

Arrangements and Procedures for Gas Safety

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1.0 Introduction

1.1 This document takes forward the policy statement contained within The Highland Council's general statement of Health, Safety and Wellbeing Policy by setting out the arrangements to implement the policy in relation to gas safety.

1.2 The arrangements for gas safety will cover:

1. Roles and responsibilities with reference to gas to ensure that they are clearly defined
2. Operational guidance that is available on the Highland Council intranet
3. Emergency procedures for premises staff that are available on the Highland Council intranet
4. Maintenance and safety check contract requirements for installations covered by the Gas Safety (Installation and Use) Regulations 1998
5. New fixed installations covered by the Gas Safety (Installation and Use) Regulations 1998 to ensure they are installed in accordance with current regulations and appropriate second tier documentation

1.3 The arrangements will ensure:

1. Installations are installed, commissioned and maintained in strict accordance with the Gas Safety (Installation and Use) Regulations 1998 and with the best practice of appropriate second tier documentation
2. Technical guidance variations are considered within the servicing contracts
3. Guidance is available for staff on how to carry out suitable competency checks on contractors undertaking works on any Highland Council gas installation.
4. Suitable training is provided to staff members dealing directly or indirectly with installations, maintenance of, or alterations to Highland Council properties that has the potential to effect gas safety
5. This policy will be supported by the allocation of appropriate resources to meet policy requirements

1.4 Whilst this policy is aimed at ensuring works relating to gas installations are carried out and delivered in a safe and responsible manner, it should be read and implemented in conjunction with the Corporate Occupational Health, Safety and Wellbeing policy and related policy.

2.0 Legal Background

- 2.1** The Health and Safety at Work Act places a duty on employers to *“ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”*. It also requires the employer to *“conduct his undertaking in such a way so as to ensure, so far as reasonably practicable, that person not in his employment who may be affected thereby, are not thereby exposed to risk to their health or safety”*.
- 2.2** The Management of Health and Safety at Work Regulations 1999 further expands this and links in with the Gas Safety (Installation and Use) Regulations 1998 to place duties on employers to:
1. Identify and assess risks
 2. Ensure controls are in place
 3. Monitor/review protective/preventative measures/systems in-place.
- 2.3** The Gas Safety (Installation and Use) Regulations 1998 require, in Regulation 35, that *“it shall be the duty of every employer or self employed person to ensure that any gas appliance, installation pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent injury to any person”*. These regulations apply to many applications in industrial and commercial premises where gas is used. Gas Safety (Installation and Use) Regulations 1998 stipulates exactly how gas safety will be achieved. The principle requirements are:
1. Installations safe to use
 2. Appliances and flues checked for safety annually
 3. Work undertaken on gas installations by approved and competent contractor.
- 2.4** The Provision and Use of Work Equipment Regulations 1998 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 may apply to workplaces where there are gas fittings. These regulations place a variety of duties on employers, the self-employed and occupiers to ensure safety and:
1. Carry out a risk assessment of any work activities involving dangerous substances (which includes substances such as LPG)
 2. Provide measures to eliminate or reduce risks as far as is reasonably practicable
 3. Provide equipment and have procedures to deal with accidents and emergencies
 4. Provide information and training to employees
 5. Maintain and inspect work equipment
 6. Classify places where explosive atmospheres may occur during normal operations into zones and, where necessary, mark the zones.
- 2.5** All works must be carried out in strict accordance with Gas Safety (Installation and Use)

Regulations 1998 and the following documentation:

1. Gas Safe Technical Bulletins
2. Applicable British Standards
3. IGEM Utilisation Technical Documents
4. UK LPG Codes of Practice
5. UK LPG User Information Sheets
6. Gas Industry Unsafe Situations Procedures

2.6 The Health and Safety Executive give the following definition within the Gas Safety (Installation and Use) Regulations 1998 as to what is meant by a 'gas fitting'. "Gas fittings" means gas pipework, valves (other than emergency controls), regulators and meters, and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used (other than the purpose of an industrial process carried out on industrial premises), but it does not mean—

1. any part of a service pipe
2. any part of a distribution main or other pipe upstream of the service pipe
3. a gas storage vessel
4. a gas cylinder or cartridge designed to be disposed of when empty.

2.7 The Approved Code of Practice relating to Gas Safety (Installation and Use) Regulations 1998 can be found here: <http://www.hse.gov.uk/pUbns/priced/I56.pdf> .

2.8 Only staff with the appropriate gas competency may make or break a gas connection thus no works or investigation may be undertaken within the gas system without a Gas Safe registered engineer on site.

3.0 Roles and Responsibilities

3.1 These arrangements will detail the delegations that have been made to cover roles and responsibilities for gas safety within non-domestic premises and domestic dwellings.

3.2 Each service is responsible for the identification of personnel to be designated as the Responsible Person (in relation to each property) as defined in the Gas Safety (Installation and Use) Regulations 1998. For non-domestic properties this role shall be undertaken by the Responsible Premises Officer (RPO). Each Head of Service is responsible for ensuring that an RPO is appointed for each of their properties.

3.3 For All Gas Works in Highland Council Properties

3.3.1 **The Chief Executive** of the Highland Council is the Gas Landlord as defined under the Gas Safety (Installation and Use) Regulations 1998. The landlord of domestic and non-domestic premises (e.g. the Highland Council) and retains the ultimate responsibility for ensuring the safety of employees, occupants and tenants in properties under their control.

3.3.2 The Gas Safety Management System set out in this document has been prepared on behalf of the Chief Executive as Gas Landlord by the Director of Development and Infrastructure as the Corporate Property Officer to cover arrangements for both domestic and non-domestic premises. This will provide a coordinated approach to ensure gas appliances and installations are maintained and serviced in accordance with the Gas Safety (Installation and Use) Regulations 1998.

3.3.3 The Chief Executive is ultimately responsible for ensuring the health, safety and welfare of staff, visitors, tenants and other building occupiers.

3.4 For Non-Domestic Properties and Capital Works

3.4.1 **The Director of Development and Infrastructure** is responsible for establishing a Corporate Property Safety Management System to monitor and ensure that property related statutory inspections are carried out in respect of all Highland Council occupied and owned premises.

The Director of Development and Infrastructure has responsibilities for the Development and Infrastructure Service to ensure that the requirements for gas safety are met.

The Director of Development and Infrastructure is accountable for ownership of Property Management Policy and ensuring sufficient resources are available for policy implementation, monitoring and review of its effectiveness.

3.4.2 **The Head of Property and Facilities Management** is accountable for appointing an appropriate responsible person and ensuring preparation and implementation of Property Policy, Associated Risk Management System, procedures and training. The Head of Property and Facilities Management ensures that the responsibilities for non-domestic gas safety are met and assigns the Gas Safety Group (in conjunction with the Head of Housing

and Building Maintenance).

The Head of Property and Facilities Management will ensure that suitable and sufficient training is provided to all relevant staff.

The Head of Property and Facilities Management shall ensure that gas safety and maintenance contracts for gas installations in non-domestic properties are carried out in accordance with statutory legislation including:

1. Arrangements to monitor the implementation of gas safety risk controls
2. Incidents or reported noncompliance relating to gas safety are investigated in conjunction with the Gas Safety Group and the Occupational Health Safety and Wellbeing Manager, with findings reported to the Head of Property and Facilities Management for review.

The Head of Property and Facilities Management shall ensure that risk controls for gas safety are monitored on a regular basis.

3.4.3 **The Property Manager** is the **Responsible Person** and will ensure a gas safety management system is in place that safeguards the Highland Council's legal obligations for gas management.

The Property Manager is responsible for arranging, developing and implementing the monitoring of the Gas Safety Management System including change controls for all Highland Council owned and occupied property systems to cover supervision responsibilities for related maintenance, operational and design procedures.

The Property Manager is accountable for appointing the Deputy Responsible Person(s), Authorised Persons and managing the budget for Property Management Systems and strategic asset management works.

The Property Manager is responsible for coordinating resources for maintenance related works.

The Property Manager will act as Chair of the Gas Safety Group.

3.4.4 **The Principal Engineer (Maintenance)** is the **Depute Responsible Person** and shall ensure that suitably qualified and competent staff are appointed to manage and monitor contracts for gas safety and maintenance in non-domestic properties and will ensure that appropriate cover for leave is provided.

