

Health & Safety Policy

HSP 21

Gas Safety

Key Document details:

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Title:	HSP 21 – Gas Safety
Author(s):	David Maine
Date:	September 2020
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Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

Definitions	For the purpose of this policy, the following definition applies;	
	Gas	An air-like fluid substance which expands freely to fill any space available, irrespective of its quantity. Highly Flammable. Generally used for heating or cooking in TWHF premises.
	IGEM	Institute of Gas Engineers & Managers are the recognised industry standard for safe working practice within the teaching environment in relation to gas safety. IGEM/UP/11 edition 3 specifically deals with gas safety in science and DT classrooms.
Policy Aims	The key aim of this policy is to ensure the safety of gas installations in TWHF properties. In undertaking its duties under the Gas Safety (Installation and Use) Regulations 1998,	
Policy	TWHF aims to provide properties that are safe, comfortable and well maintained. The Gas Safety (Installation and Use) Regulations 1998 set out the requirements for landlords to inspect and service gas installations on an annual basis. These sit within the wider context of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.	
Risk	Unsafe gas installations and/or appliances, gas leaks, risks of fires, explosions, exposure to Carbon Monoxide and other toxic gases.	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	

	Roles & Responsibilities
I.	Roles and responsibilities are defined in HSP 2 Organisation. Any specific actions are detailed in the arrangements section below.
	Arrangements
I.	Operational Procedures TWHF will ensure the safe management of gas installation servicing, safety inspection and repairs and for the transfer of new gas heating installations from contractors. Gas systems will be installed and maintained in compliance with the Gas Safety (Installation and Use) Regulations 1998. TWHF will contract a suitably qualified person to undertake annual gas safety inspections and servicing at all TWHF premises. Site Managers will ensure inspections and servicing are carried out when due and maintain records of these works.

	<p>Ensure all gas work activity is properly risk assessed and all risks are managed in accordance with current legislation.</p> <p>All procedures should be reviewed and maintained regularly to comply with current legislation and good practice.</p> <p>Ensure that gas appliances and flues are maintained in a safe condition, annual safety checks are carried out, and records maintained.</p> <p>TWHF will use its tenancy agreement to gain access to carry out a gas safety check and take appropriate legal action to deal with tenants that do not allow right of access to the property.</p>
2.	<p>Specialist Teaching Supplies</p> <p>Where gas supplies are required for teaching equipment in Science or DT classrooms, the IGEM/UP/11 Edition 3 – Gas installations for educational establishments will be used as the safe working guidance. In these classrooms, higher than normal carbon dioxide levels can easily be reached due naked gas burning.</p> <p>Gas proving systems linked to carbon dioxide monitoring will ensure the system is safe and provide an effective way for teaching staff to monitor the carbon dioxide levels. As these increase corrective action will need to be taken by the teaching staff to control/reduce the levels. Opening windows for example.</p> <p>In newer buildings, Building Bulletin 101 will prescribe the gas safe and ventilation strategy during the buildings design stage.</p> <p>All gas safe and related ventilation systems will be maintained according to the manufactures instructions to ensure accurate performance.</p>
3.	<p>Record Keeping</p> <p>TWHF will maintain a comprehensive record of:</p> <ul style="list-style-type: none"> • all properties with gas supplies; • details of TWHF owned gas appliances in the property; • details of any newly installed gas appliances, including date of installation; • accurate records of all servicing work and gas safety checks completed. These should be kept for a minimum of 2 years.
4.	<p>Training</p> <p>All gas related work will be carried out by a suitably qualified contractor. The Site and Regional Estates Manager will ensure copies of qualifications, insurance and Gas Safe registration are held prior to any work commencing.</p>
5.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk.</p>

	This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.
6.	Appendices I. GRA 21.1 Gas Risk Assessment

Date	Issue	Section	Changes
September 2020	1.4	2	Gas safe system

