Void Management**

Where a lease on a property is terminated or abandoned the gas supply will be temporarily capped off and any bayonet type fitting removed and made safe. The system will be checked prior to re-letting.

### **3.2.2 Gas pipe checks (Tightness testing)**

It is a requirement of the Gas Safety (Installation and use) Regulations 1998 to “ensure that any gas appliance, installation pipework or flue installed at any place of work under the Landlord’s control is maintained in a safe condition so as to prevent injury to any person”. It is recommended that a system of periodic inspection of all gas pipework and fittings and a pressure test be carried out and the results will be recorded. The frequency of inspection/ test will be determined following appropriate risk assessment by a competent person. Records of shall be kept for 2 years.

### **3.2.3 Competence of Tradesmen/management of contracts**

#### Gas Engineers/Technicians

All engineers will be required to hold current certificates demonstrating competence and confirming that they are qualified to undertake the work specified. Development Services and Corporate & Housing Services will have a procedure that will identify a suitable method for checking this either at the commencement of contracts or checking at a suitable frequency. Engineers/Technicians will be required to carry the Gas Safe Register ID Card and be able to produce it on demand for anyone to check.

#### Management of Contracts

All persons who are required to supervise gas engineers or gas contracts or distribute the gas certificates will have a working knowledge of core elements of current Gas Safety (Installation & Use) Regulations and the Gas Safe Register ID Card.

### **3.2.4 Method Statement and Risk Assessments**

Development and Corporate & Housing Services will develop comprehensive Gas Safety Management risk assessments for areas of work within their direct control. All contractors will be required to produce comprehensive Risk Assessments and Method Statements relevant to the work they will be carrying out.

## **PART 4      ROLES AND RESPONSIBILITIES**

### **4.1      THE CHIEF EXECUTIVE, DIRECTORS AND HEADS OF SERVICE**

The Chief Executive and Chief Officers of the Council are responsible for the effective operation of the Policy across the Council as a whole and for ensuring effective procedures are developed and implemented within their Service. They are also responsible for ensuring that the management of their properties is clearly defined. They will ensure that adequate resources are made available to implement appropriate procedures, train key personnel, and to ensure appropriate emergency procedures are drawn up as defined in this Framework for Gas Safety Management.

### **4.2      DIRECTOR OF DEVELOPMENT SERVICES**

The Director of Development Services will be responsible for ensuring the regular review of Gas Safety Management Procedures within the Service. These procedures must be in line with this Gas Safety Management Policy. A Statement of Assurance will be provided to Corporate Risk Management Group annually to provide evidence that all the gas management procedures are in place, performance has been monitored and that the gas safety management systems are working effectively.

#### **4.2.1    Head of Design Roads & Transport**

The Head of Design Roads & Transport will ensure that in the design of new buildings and major refurbishment projects, the specification of new gas heating systems, the appointment of competent gas contractors or any work on gas appliances/systems in any council workplaces/housing stock meet the legislative standards. All works undertaken on gas appliances/systems will meet these minimum standards. No work will be accepted as being complete until a relevant gas safety certificate has been checked and signed off by an employee of Development Services who is competent to carry out such validity checks. All contractors and consultants will undergo a robust selection and verification process as defined in this document. The Head of Design, Roads & Transport will ensure that all gas maintenance procedures for workplaces, contract management, training and monitoring programmes are reviewed regularly.

#### **4.2.2    Facilities Management**

As per Regulation 35 of the Gas Safety Regulations 1998, the Head of Design Roads & Transport is responsible for ensuring that all gas appliances in workplaces meet the statutory legal duties.

### **4.2.3 Building Design**

Head of Design Roads & Transport is responsible for ensuring all new buildings or major refurbishments comply with the Gas Safety (Installation and Use) Regulations 1998 and appropriate HSE Guidance. This applies to both Regulation 36 for Domestic appliances and Regulation 35 during the construction or major refurbishment of Falkirk Council projects.

### **4.2.4 Head of Planning & Economic Development**

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The Head of Planning & Economic Development will develop and maintain procedures for the monitoring and management of gas systems in commercial vacant properties, which will be in line with this Gas Safety Management Policy and ensure that all gas systems are safe and up to date safety checks are carried out on gas pipes and equipment prior to handover to new tenants. A property database, detailing properties in which gas is supplied will be developed and a monitoring programme implemented. The Head of Planning & Economic Development is responsible for ensuring that all new tenants of commercially leased properties are aware of their duties with respect to compliance with the health & safety regulations. The Head of Planning & Economic Development will ensure that leases cover all responsibilities relating to gas management in terms of both the leaseholder and the Council, as landlord.