3.4.5 **The Engineer Mechanical (Maintenance)** is the **Authorised Person** and shall manage and monitor non-domestic contracts for gas safety maintenance works (excluding gas powered Combined Heat and Power units), on behalf of the Highland Council as an employer and landlord and acts as a point of contact for any Highland Council staff for gas related technical advice.

The Engineer Mechanical (Maintenance) is responsible for implementation and coordination of gas maintenance works for non-domestic maintenance works and audits all gas works on non-housing properties.

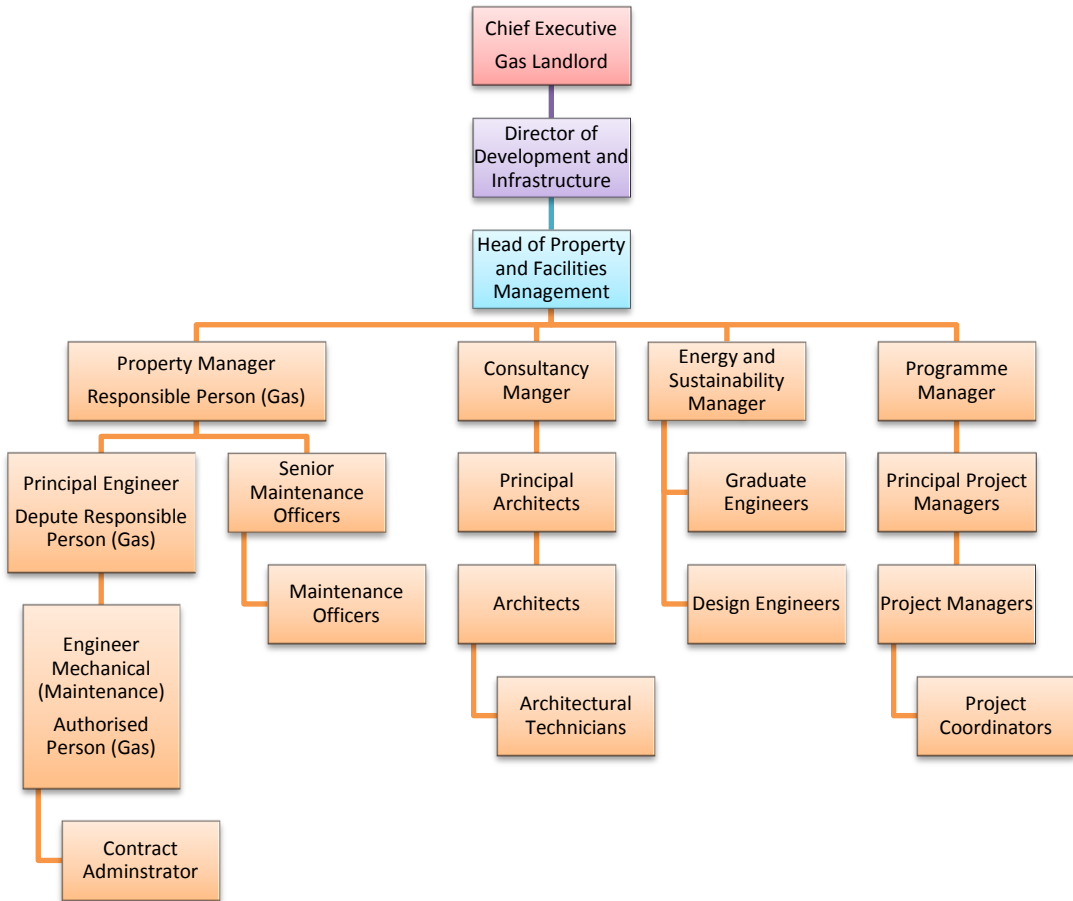
- 3.4.6** **The Consultancy Manager, the Energy and Sustainability Manager and the Programme Manager** will ensure suitably qualified staff are involved with design, management, installation and delivery of capital funded projects (as applicable to each team) that either directly or indirectly have the potential to affect gas safety.
- 3.4.7** **The Energy and Sustainability Manager** will also ensure that all gas powered Combined Heat and Power units are installed and maintained in accordance with statutory legislation and manufacturer's written instructions.
- 3.4.8** **The Contract Administrator** shall be appointed to assist the Engineer (Mechanical Maintenance) with the monitoring of gas safety and maintenance contracts. The Contract Administrator shall be responsible for administrating the non-domestic gas safety check and maintenance contract to ensure compliance with all relevant statutory legislation, guidance and Highland Council policies. The Contract Administrator shall report any items of non-compliance to the Engineer Mechanical (Maintenance) and any outstanding non-compliances should be brought to the attention of the Gas Safety Group.
- 3.4.9** **The CDM Advisor** ensures that the required information for gas testing and certification is contained within the project Health and Safety file.
- 3.4.10** **The Senior Maintenance Officer(s)** is responsible for implementation and coordination of maintenance works for non-domestic property maintenance. This should be notified to the contract administrator.
- 3.4.11** **The Maintenance Officer(s)** is responsible for ensuring maintenance works are completed in compliance with all relevant legislation, guidance and Highland Council policies. Advice is available from the Principal Engineer (Maintenance) or the Engineer Mechanical (Maintenance). Items of concern should be raised with the contract administrator.
- 3.4.12** **The Principal Project Managers, Project Managers, Project Coordinators, Principal Architects, Architects, Architectural Technicians, Design Engineers and Graduate Engineers** are responsible for the design and delivery of Capital Works projects. The Project Manager is responsible for ensuring that gas certification is passed to the Engineer Mechanical (Maintenance) for works in non-domestic properties and the Area Gas Administrator for works in domestic properties within 28 days of the certification being issued.
- 3.4.13** **The Competent Person(s) - Appointed Contractor(s) (Approved Status)** is responsible for carrying out remedial works, maintenance or monitoring checks in accordance with Highland Council Policies and instructions from Maintenance Officers/Contract

Administrators/Engineer Mechanical (Maintenance).

- 3.4.14** **The Responsible Premises Officer(s) (RPO)** is responsible for carrying out certain routine tasks as required by the Highland Council Policy (e.g. Emergency Procedure). Any incidences should be reported to the MO who should update the contract administrator.
- 3.4.15** **The Monitoring Inspector** is responsible for recording the status of property-related statutory compliance checks.
- 3.4.16** **The Occupational Health Safety and Wellbeing Manager** will investigate any gas related incidences or reported non-compliances with the Gas Safety Group and advise on occupational health, safety and wellbeing issues.

3.5

Overview of the Development and Infrastructure Delegated Responsibilities for Gas Management



3.6 For Domestic Properties

3.6.1 The Director of Community Services shall ensure the gas safety for all social housing, with technical assistance from the Property and Facilities Management Team (Development and Infrastructure).

3.6.2 The Head of Housing and Building Maintenance will ensure sufficient funding and resources are allocated to safeguard the integrity of the gas installations within social housing. This is supported by Housing Managers in the North and South of the estate to confirm that gas safety and maintenance contracts for gas installations in domestic properties are carried out in accordance with statutory legislation including:

1. Arrangements to monitor the implementation of gas safety risk controls through the Area Gas Administrators.
2. Incidents or reported non-compliance relating to gas safety are investigated in conjunction with the Gas Safety Group and the Occupational Health Safety and Wellbeing Manager, with findings reported to the Head of Housing and Building Maintenance for review.
3. Where technical support is requested for any gas related issue from the Property and Facilities Management team (Development and Infrastructure), it shall be provided.

The Head of Housing and Building Maintenance shall ensure that risk controls for gas safety are monitored on a regular basis.

The Head of Housing and Building Maintenance will ensure that suitable and sufficient training is provided to all relevant staff.

3.6.3 The Housing Policy and Investment Manager is the **Responsible Person**, responsible for arranging development, implementation and monitoring of gas risk management system including change controls for all Highland Council owned and occupied property systems to cover supervision responsibilities for related maintenance, operational and design procedures. The Housing Policy and Investment Manager is accountable for appointing Deputy Responsible Person(s), Authorised Persons and managing the budget for Housing Management systems and strategic asset management works. They are also responsible for coordinating resources for maintenance related works.

