

# Glenny Wood Fact Sheet

## Liquefied Petroleum Gas - LPG



To contact the Glenny team – [01275562102](tel:01275562102) no text messages

**Please read through this Fact sheet and the risk assessment form then brief all users of the content including the evacuation points**

### **Safety notification**

On site there is a bulk LPG storage tank. The following are guidelines for all site users.

These guidelines explain what to do in an emergency and should be read along with the LPG risk assessment produced and any additions individual site users have made.

These guidelines and risk assessment document are also the written brief and training information for all users to read, understand and follow.

If you are unsure of any point or need clarification or have any questions with regards to LPG on site or there is an issue please advise the Glenny Wood team.

1. The LPG tank is out of bounds to all site users particularly Young People
2. The LPG tank should not be tampered with in any way
3. There should be no smoking near the tank, minimum distance being 6 metres
4. No fires or cooking equipment should be used near to the tank, minimum distance being 6 metres
5. If you smell gas outside then
  - a. move all site users away from the tank either to the toilet area or if in Car Park to the lane by the outer gate
  - b. If safe and you feel competent, turn off the gas at the tank. The key for the cover is on a cord hidden under the cover on the top of the tank. Do not put yourself at risk.
  - c. If unsure ring the emergency number of 0845 7444999 and follow instructions given.
  - d. Then notify the Glenny team
6. If you damage the tank and there is a gas leakage, or you smell gas, then follow 5 above. If there is no gas leakage then notify the Glenny team immediately.
7. If you damage the yellow polyethylene gas pipe underground, your actions will cause a gas smell, then turn off the gas at the tank and then notify the warden immediately. If you are unable to do this follow point 5.
8. If you smell gas in the hall then
  - a. turn off the oven if working,
  - b. evacuate the hall and move all users to the toilet area.

## Glenny Wood Fact sheet

- c. turn off the main supply at the gas stopcock which is situated outside on the kitchen wall, at the far end to the kitchen door entrance.
  - d. Then notify the Glenny team
9. To turn off the supply of gas to the hall use the gas stopcock which is situated outside on the kitchen wall, at the far end to the kitchen door entrance.
  - a. Using the lever turn off the gas.
  - b. Open the two doors, front and back and open any windows you can to ventilate the hall.
  - c. Then notify the Glenny team
10. Specific LPG issues with the Gas Boiler and Cooker are covered in the risk assessment
11. In all cases if you smell gas due to the LPG installations and do not know why then
  - a. move all site users away from the immediate area to the closest and safest Assembly point, either to the assembly point near the toilet area or to the assembly point in the Car Park
  - b. ring the emergency number of 0845 7444999 and follow instructions given.
  - c. Then notify the Glenny team on
12. Using this fact sheet on LPG and the risk assessment document brief all users. Emphasis on the out of bounds area and the evacuation areas

## **FIRE FIGHTING PROVISIONS**

1. Call 999 immediately.
2. Ensure all individuals are evacuated away from the immediate area to the closest and safest Assembly point, either to the assembly point near the toilet area or to the assembly point in the Car Park
3. If safe turn off the Gas Stop Cock and valve at the tank.
4. Serviced Fire Extinguishers and Fire Blanket are provided in the hall

**Under no circumstances put yourself or any other individual at risk trying to “fight” the fire. Evacuate the area and let the emergency services do their job.**

Reviewed 15<sup>th</sup> January 2020