



Saint John of God
Community Services clg.

Kerry Services Policy 03

Gas Leak Policy and Procedure

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THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.
Kerry Services

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Policy and Procedure

It is the policy of Saint John of God Kerry Services to ensure the safety and comfort of all service users, be they availing of day and/or a residential / Respite service.

1. Purpose
The purpose of this policy and procedure is to provide information to staff advising them of what they are to do in the event of a gas leak. This procedure should also be read in conjunction with the locations Site Specific Emergency Plan
2. Scope of Policy and Procedure
This policy and procedure is applicable to all staff working across Saint John of God Kerry Services.
3. Roles and Responsibility
 - 3.1 The regional Director of Kerry Services acknowledges their responsibility in ensuring adequate planning for a gas leak.
 - 3.3 During out of hours e.g. evening or weekends the Supervisor on Call takes the lead role (as per governance structure).
 - 3.4 Person in Charge / supervisor for Community Houses/Apartments/ day services takes a lead role in co-ordinating this policy and procedure for these locations or Supervisor on Call over weekend or out of hours.
 - 3.5 All staff working in Saint John of God Kerry Service are responsible for adhering to this policy and procedure.
 - 3.6 Where applicable locations must ensure gas-related risks are documented in their local risk registers and reviewed annually.
4. If you discover or suspect a gas leak, activate the emergency gas stop valve if it is safe to do so.
5. Evacuate the building and proceed to your alternate location as listed in your Site Specific Guidelines on Fire Alarm Response Strategy.
6. When evacuating the building staff are not to unplug or switch anything electrical on or off.



7. Staff will ensure gas appliances are turned off and have not been left on and unlit.
8. Where practicable open windows and doors.
9. If feasible, turn off the gas at the meter.
10. Don't smoke or use naked flames.
11. The responsible person on duty will phone the Service's plumber and Certified Gas Installer and advise of the nature of the emergency and your location.
12. The responsible person on duty will phone the Supervisor/Supervisor On call and follow advice given.
13. Do not re-enter building/area until advised it is safe to do so by either the Plumber or Supervisor/Supervisor on Call.
14. The responsible person on duty in the location of the suspected gas leak will advise the Maintenance Dept. of the incident along with action taken within 24 hours of incident occurring.