3.6.4 The Area Repairs Manager(s) is the **Deputy Responsible Person** and has responsibility for the implementation of operational and maintenance policy and procedures, for gas management and ensuring that the system is being implemented.

The Area Repairs Manager(s) shall ensure that suitably qualified and competent staff are appointed to manage and monitor contracts for gas safety and maintenance in domestic properties and will ensure that appropriate cover for leave is provided.

3.6.5 The Area Gas Administrator(s) is the **Authorised Person** and shall manage and monitor the domestic contracts for gas safety maintenance works, on behalf of the Highland Council as

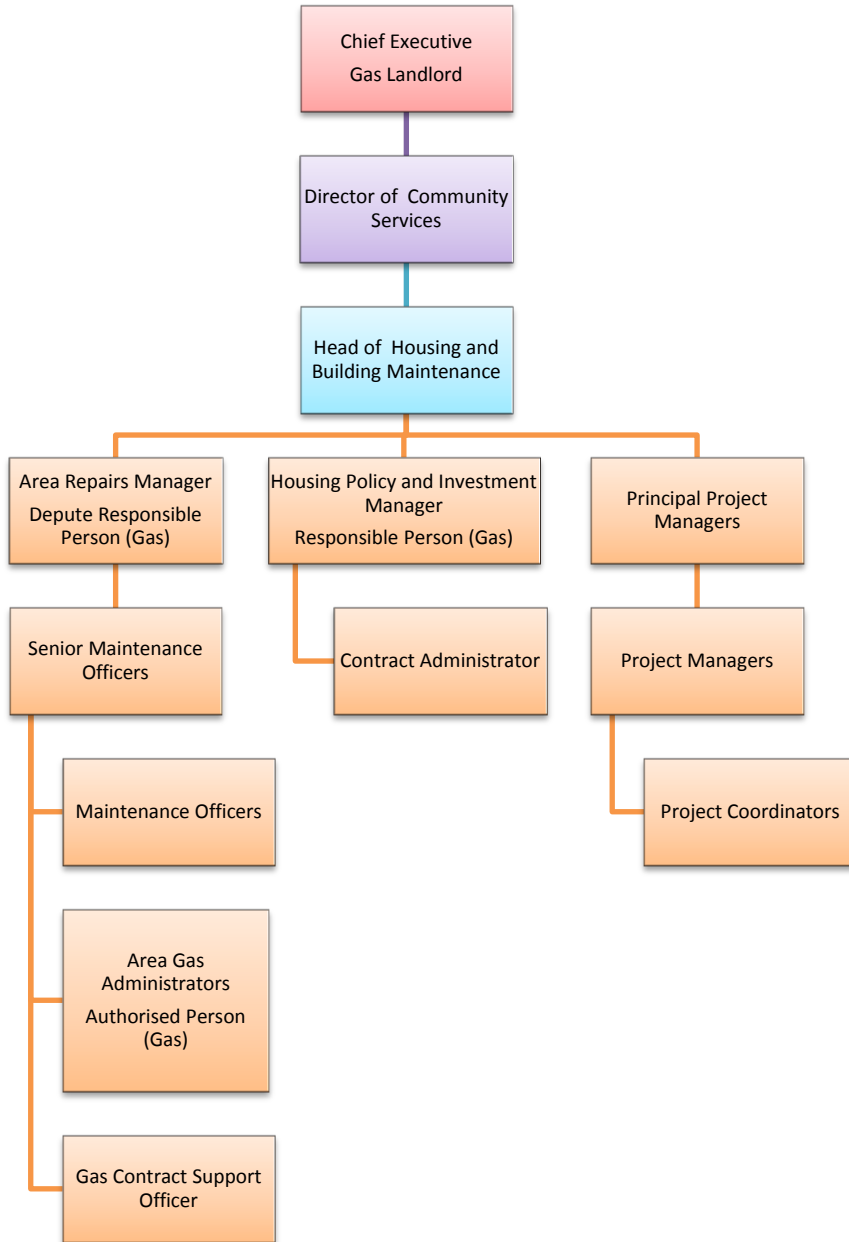
an employer and landlord.

The Area Gas Administrator is responsible for the implementation and coordination of domestic gas maintenance works and audits all gas works on housing properties.

- 3.6.6** **The Senior Housing Maintenance Officer(s)** is responsible for implementation and coordination of maintenance works for domestic property maintenance.
- 3.6.7** **The Housing Maintenance Officer(s)** is responsible for ensuring maintenance works are completed in compliance with all relevant legislation, guidance and Highland Council policies.
- 3.6.8** **The Contract Administrator** is responsible for administering servicing and maintenance contracts for domestic gas and ensuring that they are completed in compliance with all relevant legislation, guidance and Highland Council policies as instructed by the Deputy RP.
- 3.6.9** **Competent Persons - Appointed Contractors (Approved Status)** are responsible for carrying out remedial works, maintenance or monitoring checks in accordance with Highland Council Policies and instructions from Area Gas Administrators/ Maintenance Officers / Contract Administrators/ Engineer Mechanical (Maintenance).
- 3.6.10** **The Tenant Services Officer(s) (Warden(s) etc.)** is responsible for carrying out certain routine tasks as required by the Highland Council Policy (e.g. Emergency Procedure).
- 3.6.11** **The Gas Contract Support Officer(s)** is responsible for recording the status of housing-related statutory compliance checks.
- 3.6.12** **The Occupational Health Safety and Wellbeing Manager** will investigate any gas related incidences or reported non-compliances with the Gas Safety Group.
- 3.6.13** **The Corporate H&S Advisor** is responsible for advising on occupational health, safety and wellbeing matters.
- 3.6.14** **The Systems Development Team** is responsible for reporting the status of housing-related statutory compliance checks to the above posts and the Gas Safety Group on a weekly basis.

3.7

Overview of the Community Services Delegated Responsibilities for Gas Management



4.0 Gas Safety Management System

4.1 The Head of Property and Facilities Management has made the following arrangement to ensure that the Highland Council's Gas Safety Management System targets legal compliance with the relevant regulations: -

4.2 For Non-Domestic Servicing and Maintenance Contracts:

1. All gas appliances and installations which are subject to the Gas Safety (Installation and Use) Regulations 1998, in non-domestic properties owned, leased or licensed by the Highland Council are to be maintained in a safe condition to prevent risk of injury to any person and shall be inspected at an interval of not greater than 12 months.
2. A record is maintained of all inspection and repair work and that records of any such works are maintained for a minimum of three years.
3. An up to date line diagram of the installation should be available for every site from the contract administrator.
4. Where a site is serviced by LPG, an LPG risk assessment must be carried out annually, by the service provider during the annual safety check.
5. Procedures for dealing with malfunctions, accidents and dangerous occurrences are documented and adhered to.
6. Each Service is responsible for ensuring a designated **Responsible Person** (Responsible Premises Officer) in charge of the premises which have a gas installation is named and stored within K2.

