

# St Michael and All Angels

## H&S Policy and Procedure

### Gas Safety and use of the Boiler

#### POLICY

St Michael and All Angels PCC is responsible for ensuring the gas supply and boiler is maintained in a safe working condition.

#### INFORMATION

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor. The competent contractor is a CORGI registered gas installer.

Any necessary work required for safety is implemented immediately.

Access to the boiler in the Choir Vestry is via the Church Nave and the North Aisle.

The nominated persons are responsible for operating the boiler.

The Churchwardens are responsible for arranging for the boiler to be maintained. This is undertaken annually, annually.

The nominated persons and Churchwardens are responsible for training themselves and others in access to the boiler and the use of the boiler controls.

#### PROCEDURE

In case of a suspected gas leak:

1. Report the leak immediately to **INSERT**
2. Do not operate electrical switches.
3. Do not smoke or use naked flames (extinguish candles if in-use).
4. Turn off the gas supply at the meter. The meter and shut off valve are located at the end of the pathway leading to the gate at the southeast side of the church graveyard. A key to access the shut-off valve is kept in the Vicar's vestry.
5. Open doors and windows.
6. Act as a steward preventing others accessing the Church ensuring you remain out of harm's way (good distance from the building) at all times.
7. If during a service or other event, the Church Warden, Verger or senior person shall initiate an evacuation to the assembly point located at the Lychgate (Church side and away from the main road). They shall ensure no one re-enters the Church until it is deemed safe to do so by a competent person.