

**University of St Andrews - School of Medicine Handbook**  
**ACTION ON SUSPECTED OR ACTUAL FLAMMABLE GAS LEAK**

This procedure is intended to provide guidance in the event of a suspected or actual leak of flammable gas. This guidance relates to an internal gas leak - if the leak is suspected of being external but the smell is blowing in then keep doors and windows shut to prevent ingress of gas.

**1. Reduce immediate risk of explosion:**

- a. If there is a local gas knock-off button or shut-off valve (one or more in each lab) then users should immediately shut off the gas supply to that area.
- b. In all cases, users should prohibit switching on or off any electrical equipment or lights and ventilate the affected area(s) by opening windows or doors wide.

**2. Building evacuation decision-making:**

- a. A general building evacuation should be signalled unless the suspected leak can be traced to a small, localised source with limited potential for harm. In this case, staff should simply leave that area and establish a cordon well outwith the perimeter of the affected area to prevent other staff from entering until the situation is resolved by Estates.
- b. For avoidance of doubt, any suspicion of a mains supply leak, any significant leak from a compressed flammable gas cylinder, any widespread leak or odour, or an apparent worsening of the situation should trigger a general building evacuation.

3. Signalling an evacuation. An evacuation should be signalled by using the fire alarm system. If there is any doubt whatsoever as to whether it is safe to use the fire alarm panel, access as many occupied areas of the building as possible, shouting "GAS LEAK – LEAVE THE BUILDING NOW" before leaving the building yourself.

4. **Stay a safe distance from the building.** Fire marshals should direct staff behind the Gateway Building to protect from flying glass in the event of an explosion.

5. **Seek help from specialists.** From well outwith the area of the suspected leak, notify the Building Officer or other member of the management team and phone Estates Helpline on 01334 463999 if the event is between 0800 and 1700hrs Monday to Friday. Outwith those times, or during University closures, notify Out of Hours on 01334 476161. An Estates Gas Safe Registered Engineer will attend site within 1 hour (which is the same response time as Scottish Gas Networks).

**6. The role of Estates:**

- a. Estates will check the situation with gas detection equipment and they will shut local isolation valves within systems. Leaks traced by Estates as being 'external' to the building will be handled by SGN. Unless advised otherwise, it will be Estates' responsibility to contact SGN.
- b. Building users are expected to work in concert with Estates staff in order to resolve the problem and must comply with any instructions issued by Gas Safe Registered Engineers.

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	School manager	<b>Approval Committee:</b>	
<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>			
<b>Location of source file:</b>			
<b>Access Level: (Public/University/School Staff)</b>			
This document <b>may/may not</b> (delete as appropriate) be released under the Freedom of Information Act without prior discussion. (If <b>may not</b> is selected, please contact the Executive Administrator before release to the FOI office.)			

**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
02/11/2021	Published version	