4.3 For Capital and Other Non-Domestic Works:

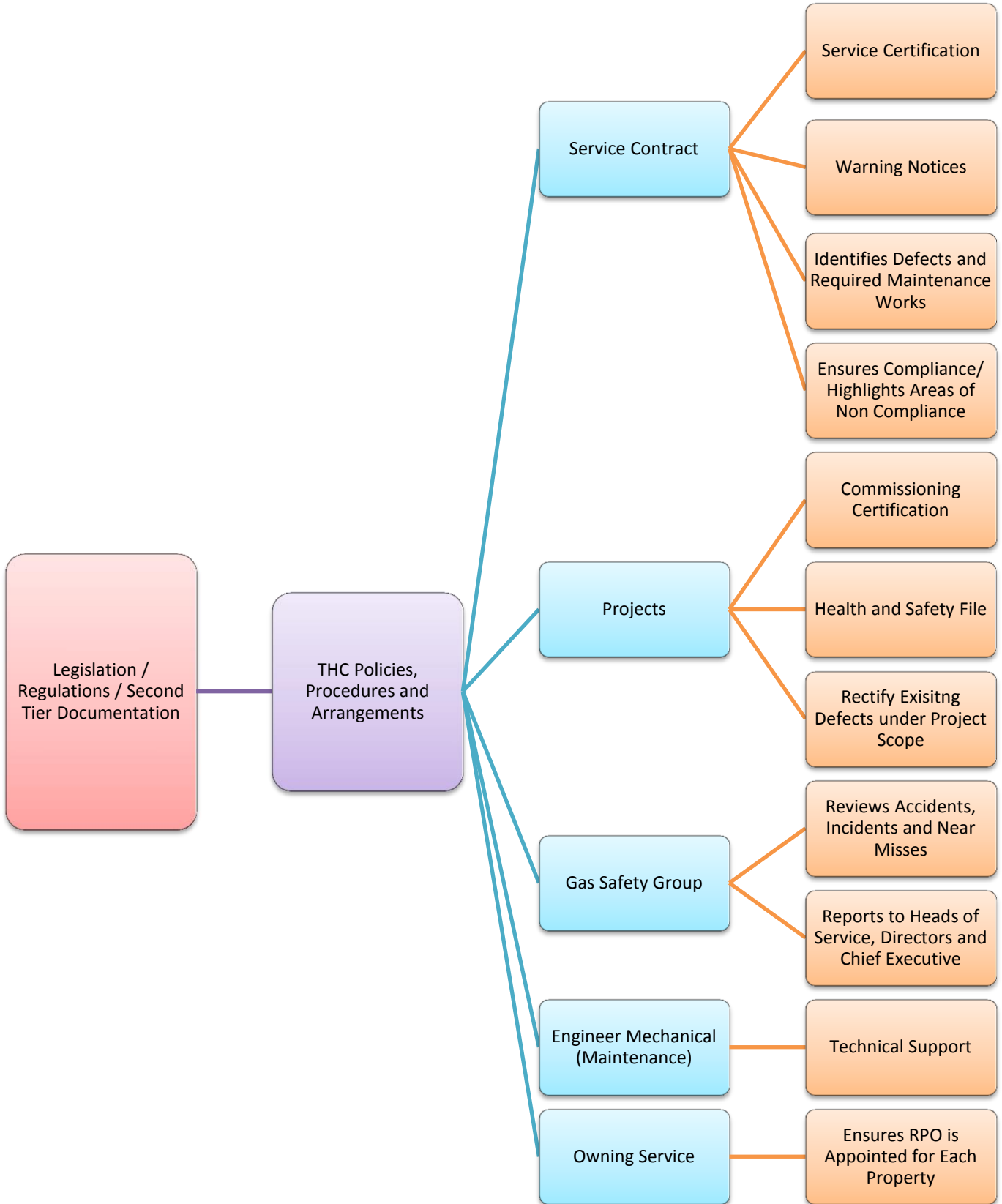
1. The project team shall complete a risk assessment on the gas installation prior to undertaking any works which have the potential to effect gas safety. This includes, but is not limited to, works in close proximity to existing gas fittings, works to roofs, ventilation systems, windows and doors, as well as other services.
2. At the appropriate stage in a non-domestic project, a Gas Safety Record (CP12, CP15, CP16, CP17, CP4 as appropriate and in the case of LPG systems a risk assessment) must be issued by a Gas Safe registered contractor and forwarded to the Engineer Mechanical (Maintenance). These records must be submitted to the Engineer Mechanical (Maintenance) within 28 days of the works being completed.
3. On receipt of the above mentioned Gas Safety Record, the Engineer Mechanical (Maintenance) will arrange for the installation to be inspected and where necessary, added to the service contract. The Highland Council's gas servicing contractor is authorised to carry out an inspection of any installation during the defect period.
4. At the appropriate stage in a domestic project, the Gas Safety Record will be forwarded to the relevant Area Gas Team to allow for the details to be recorded in the Housing Information System and in the case of new installations, for the property to be added to the domestic gas safety check and maintenance contract. Once added to the

domestic gas safety check and maintenance contract, The Highland Council's service contract provider will arrange to inspect the property at the ten month stage. If any defects are identified at this visit, the Area Gas Administrator shall notify the Project Manager who shall in turn contact the project Contract Administrator and arrange for the installing contractor to attend and rectify.

5. For contracts containing upgrade works to domestic properties, a limited number will be permitted to be open at any time. This number will be specified in the Prelims at the start of each project by the CA in conjunction with the Senior Clerk of Works. Prior to each installation being signed off as complete, a copy of the Gas Safety Record must be submitted to the project team, which will then be submitted to the Area Gas Administrator. The Area Gas Administrator must receive a copy of the Gas Safety Record no more than 28 days from the date of the works. On completion of the contract, a full copy of the contract programme must be submitted to the Area Gas Administrator within 28 days.
6. Further details of the process required to be followed can be found in the 'Capital Works' section of this document.

4.4

Summary of Controls in Place within Gas Management – Non Domestic



4.4 For Domestic Servicing and Maintenance Contracts and One-Off Domestic Installations:

4.4.1 Procedures relating to the safety checks, servicing and maintenance of gas installations in social housing will be developed by Community Services and technical advice will be obtained from the Engineer Mechanical (Maintenance) or the Principle Engineer (Maintenance) when requested.

4.5 Unsafe Situations within Any Highland Council Property:

1. Any contractor working on any Highland Council gas installation must abide by the requirements of the Gas Industry Unsafe Situations Procedures.
2. Where an installation is discovered to be either At Risk or Immediately Dangerous it shall be made safe and the Authorised Person informed. The Authorised Person shall in turn report the incident to the Gas Safety Group who shall, where necessary, arrange for it to be investigated. Assistance may be requested from the Health and Safety Executive and Gas Safe.
3. Where a dangerous gas fitting is identified in a domestic or non-domestic property, the Gas Safety Group should be informed immediately and will report the incident as required under current legislation.

4.6 The Health and Safety Executive provide the following information on what is classed as a dangerous gas fitting:

‘any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

1. an accidental leakage of gas;
2. incomplete combustion of gas or;
3. inadequate removal of products of the combustion of gas.’

5.0 Gas Safety Group

5.1 Minutes of the quarterly meetings will be issued to;

1. The Chief Executive
2. All Directors
3. The Head of Property and Facilities Management
4. The Head of Housing and Building Maintenance
5. The Occupational Health Safety and Wellbeing Manager

5.1.2 The Gas Safety Group shall undertake a coordinated approach to the establishment and management of The Highland Councils Gas Safety Management System.

5.1.3 The Gas Safety Group has been formed to regularly review the Gas Safety Management System ensuring the reduction of risk from gas installations in property is developed, maintained and implemented.

5.1.4 The Gas Safety Group shall possess adequate professional knowledge, gas industry experience and competent gas industry expertise to develop and manage the necessary procedures to ensure that the safety of gas is maintained in Highland Council premises. There shall be a senior manager, or a manager with sufficient authority, competence and knowledge to manage the set down procedures. The Gas Safety Group shall be required to liaise with other professionals and senior managers.

5.1.5 The Gas Safety Group shall give advice on any matter relating to the Gas Safety (Installation and Use) Regulations 1998 and shall act as the central point through which all Non-Domestic and Domestic gas safety matters shall be coordinated.

5.1.6 New projects and other capital works must liaise with the Gas Safety Group to ensure the suitability of any proposed installations or alterations and that legislative controls are adhered to.

5.1.7 The Gas Safety Group should be notified by line Managers via email (gas.safety@highland.gov.uk) of any incidents or instances of non-compliance with this policy for the management of gas safety.

5.1.8 For domestic properties, the Last Gas Servicing Date Report shall be distributed on a weekly basis to all interested parties and the Gas Safety Group.

5.1.9 For non-domestic properties, the Contract Administrator for the gas safety check and maintenance contract shall provide a monthly report to the Gas Safety Group. This report shall highlight the last safety check date of each property and any incidences of non-compliance.

5.1.10 The Gas Safety Group shall provide information directly to the Chief Executive, Directors and relevant Heads of Service.