Regulation 36 of the Gas Safety (Installation & Use) Regulations 1998, does not apply to commercially let premises. However, on behalf of Falkirk Council as landlord, The Head of Planning & Economic Development has a statutory responsibility under Health & Safety regulations to ensure that all gas appliances within vacant properties are in safe working order prior to leasing properties.

There are various types of property lease which are dependent on property type. In respect of commercial premises, Falkirk Council, as landlord, transfers its statutory duties of repair and maintenance obligations to the tenant via the Full Repairing and Insuring lease (FRI). The Head of Planning & Economic Development is therefore responsible for ensuring that the tenant is made aware of their gas safety management responsibilities contained within the lease agreement.

Services that lease premises from a non-council Landlord may, depending on the conditions of their lease, be responsible for undertaking checks on fire alarms, electrical and gas installations. The Head of Planning & Economic Development is responsible for ensuring that Services are aware that these installations should be checked with Development Services, Building Design, Facilities Section prior to signing the lease.

## **4.3 DIRECTOR OF CORPORATE & HOUSING SERVICES**

The Director of Corporate & Housing Services will be responsible for ensuring the regular review of Gas Safety Management Procedures. These procedures must be in line with this Gas Safety Management Policy. A Statement of Assurance will be provided to Corporate Risk Management Group annually to provide evidence that all the gas management procedures are in place, performance has been monitored and that the gas safety management systems are working effectively (Appendix 1 and 3).

### **4.3.1 Head of Procurement & Housing Property**

As per Regulation 36 of the Gas Safety (Installation & Use) Regulations 1998, which applies only to domestic properties, the Head of Procurement & Housing Property is responsible for ensuring that all gas appliances in Council housing stock meet the statutory legal duties.

The Head of Procurement & Housing Property will ensure that management arrangements for gas safety certificates are robust and procedures for gaining entry to council houses for gas servicing and maintenance work is kept under regular review.

The Housing Division is responsible for the management of Falkirk Council housing and the administration of transfer of lets, and will assist the Head of Procurement & Housing Property fulfil their responsibilities. This will be accomplished by coordinating with the gas safety checks to ensure the isolation of gas to premises where necessary and for ensuring the administration of safety certificates with new tenants. Where necessary they will support the access to council houses where the gas contractors have failed to gain access.

The Procurement Division is responsible for the provision of gas contracts and the management of overseeing gas performance and quality control procedures.

Within this team there is a gas maintenance section which has responsibility for the annual gas safety maintenance of all gas appliances that Falkirk Council supply for the use of their tenants. The Head of Procurement & Housing Property will ensure the ongoing competency of all employees and ensure procedures and equipment used conforms to best practice guidance. Internal quality control procedures will ensure that all safety certificates are completed properly and random checks of performance are carried out.

The Head of Procurement & Housing Property will ensure that the procedure for gas management is regularly monitored. This will include procedures for appointment of gas contracts, gas maintenance arrangements and the maintenance of quality control systems. The gas maintenance carried out by Falkirk Council employees will be robustly managed to ensure the competency of all gas engineers and that quality

control procedures regularly check the quality of the work undertaken.

#### **4.3.2 Head of Human Resources & Business Transformation**

The Head of Human Resources & Business Transformation will ensure that audits of the standards and procedures within this Policy are implemented and that the Statements of Assurance (Appendix 1 and 3) are provided to the Corporate Risk Management Group (CRMG) annually. If, at any future date, there are any concerns regarding performance in relation to gas safety management or there is reason to consider a problem with any gas systems an audit will be undertaken by the Health, Safety & Care Team and/or Internal Audit Team to monitor performance of the Council's Gas Management Systems. Findings will be reported to the CRMG.

#### **4.4 PREMISES MANAGERS OF COUNCIL WORKPLACES**

Managers who have a responsibility for the co-ordination of day to day management and maintenance of workplace premises must have suitable procedures in place for gas safety management, and for gas emergencies including evacuation as defined in the Premises Managers Handbook Section 8. Section 8 of the Premises Managers Handbook also provides information on the requirement to have a management system in place for Critical Plant & Equipment including an inventory of and on the requirement to maintain records of gas safety certificates.

