

# **Procedure in the Event of a Gas Leak or Suspected Gas Leak**

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Lead Manager: Headteacher

## KITCHEN MANUAL

### GAS SAFETY

#### 1) What to do if staff smell Gas

If staff smell gas they must assume that there is a gas leak and the procedure on the attached paper headed "GAS ESCAPES" must be followed. In addition, all cooking appliances and equipment (whether gas or electric) must be turned off. It is realised that this will probably disrupt the service e.g. food in ovens half way through cooking. In this situation the Catering Manager should be contacted for advice.

A poster headed "GAS ESCAPES" must be displayed in a prominent place in the kitchen.

#### 2) Lighting Gas Appliances

a) Gas Appliances That Need To Be Lit Manually (i.e. those which do not automatically light with an integral ignition device.)

- Always follow the manufacturers instruction and only light appliances after being trained to do so.
- Use a long sturdy taper, light the taper before turning the gas on.

b) Gas Appliances With An Integral Ignition Device

- Always follow manufacturers instructions and only light appliances after being trained to do so.

#### Safety Points

- The gas must be lit immediately it is turned on. Do not turn on the gas then go to find a taper, as the gas will build up and when attempts to light it are made, an explosion could occur.
- If the gas does not light immediately in full i.e. all burners are lit showing a "full" blue flame, turn off the appliance. Leave for five minutes (in the case of ovens, leave the doors open). When the five minutes have elapsed, ensure the burners (if accessible) are positioned correctly and try to relight the appliance.
- If the appliance does not light correctly again i.e. all burners are lit showing a "full" blue flame, turn the appliance off and report the fault to the Kitchen Manager or Site Manager.
- It is important that the five minutes referred to above elapses, firstly to allow the burners to cool down before they are touched and secondly to allow any build up of gas to disperse before relighting, thus eliminating a risk of explosion.

Please Note: -

\* If burners are not accessible do not try to adjust. Report the appliance as faulty to the Kitchen Manager or Site Manager.

#### Other Points

Burners will not light if they are wet. Therefore, when cleaning gas appliances, excess water should not be used.  
All gas control taps must be fully turned off after use.

## **Procedure in the Event of a Gas Leak or Suspected Gas Leak**

<p><b>WHAT TO DO IF YOU CAN SMELL, OR THINK YOU CAN SMELL, GAS IN PARKINSON LANE CP SCHOOL PREMISES</b></p>
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**IN THE EVENT OF A GAS LEAK OR A SUSPECTED GAS LEAK,  
PLEASE FOLLOW THE PROCEDURE BELOW**

1. Do not operate any electrical switches, either “ON” or “OFF”.
2. Extinguish all sources of ignition.
3. Check gas taps on any cookers and fires to make sure that they have not been left on accidentally.
4. If the smell persists, try to locate the gas meter and turn off the gas supply. (This is in the boiler house by the door).
5. If you can still smell gas, ensure that all pupils, visitors and staff are moved to a place of safety. If necessary, evacuate the building by pressing the fire bell.
6. Open all doors and windows to disperse any gas and leave them open until the situation is back to normal.
7. During normal working hours contact the Caretakers Office on Ext 25 who will contact the appropriate DLO tradesperson who will attempt to trace and if possible repair the reported leak.
8. Outside normal working hours contact the Site Manager/Maintenance Manager on 07483962193 or 07739749310 who will contact the appropriate DLO on call tradesperson who will attempt to trace and if possible repair the reported leak.
9. If the DLO are unable to rectify the problem, then telephone National Grid Gas plc on **0800 111 999**.
10. If advised to do so by the DLO or TRANSCO telephone the **FIRE BRIGADE**.

**THIS PROCEDURE HAS BEEN DRAWN UP FOLLOWING  
CONSULTATION BETWEEN THE HEALTH AND SAFETY  
DEPARTMENT AND THE DLO USING GUIDELINES SET DOWN BY  
CORGI.**

## **Kitchens and Food Technology Rooms – Gas Appliances**

- Standards and obligations

The Gas Safety (Installation and use) Regulations require that **all gas appliances are inspected and serviced annually**. Gas appliances in food technology rooms are included in these regulations as are domestic and commercial cooking appliances in all non-domestic buildings.

Second-hand cooking appliances are covered under the Gas Cooking Appliances (Safety) Regulations.

- Documentation

The contractor must produce certificates showing all items tested and the result. Items failing the test must either be repaired without delay or the contractor must make the appliance inoperable. Appliances must be re-tested after repair and a certificate issued. This certificate is in the caretaker's office.

## **Kitchens and Food Technology Rooms – Extract Ventilation**

- Standards and obligations

Due to the flammable nature of the products discharged through a kitchen extract system, ductwork cleanliness is essential to fire safety.

HSE information sheet CAIS 23-Gas Safety in catering and hospitality and HVCA TR/19- and Loss Prevention Council (LPC)-16A and 16B recommend that kitchen exhaust ductwork should be **cleaned annually as a minimum**. This period should be reduced inline with the following table from HVCA-TR/19- Internal Cleanliness of Ventilation Systems.

Heavy use	12-16 hours per day	3 monthly
Moderate use	6-12 hours per day	6 monthly
Light use	2-6 hours per day	Annually

Filters, canopies and associated drains should be checked and **regularly cleaned by the kitchen operator (commonly daily or weekly)**. The minimum cleaning period for baffle type filters at least twice per week.

When make up air systems are employed, then supply air filters should be checked regularly to maintain airflow.

The cleaning regime should be justified by a risk assessment as required by the Fire Precautions Workplace Regulations, and Management of Health and Safety at Work Regulations.

- Documentation

The contractor must provide a pre and post clean report, which will usually contain photographic evidence of the internal condition.

A valid risk assessment should also be held on site.