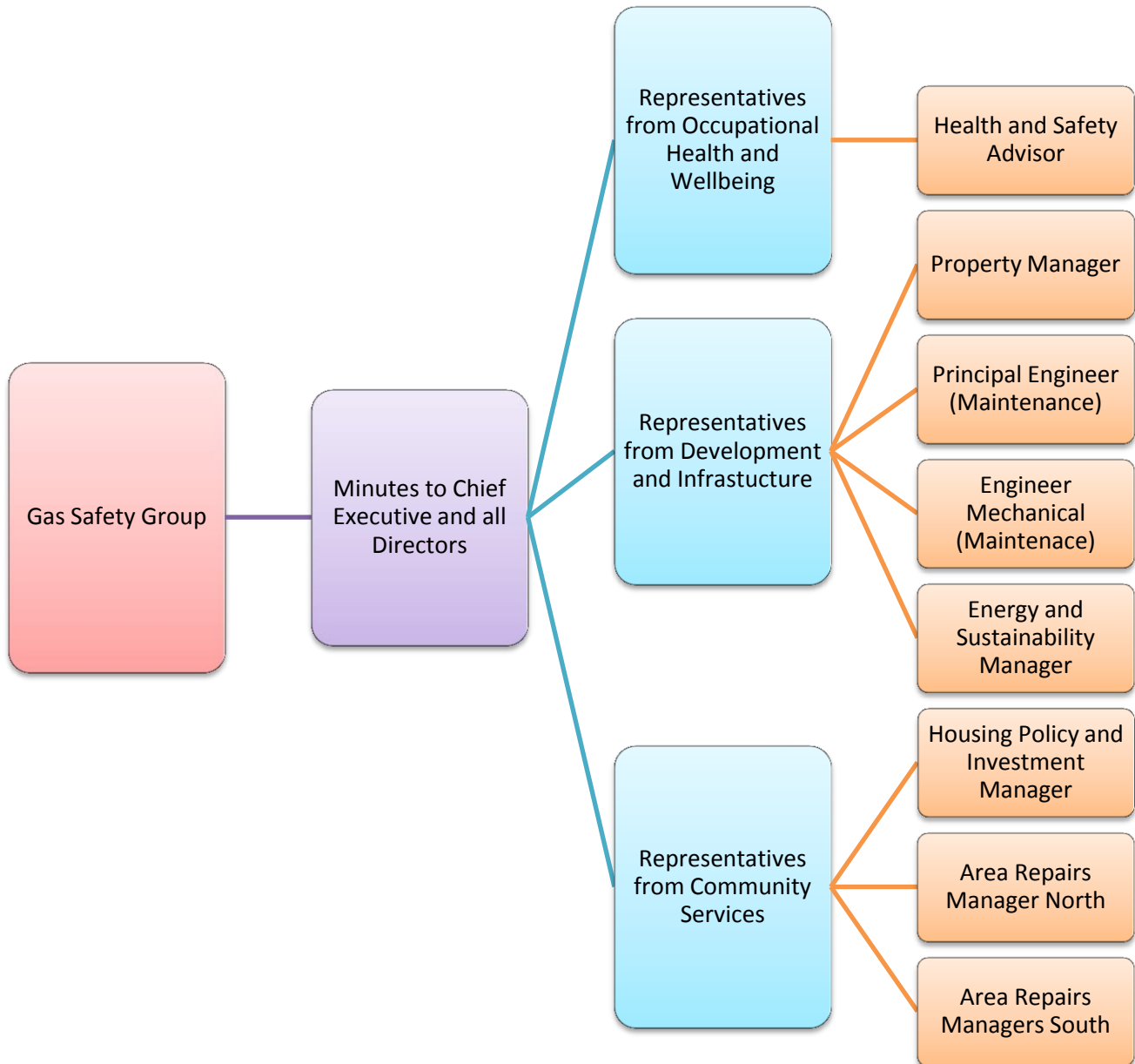
5.1.11

The Gas Safety Group shall meet on a quarterly basis to discuss and review:

1. The performance of the Gas Management procedures
2. RIDDOR investigations
3. Non -conformities arising, as well as the corrective and preventative actions required
4. Recommendations to the Head of Property and Facilities Management or Head of Housing and Building Maintenance as appropriate
5. Gas incidents reported by Highland Council staff
6. Any forthcoming changes to legislation and second tier documents that have the potential to impact gas safety
7. The Gas Safety Group shall make arrangements to accommodate any changes in statutory regulations or guidance.

5.1.12

The Gas Safety Group monthly meetings shall be chaired by the Property Manager. Trade Union representatives are welcome to attend.



6.0 Training

6.1 Persons involved in gas installation design work, preparation of specifications/documents for gas maintenance contracts and/or quality assurance checks shall be assessed on a regular basis to ensure the level and range of competence matches the extent and relevance of work undertaken.

6.2 For Development and Infrastructure staff, the following levels of training shall be provided:

6.2.1 Authorised Person

Accredited Certification Scheme Trained to the minimum level to include:

1. Core Gas Safety: Domestic and Non Domestic
2. LPG Conversion
3. Testing and Purging
4. Bulk Storage Vessel
5. Combustion Analysis

6.2.2 The person appointed to cover the Authorised Person when they are on leave will be trained to a minimum level to include:

1. Core Gas Safety: Domestic and Non Domestic
2. LPG Conversion

6.2.3 All staff with Delegated Responsibilities and staff who are likely to be involved with works that have the potential to affect gas safety will attend a minimum half day training session bi-annually. This course should cover the following topics as a minimum:

1. Overview of Regulations and Standards including Second Tier Documents
2. Gas Properties
3. Overview of Gas Safe
4. Unsafe Situations
5. Gas Works, Installation, Commissioning, Certification
6. Combustion, Ventilation, CO and Flueing
7. Landlord Responsibilities

6.2.4 Line Managers shall ensure that instruction, training, and supervision are provided at the induction stage to new staff who are employed to deal directly or indirectly with installations or alterations to Highland Council properties that have the potential to effect gas safety.

6.2.5 A program of 'refresher' training is to be provided to all technical staff to ensure they are aware of current legislation, codes of practice in relation to gas safety and service procedures to be followed. The Engineer Mechanical (Maintenance) for gas will make Heads of Service aware of the dates for gas awareness training and the costs.

6.2.6 Employees have a duty under the Health and Safety at Work Act 1974 Section 7 to undertake health and safety training. They should make themselves available for training and working practices should be in line with the training given. If any employee has any

concerns with an item raised during training, this should be brought to the attention of the Property Manager.

6.3 For Community Services staff, the following levels of training shall be provided:

6.3.1 All staff with delegated responsibilities will attend a minimum half day training session bi-annually. This course should cover the following topics as a minimum:

1. Overview of Regulations and Standards including Second Tier Documents
2. Gas Properties
3. Overview of Gas Safe
4. Unsafe Situations
5. Gas Works, Installation, Commissioning, Certification
6. Combustion, Ventilation, CO and Flueing
7. Landlord Responsibilities

6.3.2 This course will be tailored to ensure that particular emphasis is given to the legal responsibilities of the social housing landlord.

6.3.3 In addition to the above, the Area Gas Administrators should undergo a further one day course on Gas Safety in Social Housing and this should be refreshed every five years.

6.3.4 The Gas Safety Group shall ensure that a minimum of two members are trained in the investigation of gas related incidents.

6.3.5 All Highland Council staff are encouraged to attend relevant CPD events or manufacturers training courses as and when these become available.

7.0 Monitoring Compliance – Non Domestic

7.1 Any contractor working on a gas installation within the Highland Council estate will have to be registered with the relevant authorising body (currently Gas Safe). Identification should be carried in the event it is required to be reviewed by the Highland Council's representative.

