

EMERGENCY DISPLAY TOOL

Emergency Gas Procedure

Complete the site fields, brief staff and display this procedure where it can be reached quickly.

IMPORTANT

Use this document for preparation and management only. It does not replace inspection, servicing, repair, commissioning or work by a suitably qualified Gas Safe registered engineer.

If natural gas is smelled or an escape is suspected

- 1 Do not smoke, use naked flames or create another ignition source.
- 2 Do not operate electrical switches, plugs, phones or equipment in the affected area.
- 3 Open doors and windows if it is safe to do so.
- 4 Turn off the gas at the emergency control valve only if you know how and can do so safely.
- 5 Move people away from the affected area and prevent re-entry.
- 6 Call the National Gas Emergency Service on 0800 111 999 from a safe location.
- 7 Follow the emergency service's instructions and do not restore the supply yourself.
- 8 Do not use affected equipment until checked by an appropriately qualified Gas Safe registered engineer.

For LPG premises or mobile catering

- ☐ Move people away and remove ignition sources without operating unsafe electrical equipment.
- ☐ Close cylinder or tank valves only if trained and it is safe to approach.
- ☐ Call 999 where there is fire, immediate danger, significant uncontrolled release or risk to the public.
- ☐ Contact the LPG supplier's emergency number from a safe location.
- ☐ Keep cylinders upright and do not move leaking cylinders through occupied or enclosed areas.
- ☐ Do not return equipment to service until the system has been competently checked.

Site emergency information

Premises / unit	Full address / location
Emergency control valve location	Assembly point

Responsible person _____	LPG supplier emergency number _____
GetGasCert / engineer contact _____	Last staff briefing date _____

Management follow-up after the emergency

- ☐ Record the time, location, persons involved and immediate actions taken.
- ☐ Keep the emergency service, supplier and engineer reference numbers.
- ☐ Preserve relevant equipment and evidence; do not authorise unqualified repairs.
- ☐ Review risk assessments, staff briefing, access to controls and recurring causes.
- ☐ File the competent engineer's findings and remedial close-out before reopening affected equipment.

Official guidance and limitations

Emergency numbers and supplier arrangements must be checked for the actual premises. This document does not replace emergency-service instructions, the site's risk assessment or competent technical advice.

Current guidance: hse.gov.uk/gas | hse.gov.uk/catering | gassaferegister.co.uk