### **PART 5 MONITORING & REVIEW**

#### **5.1 MONITORING & REVIEW**

The Head of Human Resources & Business Transformation will review this policy as per the agreed Human Resources Policy Review Timetable in conjunction with Chief Officers and Trade Unions taking into consideration legislative amendments and best practice advice.

This Policy has been Equality Impact Assessed and no adverse impact has been identified.

## GAS SAFETY MANAGEMENT

### ANNUAL STATEMENT OF ASSURANCE DEVELOPMENT SERVICES

***This Statement of Assurance is to be completed by the Director of Development Services and submitted to the HR Manager who will submit a report of all Gas Safety Management Statements of Assurance to the Corporate Risk Management Group(CRMG) in May/June of each year.***

I can confirm the following in respect of Gas Safety Management systems for non- domestic properties and Capital works on Housing properties:

- All gas contracts have been subject to Tender as required under Standing Orders
- All contractors and consultants have undergone a robust selection and verification process as required under Standing Orders
- All gas contractors have been reviewed and deemed to deliver satisfactory performance in terms of:
  - Quality of work undertaken
  - Compliance with contract timescales
  - Quality of gas safety certificates
- Appropriate quality assurance checks are undertaken
- Gas safety certificates for Housing properties are passed to Corporate & Housing Services.

#### **EVIDENCE OF AUDIT**

**Information will be provided showing the areas audited to confirm standards are being maintained e.g. Performance data, % targets achieved, notices served to contractors etc.**