7.2 For Non-Domestic Properties, the following must be confirmed:

Item	Requirement	Control Measure
7.2.1	Correctly timed gas maintenance and safety check inspections are being implemented.	The contractor provides a written program of works to ensure servicing within the correct time frame.
7.2.2	Competent persons are used to undertake gas safety check/maintenance work.	<p>Prior to authorising works within the gas installation business and engineer registration should be checked with the gas safe register to ensure that work is carried out by competent registered operatives.</p> <p>All gas designs are undertaken and reviewed by a competent person.</p> <p>Design work to be referenced against current standards.</p>
7.2.3	Maintenance and gas safety check works are carried out effectively and repairs/defects identified are remedied timeously.	<p>Sufficient resource will be allocated to allow for accurate monitoring of checks and rectification of defects highlighted.</p> <p>The Engineer Mechanical (Maintenance) to review certification and action remedial works as appropriate. Where remedial works are required as part of a project, the Engineer Mechanical (Maintenance) shall bring this attention to the Project Manager for their action.</p>
7.2.4	To comply with the Gas Safety (Installation and Use) Regulations 1998, CDM Regulations 2015, an Operation and Maintenance manual providing manufacturers printed instructions for all appliances must be provided. All relevant certification must be provided within 28 days of issue.	The Project Contract Administrator should provide this to the Engineer Mechanical (Maintenance) and the CA of the non-domestic gas safety check contract within 28 days of issue.
7.2.5	System monitoring and quality control information received are evaluated by Gas Safety Group.	Risk control is an agenda item on the monthly meetings for the Gas Safety Group.
7.2.6	Management arrangements are reviewed to take account of improvements required following any reports of non-compliance or reportable incidents or audits.	<p>Agenda item at the monthly meetings for the Gas Safety Group.</p> <p>Health and safety items are a standard agenda item for the Gas Safety Group.</p>

7.3 Reviews of the controls relating to premises should be reviewed on a regular basis to ensure their suitability. Premises controls should include:

1. Up to date RPO details within K2. This is as detailed in the Health, Safety and Wellbeing Policy.
2. Familiarisation for all staff with the isolation points for the gas installation.
3. Suitable emergency action plan with reference to gas incidents.
4. Access is maintained at all time to the emergency control valves and where these are located within a locked compartment for security reasons, all staff members should be aware of the location of the keys.

7.4 For domestic properties, Community Services shall ensure that sufficient and robust procedures are in place for the monitoring of the domestic gas safety check and maintenance contract and this information shall be detailed in their Gas Safety Management System document.

8.0 Servicing and Maintenance – Non Domestic

- 8.1** The Engineer Mechanical (Maintenance) is the designated Authorised Person to manage and monitor contracts for non-domestic gas safety checks and gas maintenance, on behalf of the Highland Council as employer and landlord, with the exception of gas powered Combined Heat and Power units, for which the Energy and Sustainability Manager is responsible for.
- 8.2** Only staff or contractors with the appropriate gas competency may make or break a gas connection thus no works or investigation may be undertaken within the gas system without a gas competent contractor on site. The Health and Safety Executive gives the following definition within Gas Safety (Installation and Use) Regulations 1998 as to what is meant by a “gas fitting”.
- 8.3** “Gas fittings” means gas pipework, valves (other than emergency controls), regulators and meters, and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used (other than the purpose of an industrial process carried out on industrial premises), but it does not mean —
- (a) any part of a service pipe;
 - (b) any part of a distribution main or other pipe upstream of the service pipe;
 - (c) a gas storage vessel; or
 - (d) a gas cylinder or cartridge designed to be disposed of when empty.
- 8.4** No invasive survey, such as an Asbestos Survey, may be undertaken within the gas system without a competent contractor on site to ensure the integrity of the gas installation.
- 8.5** The Highland Council plans to include an “inspection strategy” for the periodic inspection and testing of all pipework to ensure the pipework is suitable for continued use within the new contract for 2018. All new installations should be fitted with a data plate giving details of installation and tracer cables are required to be laid above buried underground pipework.
- 8.6** Servicing and maintenance will be carried out strictly in accordance with the Gas Safety (Installation and Use) Regulations 1998, second tier documentation and the written instruction of the relevant gas fitting manufacturer.
- 8.7** For sites supplied by LPG, a Risk Assessment shall be undertaken annually by the servicing contractor and this should be completed in strict accordance with UK LPG’s document ‘Inspection and Maintenance of LPG Pipework at Commercial and Industrial Premises’.

9.0 Capital Works

9.1 Pre-Construction Information

All construction projects will be required to take into account the impact of the gas safety from the proposed design and construction. The following sections outline the steps to be taken with outcomes recorded in the designers risk assessment and Construction Phase Plan. These steps are required to discharge client duties under CDM regulations 2015 to provide Pre-Construction Information and for the Principle Designer/Designer to meet their obligations to design out hazards and manage the risks from works that may impact on gas safety.

When pre-construction information is complete, it must include proportionate information about:

1. The project, such as the client brief and key dates of the construction phase.
2. The planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between dutyholders and the work is coordinated.
3. The health and safety hazards of the site, including design and construction hazards and how they will be addressed.
4. Any relevant information in an existing health and safety file.

9.2 Information to be Included within Contract Prelims

The following information must be included in any prelims for property contracts where gas is present or may be installed as part of the works.

9.2.1 CDM Monitoring

Report to the site meeting:

1. Amendments made to the health and safety plan, including alterations to designs and, with prior agreement with the Contract Administrator, changes to appointed sub-contractors or material specification.
2. Status of information required for inclusion in the health and safety file/Viewpoint
3. Actions taken in relation to Gas Installations.
4. Actions taken to remedy property-related health and safety concerns.
5. Occurrence of any RIDDOR events.
6. Actions taken to remedy any HSE Notices.

9.2.2 Services Workmanship Skills

1. Gas Registration: contractors/subcontractors shall be in possession of a valid GAS SAFE registration and qualifications adequate for the categories of works being undertaken.
2. Only engineers in possession of valid Gas Safe registration are permitted to undertake any work on the gas installation.

9.2.3 Quality of Gas Services Execution

1. QA System: The Contractor shall provide details of their self-regulatory management objectives and undertake an internal audit (of no less than twenty percent of housing properties). The contractors quality system shall have the ability to verify certification

and advise artisans of current good practice and acceptable materials.

2. The Contractor shall provide a report to the CA as agreed with the period of time not exceeding one month.

9.2.4 Gas Installation Certificates

1. Upon completion of each individual installation or section of the works:
2. Submit a relevant certificate (GAS SAFE Safety Record for Gas Installations) marked with an 'N' (signifying New Installation) in the top right hand corner and stating:
 1. The address of the premises.
 2. A brief description of the new installation and/ or work carried out to an existing installation.
 3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
 4. The Contractor's name and address.
 5. A statement that the installation complies with the appropriate safety, installation and use regulations.
 6. The name, qualification and signature of the competent person responsible for checking compliance.
 7. The date on which the installation was checked.
3. Submit commissioning records and the installing contractors' QA/QC records for complying with legislative industry standards/regulations and Codes of Specification or Practice for installation practices.
4. As fitted drawings will be provided by the contractors to the project CA within 28 days of the commissioning being completed.

9.2.5 Working in Occupied Premises (Non-Domestic)

1. Prior to commencement of operations accompany the Clerk of Works for pre-entry inspection of each property. Prepare a pre-entry "Equipment and Condition" report for agreement by the Clerk of Works and Principal Occupier. Do not commence operations in the/any property until all the materials required to complete such sections of the work are available.
2. Maintain water, lighting, gas and communication services apart from short periods with prior agreement with Principal Occupier.
3. Provide adequate temporary space and water heating where existing systems are disconnected for periods longer than four hours.
4. Ensure that permanent or temporary services are left in working condition and that the building is left weatherproof and secure by the end of the working day.

9.2.6 Working in Occupied Premises (Domestic)

Prior to commencement of operations accompany the Clerk of Works for pre-entry inspection of each property. Prepare a pre-entry "Equipment and Condition" report for agreement by the Clerk of Works and Principal Occupier.

Any existing gas certification for the property should be referenced and checked for accuracy to ensure that the appliances are as listed on the CP12.

Do not commence operations in the/any property until all the materials required to

complete such sections of the work are available.

1. Take possession of [a maximum 6 dwellings at any one time]. This may be varied at the discretion of the CA during the course of the works.
2. Complete the work in each dwelling within a period of ten working days (Ref 9.3.2.9).
3. At the end of each calendar week, all certificates must be submitted to The Highland Council. No further works will be permitted to proceed until certification has been received for each property in full.
4. Maintain water, lighting, gas and communication services apart from short periods with prior agreement with Principal Occupier.
5. Provide adequate temporary space and water heating where existing systems are disconnected for periods longer than four hours.
6. Ensure that permanent or temporary services are left in working condition and that the building is left weatherproof and secure by 1800 hours each day.

9.2.7 Existing Gas Installations

1. Inspect all CP certificates handed over by the CA for all properties containing a gas installation and report any issues of non-compliance noted on the certificate.
2. Repair of all non-compliant gas installations not installed as part of the contract prior to commencement of the contract works.
3. Do not commence work on any property where a gas installation is discovered and where no CP certificate is available. Report non-commencement to the CA.
4. Carry out safety checks immediately following any works which may affect the safety of the gas installation and issue a Gas Safety record.

