



Carr Green Primary School

Gas Leak Procedure

1. Person discovering the leak to inform the school office, who will call Transco on 0800 111999.
2. Site Manager or Head teacher to turn off the gas at the mains in the Gas Meter Room next to the Boiler Room. Key in the Office Key Cupboard (Front top left) number 7.
3. No switches or electrical equipment to be operated.
4. Follow the Fire Evacuation Procedure.
5. Each Class (in fire assembly point ascending order) will be led out of the school grounds, through the gate, between the allotments and Ward Court and onto Chapel Croft.
6. At the end of Chapel Croft, the children will be led down Crowtrees Lane all the way to St Matthew's Church. The key for the church hall is located in the Grab Bag in the main school office.
7. Outside St Matthew's Church the traffic will be halted to allow the children to cross to the Church Hall safely.
8. Once inside the Church Hall the children will sit in class groups and await further instructions.
9. Head teacher & Site Manager will remain at the school and liaise with the Emergency Services and Parents.
10. Any injured children or personnel are to be left under supervision at the school, either laid or sitting on the grass, until Emergency Services arrive to deal with them.
11. Telephone contact will be made and maintained with the staff at St Matthew's Hall and the staff who remain at school. HT: 07894 451 026 DHT: 07870 681 534
12. Arrangements will be made for parents to collect their children from the Church Hall, as per the Emergency Plan.

This policy is review annually and was approved by the Resources Committee in February 2018.

Signed: _____ *Head teacher*

Date: _____

Due to be reviewed: February 2019 (earlier if necessary)