#### **REMEDIAL/IMPROVEMENT ACTIONS**

*Where appropriate, please detail any remedial/improvement action to be taken.*

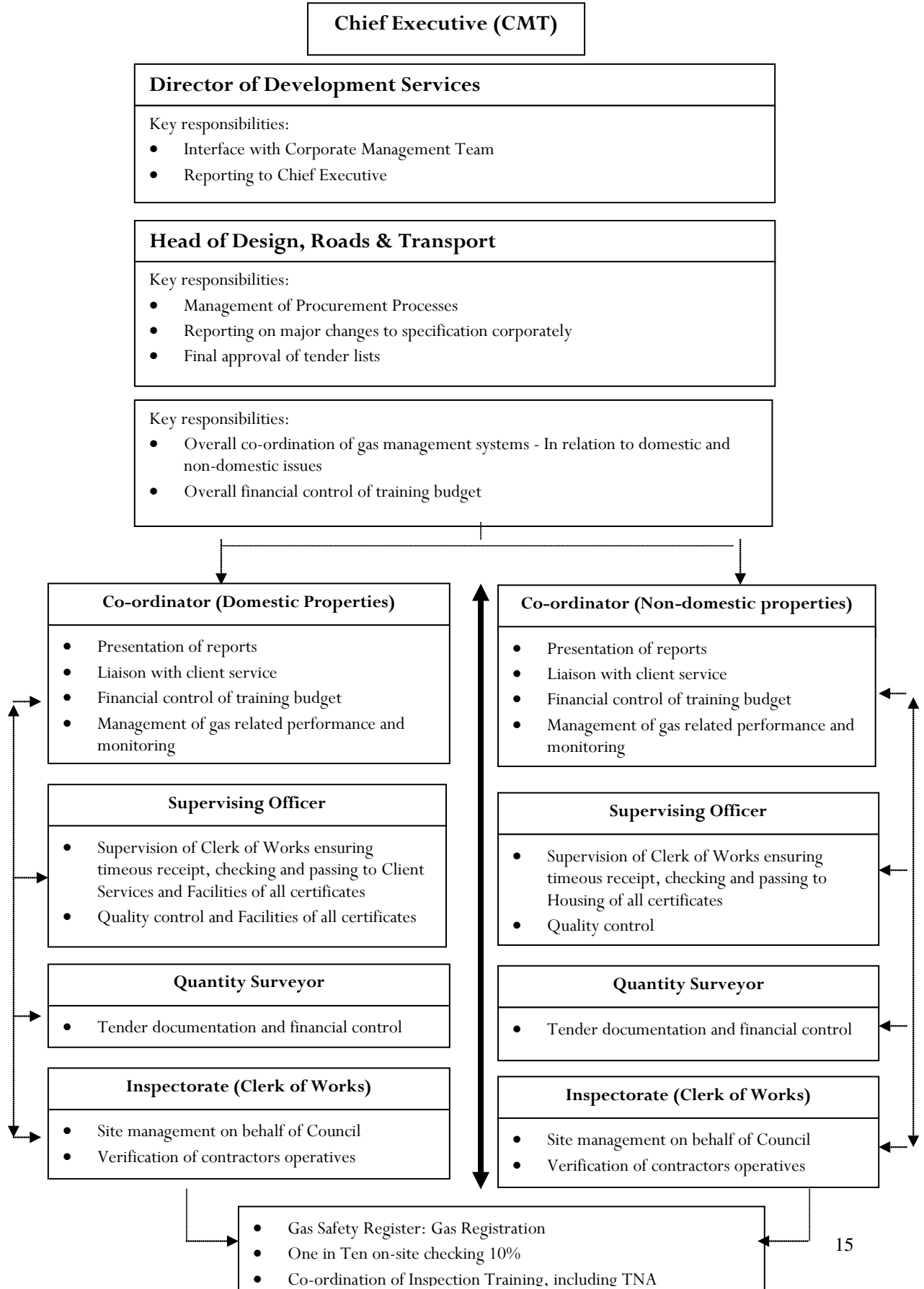
ACTION	WHO	WHEN

Signed:.....

Date.....

**DIRECTOR OF DEVELOPMENT SERVICES**

**Property Portfolio Management Chart – New Installations & Alterations Existing Units**





**GAS SAFETY MANAGEMENT**

**ANNUAL STATEMENT OF ASSURANCE – 2017**

**CORPORATE & HOUSING SERVICES**

***This Statement of Assurance is to be completed by the Director of Corporate & Housing Services and submitted to the HR Manager who will submit a report of all Gas Safety Management Statements of Assurance to the Corporate Risk Management Group (CRMG) in May/June of each year.***

I can confirm the following in respect of Gas Safety Management systems for Housing properties:

- All gas contracts have been subject to Tender as required under Standing Orders
- All contractors and consultants have undergone a robust selection and verification process as required under Standing Orders
- All gas contractors have been reviewed and deemed to deliver satisfactory performance in terms of:
  - Quality of work undertaken
  - Compliance with contract timescales
  - Quality of gas safety certificates
- Appropriate quality assurance checks are undertaken
- Gas safety certificates are available in relevant Local Housing Offices
- Reports are issued monthly on performance, copied to Health Safety & Care Team for review

**REMEDIAL/IMPROVEMENT ACTIONS**

*Where appropriate, please detail any remedial/improvement action to be taken.*

ACTION	WHO	WHEN

Signed:..... Date.....

**DIRECTOR OF CORPORATE & HOUSING SERVICES**

## ADVICE ON HOW TO MANAGE A SUSPECTED GAS LEAK

### PROCEDURE:

#### 1. REPORT OF SMELL OF GAS IN A BUILDING:

1. SENIOR PERSON/BUILDING MANAGER TO BE ADVISED IMMEDIATELY.
2. THE SENIOR PERSON/BUILDING MANAGER SHOULD KNOW:
  - IF GAS SERVICES ARE IN THE BUILDING;
  - WHERE APPLIANCES ARE LOCATED;
  - HOW TO SHUT OFF THE SUPPLY AT THE GAS AT THE METER / ISOLATION VALVE.
3. IF IT IS NOT POSSIBLE TO SHUT THE SUPPLY OFF OR THERE IS STILL A STRONG SMELL OF GAS IN THE BUILDING AFTER ISOLATION THEN THE EVACUATION PLAN FOR THE BUILDING SHOULD BE IMPLEMENTED.

#### 2. TO MAKE AREA SAFE PENDING INVESTIGATION BY SGN:

- TURN OFF GAS SUPPLY AT THE METER (unless it is in a cellar);
- DO NOT SMOKE OR LIGHT A NAKED FLAME, (cigarette, lighter etc);
- OPEN ALL WINDOWS.
- PHONE NATIONAL GAS EMERGENCY **0800 111 999**
- PHONE PROPERTY REPAIRS SERVICE ON **01324 503040** (24 HOUR NO.)
- LOG THESE CALLS

#### 3. IF EVACUATION PROCEDURE IS IMPLEMENTED:

- **DO NOT** USE THE FIRE ALARM TO EVACUATE THE BUILDING
- **DO NOT** TOUCH ANY ELECTRICAL SWITCHES
- **ENSURE THERE ARE NO NAKED FLAMES** IN USE
- **SWITCH OFF** MOBILE PHONES & DO NOT SWITCH ON AGAIN UNTIL YOU ARE CLEAR OF THE BUILDING & IMMEDIATE AREA
- **DO NOT RETURN TO THE BUILDING UNTIL GIVEN THE ALL CLEAR BY SGN.**