9.2.8 Combustion Ventilation

Ensure that there is adequate ventilation to rooms containing combustion appliances during all stages of the contract works.

9.2.9 Content of the Building Manual – Building Fabric

Test certificates and reports required in the specification or in accordance with legislation, including:

1. Air permeability.
2. Resistance to passage of sound.
3. Continuity of insulation.
4. Electricity and Gas safety.

9.2.10 New/Amended Gas Installation Inspection

Prior to the end of the defects period and ten months from the date of the issue of the Gas Safety Record, arrange an inspection of the works by the Highland Council's gas servicing contractor. If any defects are identified at this visit, the Area Gas Administrator shall notify the Project Manager who shall in turn contact the project Contract Administrator and arrange for the installing contractor to attend and rectify. A safety check may be undertaken within a month of install by the Council's gas servicing contractor.

9.2.11 Handover of Properties with Unaltered Gas Installations

Prior to the handover of individual properties or sections in premises where there is an

existing gas installation, carry out an inspection of the installation immediately following completion of any works in the property and issue a Gas Safety Record.

9.3 Work in Properties with Gas

9.3.1 Risk Assessment

9.3.1.1 The risk assessment undertaken shall be carried out by a competent person (as defined in section 3.4.4/3.4.13) and recorded in writing. The risk assessment shall ensure tenant/employees/site visitors/building occupier's safety at all times. Gas works must always be classified as Medium/High risk works.

The risk assessment should be an open process to ensure no harm to persons or property.

9.3.1.2 In capital works, refurbishment, maintenance and repairs the project Contract Administrator/Designer should fully consider the effect on Gas Safety of all works contained within the project. This should be carried out as part of the normal CDM Designer Duties Risk Assessment process and recorded. This gas risk assessment, carried out in conjunction with the appointed Principle Designer or CDM advisor should be specifically noted in The Designer Duties Risk Assessments and incorporated in the Pre-Construction Information.

9.3.1.3 Where current Gas Safety Records indicate issues of non-compliance this should be brought to the attention of the project Contract Administrator with a request that these are rectified as parts of the works.

9.3.1.4 The Designer Duties Risk Assessment should identify any requirements for a safe system of work e.g. de-commissioning and re-commissioning gas installations. It should also highlight specific actions of compliance protection required during refurbishment works and comply with CDM 15 arrangements.

9.3.1.5 Where intrusive surveys are required, (e.g. an Asbestos Refurbishment & Demolition survey, condition survey of plant or appliances) the CA of the Gas Safety check contract should be contacted and the gas servicing contractor must be present whilst the survey is undertaken to allow for the gas fitting to be worked on (e.g. the removal of inspection hatches etc.).

9.3.2 Process

9.3.2.1 The Project Manager (PM) will be supplied (by request to the CA) with the current Gas Safety Record for the property, or multiple domestic addresses, to be included in the Project as described below.

9.3.2.2 For non-domestic properties, the current gas safety record for the property should be provided, on request, from the CA for the Gas Safety Check Contract.

- 9.3.2.3** For domestic properties, the current gas safety record for the property should be provided, on request, from the Area Gas Administrator.
- 9.3.2.4** The project CA/Designer must confirm with the PM that they have received all the relevant certificates or that gas does not exist in the relevant property(s) and this is incorporated within pre-construction information.
- 9.3.2.5** Where gas is installed according to the records in some of the properties in a contract, these addresses shall be verified and recorded at the “Pre-Entry” inspection.
- 9.3.2.6** The project CA/Designer will identify the locations of gas installations/appliances to produce designs to assist in the risk assessment process.
- 9.3.2.7** The contractor must ensure that a Gas Safe contractor is employed to carry out any works to the gas installation. They must confirm and record that safety checks, including a tightness test are carried out prior to any works commencing. Immediately following any works which may affect the safety of the gas installation, the Gas Safe contractor must issue the appropriate Gas Safety record (refer to 9.3.2.9 for further details).
- 9.3.2.8** All commissioning and decommissioning works to any gas system must be carried out by a Gas Safe registered contractor in accordance with appropriate current standards and any site specific items highlighted by the Risk Assessment. The designers risk assessment must be made available to the Gas Safe registered contractor prior to works commencing.
- 9.3.2.9** To allow records to be updated and the service contractors informed, the completed certification must be sent by the project CA to the Project Manager who will then ensure that they are issued to the following, within 28 days of issue:
1. For Non-Domestic properties – the CA for the non-domestic Gas Safety Check Contract and the Engineer Mechanical (Maintenance).
 2. For Domestic Properties – the relevant Area Gas Administrator
 3. PD/CDM advisor to include within the property Health and Safety File
- 9.3.2.10** The project CA is to ensure that all contractor obligations re. gas safety checks, notwithstanding, partial possession, etc. are included within the contract documents.
- 9.3.2.11** For domestic properties, the project CA will send, at end of contract, a summary sheet to the relevant Area Gas Administrator regarding the status and history of each property, relating to work done, testing etc. The project CA will also send a copy of this to the Project Manager.
- 9.3.2.12** The project CA must specify these processes in the Project/Contract documents and bring this procedure to the attention of the Contractor and Clerk of Works at the pre-start meeting and ensure it is implemented.
- 9.3.2.13** The handover process will not be complete until the file is in place and individual sign off

sheets are completed. Periodic reviews (at a maximum of six months) will be undertaken to ensure the process is effective. At the end of this process, for domestic properties, a completed list will be sent to the Area Gas Team for verification.

9.3.3 Where Records Show That Gas Is Not Present In Any Property

9.3.3.1 This should be specifically noted in the Designer Duties Risk Assessments and incorporated in the Pre-Construction Information by the PD and recorded within the Construction Phase Plan.

9.3.3.2 The Project Teams inspection (Contractor and the CA or CAs representative) shall verify at the "Pre-Entry" Inspection and record that no gas is installed. If, at this inspection, the property is identified as having gas installed, this should be brought to the attention of the CA in writing (if the CA is not present at the Pre-Entry Inspection) who shall, prior to any works being carried out:

1. Identify the property/installation/appliances (relevant and non-relevant) to the Client Delegated Person for a decision to retain or remove (special management arrangements apply for non-relevant appliances/installations).
2. If the installation is to be retained the service contractor administrator (non-domestic) or Area Gas Administrator (domestic) shall arrange for the installation to be checked for compliance and certification issued (copied to the capital works project CA).
3. For non-domestic installations, the CA for the Gas Safety Check contract shall arrange for the installation to be included in the servicing contract. For domestic installations, the Area Gas Administrator shall arrange to update their Housing Information System, databases and the annual servicing programme to take account of the installation.
4. The CA should revisit their risk assessment for these additional addresses relevant to the circumstances identified. This information should then be made available to the PM and the contractor.

9.3.3.3 Prior to an individual property hand-over on all contracts in premises where gas is installed, irrespective of what area in the property works have been carried out, the Contractor shall be required to arrange for their Gas Safe Registered subcontractor to carry out essential property gas safety checks at each address with gas and issue a Gas Safety Record confirming that the installation remains safe for use prior to property being occupied. Any items which have compromised gas safety would be identified at this stage and remedial instructions issued and actioned prior to Completion Certification being issued.

9.3.3.4 The CA should specify this process in the project/contract documents and bring this procedure to the attention of the Contractor and Clerk of Works at the pre-start meeting and ensure it is implemented.

9.3.4 New Installation Projects and Refurbishment Works

9.3.4.1 Any gas works carried out for, or on behalf of The Highland Council must be carried out in

strict accordance with the Gas Safety (Installation and Use) Regulations 1998 and in accordance with the best practice of second tier documentation.

9.3.4.2 Where existing gas installations are highlighted as having defects, these defects must be rectified as part of the contract works prior to the completion of the project.

9.3.4.3 Where works for the installation of new, or for refurbishment of an existing gas installation are undertaken, the following must be installed:

1. External Underground Pipework – marker tape and a tracer cable must be installed on each new pipe. All below ground pipe must be non-metallic.
2. An Automatic Isolation Valve must be provided on entry to the building. This Automatic Isolation Valve must also be interlocked with the buildings fire alarm system to ensure that the gas supply is isolated in the event of a fire alarm being activated.
3. Flammable gas detection must be installed where gas appliances are installed in areas that are not normally occupied and the detectors interlocked to the automatic isolation valve.
4. CO detection must be provided in each room containing a fuel burning appliance.
5. Gas Pressure Proving Units interlocked with CO2 detectors must be provided in each classroom where there is a gas supply. An emergency stop shall be provided for each unit adjacent to the classroom exit door.
6. Suitable mechanical protection must be provided to protect the gas installation from the risk of mechanical damage.
7. Where a gas pipe passes through an area that does not contain gas appliances, signage should be provided in that room to inform the occupier where the gas isolates, should a smell of gas be detected.
8. Emergency Control Valves (ECV) and Additional Emergency Control Valves (AECV) must be installed in such a manner that permanent access is available for operation and service.
9. The incoming gas supply, complete with Emergency Control Valve and Automatic Isolation Valve must be situated within a location that is not used for any other purposes such as storage or office space etc., with the exception of a plantroom.
10. All pipework must be suitably protected from corrosion, with the use of primer and paint where required. Any strength and tightness test must be carried out prior to any protective coating being applied.

9.3.5 Installation, Testing, Commissioning and Handover

9.3.5.1 Installation, testing and commissioning of any gas installation must be carried out in strict accordance with the Gas Safety (Installation and Use) Regulations 1998 and with the best practice of the relevant second tier documentation.

9.3.6 Certification

9.3.6.1 Certification should not be provided at the end of the project but at the correct gateways during the project. Certification must be issued within 28 days of the works being

completed. Advice can be located on the Programme and Cost Management and Consultancy Team site within Share Point.

- 9.3.6.2** At the appropriate stage in a non-domestic project, a Gas Safety Record (CP12, CP15, CP16, CP17, CP42 as appropriate and in the case of LPG systems a risk assessment) must be issued by a Gas Safe registered contractor to the project contract administrator who will then forward to the contracts administrator of the non-domestic gas safety check contract and the Engineer Mechanical (Maintenance). These records must be submitted to the CA and the Engineer Mechanical (Maintenance) within 28 days of the works being completed.
- 9.3.6.3** At the appropriate stage in Capital Works projects for domestic properties, the Gas Safety Record will be submitted to the Project Team, who will then forward the certification the relevant Area Gas Team.
- 9.3.6.4** The information below is intended as a guide to what Gas Safety Records may be required. Further information can be provided on request from the Engineer Mechanical (Maintenance).
- 9.3.6.5** **CP12 – Landlords/Gas Safety Certificate – Domestic Installations**
The CP12 form is the precise way to record the gas safety checks carried out during a Landlord gas safety inspection for domestic installations. Each CP12 provides an accurate record of all the relevant information required in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- 9.3.6.6** **CP14 – Warning/Advice Notice – Domestic and Non Domestic**
The Warning Advice Notice will ensure that recipients fully understand that an installation/appliance is not safe or does not comply with standards. A CP14 is to be used in accordance with the requirements of the current Gas Industry Unsafe Situations Procedure. A CP14 is designed to record Immediately Dangerous (ID) and At Risk (AR) situation.
- 9.3.6.7** **CP15 – Plant Commissioning/Service Record – Non-Domestic**
The Plant Commissioning/Service Certificate is used to record details of non-domestic gas appliance commissioning/maintenance work. This form allows gas operatives to accurately record checks carried out while commissioning/servicing non-domestic appliances. Concise details of combustion checks can be recorded plus many more essential tests.
- 9.3.6.8** **CP16 – Gas Testing and Purging – Non Domestic**
The Gas Testing and Purging form allows the gas operative to provide a report on the safety of the gas installation, when carrying out strength testing, tightness testing and/or purging in accordance with IGE/UP/1 (Edition 2) and/or IGE/UP/1A (Edition 2) in a non-domestic environment.
- 9.3.6.9** **CP17 – Gas Installation Safety Report – Non Domestic**
The CP17 certificate allows the following to be recorded:

1. Appliance Details – type, location, make, model & flue type.
2. Inspection Details – operating pressure or heat input, combustion analyser reading, correct operation of safety devices, satisfactory provision of ventilation, visual condition of chimney and its termination, flue performance tests (for open-flued: flue flow and spillage tests) and confirmation that the appliance is safe to use, or not as the case may be.
3. Meter Installation – accessibility, operability and general safety considerations
4. Installation Pipework – labelling/identification, support, means of isolation, sleeving, ventilation when in ducts, as well as whether a gas strength/tightness test has been conducted.
5. Details of work carried out – a brief overview of the work carried out.
6. Details of remedial work required – a brief overview of and remedial work that is required.
7. Safety information – raising and issuing of a Warning/Advice Notice (where applicable), attaching of labels and notification to the responsible person for the installation.
8. Declaration – sign off by Gas Safe Registered engineer.

9.3.6.10

CP42 – Gas Safety Inspection – Commercial Catering Appliances

This gas safety form allows the accurate documentation of catering installations – both the kitchen environment with its ancillary controls and the gas appliances themselves.

The form is in two parts: Part 1 deals with the catering environment (gas installation and isolation, electrical, interlocks, exhaust and ventilation systems, etc.). The second part deals with the appliances themselves.

10.0 Premises Guide to Gas Management

The Responsible Premise Officer (RPO) is a senior manager who has operational responsibility for the management of risk in a property occupied by a particular Service provider.

The RPO shall ensure that at all times a manager is available, who has the knowledge and capability to manage property risk.

10.1 Record Keeping

The RPO shall ensure:

Gas records are kept in a gas log book, which is readily available for inspection on the premises.

1. Ensure that a property emergency plan is in place close to the entrance to the property, which contains knowledge of the location of the emergency shut off valve and ensure that details of the location is displayed and instructions on emergency use is in an appropriate, accessible position.
2. For residential properties, that the current gas safety certificate is on display to residents and visitors.
3. A periodical inspection of the log book to check the anniversary of the safety inspection.
4. All gas equipment has a service log and is inspected annually.
5. The Line Diagram of the entire gas installation must be stored within the gas folder at reception and be readily available to the emergency services.
6. Ensure staffs awareness of the emergency procedures and the phone number required.
7. For natural gas (mains gas) Gas Emergency Contact Centre are in prominent position.

Gas Emergency Contact Centre - 0800 111 999

For LPG sites the supplier's details should be prominently located to assist staff in an emergency

Any exceptions are reported to the Maintenance Officer.

10.2 **Emergency Responsibilities and Procedures**

The RPO shall review actions of all emergencies with their appropriate line manager, Property Risk Manager. Ensuring suitable alterations if required for the Emergency Responsibilities and Procedures.

In the event of a gas escape, smell of gas or suspected emission of products of combustion (for example flue gases etc.) the RPO shall immediately:

1. **Turn off the gas**

For natural gas- turn off the gas supply at the gas meter.

If the meter is located in a cellar or basement and there is a smell of gas in the cellar or basement, do not enter the cellar or basement but evacuate the building.

For Liquefied Petroleum Gas (LPG)

Bulk storage supply – turn off the gas outside the building and the gas isolation valve on top of the above –ground storage vessel(s), or underground storage vessel(s).

LPG- metered installations – turn off at the meter installation.

LPG – cylinder fed installation – turn off all cylinder valves.

2. **Extinguish all naked flames**

Do not smoke or strike matches.

3. **Do not operate electrical switches or equipment**

Turning a light on and off can ignite escaping gas.

4. **Open windows and doors**

This ventilates the property. Additionally, for LPG, ventilate at low level (LPG is heavier than air) e.g. open external doors.

5. **Call the relevant Gas Emergency Number with the following information 0800 111 999**

1. Address/Location of the gas emergency
2. Name, address and telephone number of person reporting the emergency
3. The gas user must immediately report from a safe area to the relevant Emergency Service Provider.

10.3 The gas supply must not be used until remedial action has been taken to correct the defect and the installation has been re-commissioned by a gas competent person.

10.4 Obtain the following information from the Gas Emergency Contact Centre and keep a record of:

1. The reference number.
2. The date and time of the report.
3. The person to whom you reported the incident.
4. Actions Following Attendance of Emergency Service Provider

10.5 Remedial action will be progressed by contacting the building MO