

Natural Gas Safety Policy

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1. Introduction

The Gas Safety (Installation and Use) Regulations 1998 require all persons involved in the installation, inspection, servicing, maintenance and repair of domestic gas appliances to be registered under a Health and Safety Executive (HSE) approved scheme.

This Policy applies only to equipment served by mains gas provided by the national network supply and locally stored liquefied petroleum gas (eg Calor gas) serving permanently fixed equipment. Compressed Gases are subject to a separate [policy](#).

2. Legal Requirements

London Metropolitan University is committed to the safe operation and maintenance of the gas systems.

This policy follows the requirements of: -

- The Health and Safety at Work etc. Act 1974 and,
- Gas Safety (Installation and Use) Regulations 1998;
- Gas Safety (Management) Regulations 1996;
- Gas Safety (Rights of Entry) Regulations 1996;
- Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2013;
- Workplace (Health, Safety and Welfare) Regulations 1992.
- [Provision and Use of Work Equipment Regulations 1998](#)
- Construction (Design and - Management) Regulations 2015 (CDM)
- - HSE Safety in the installation and use of gas systems and appliances – Approved Code of Practice and guidance. (L56 5th edition 2018)
- HSE Gas safety in catering and hospitality – Catering information sheet no 23
- HSE Gas Safety (Management) Regulations 1996 (L80 second edition 2007)

It is the duty of all persons, who may be concerned with the operation of, or work upon the gas systems and equipment of London Metropolitan University to: -

- a) Comply with this Safety Policy and;
- b) Be thoroughly conversant with all legislation governing the work they may be called upon to undertake.

Where appropriate (eg. local equipment operation) safety training and instruction will be given, together with the provision of safety devices, equipment and instruments to carry out the work in a safe and proper manner.

3. Competence

No person may work on gas fittings or appliances unless they are competent to do so and registered on the Gas Safe Register. The requirements apply to both natural and liquefied petroleum gas (LPG).

Gas work includes:

- a) The installation, repair or service of a gas boiler;
- b) Installation or repair of a gas fire, gas cooker, hob or water heater;
- c) Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.
- d) Any work on gas supply to laboratories and workshops.

Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. Estates (Responsible person) must ensure that any contractor engaged to work on gas fittings is Gas Safe registered and appropriately qualified for the work to be done. Training records/evidence of competence must be provided by contractors and confirmation that they hold the prescribed qualifications required by the legislation for the work they are required to carry out. Records of training and competence shall be maintained.

Gas installation and system awareness training will be provided at 3 levels to suit the different roles of staff:

Management – for on-site supervision.

Responsible person – for maintenance, operational works and record keeping.

Operatives/equipment users – operational training and refresher training as required.

4. Monitoring

[Gas Safe Register](#) will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

5. Roles and Responsibilities

5.1 Director of Estates

The Director of Estates is the Duty Holder and is required to appoint a Responsible Person.

5.2 Head of Estates Operations and Senior Estates Infrastructure Manager

The Senior Estates Infrastructure Manager is the Responsible Person, and is responsible for ensuring that:

- a) All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property;
- b) Only persons authorised to work on gas installations do so. All such authorised persons shall have the technical knowledge and experience to prevent injury unless such persons are under such degree of supervision as may be appropriate having regard to the nature of the work;
- c) The maintenance contract for the inspection and testing of the University's gas installations is carried out;
- d) All the above duties are discharged subject to sufficient resources being available and responsible for alerting the line management if resources are insufficient to discharge these duties.

5.3 Project Managers

Where the project includes alterations to gas fittings, the Project Manager must notify the Director of Estates.

Project Managers and the consultants they appoint are responsible for ensuring gas installations, equipment and systems are designed, modified or replaced and equipment and installations are installed in compliance with the current regulations and industry practices.

Project Managers appointed must ensure that where gas work is undertaken, a suitable risk assessment is prepared and the work is executed by Gas Safe registered contractors.

Project Managers are responsible for ensuring that gas installations and systems are maintained as necessary throughout any project. The Project Manager will be responsible for ensuring that plant and services are capable of meeting any increased demand where a system is extended, and for the provision of as fitted drawings at the time of handover together with all commissioning data.

5.4 Schools/Service Departments

Under no circumstances must Schools or Professional Services Departments interfere with gas appliances or infrastructure. This includes research or academic activities or instructions to any contractor concerning any work on the gas distribution system. All works must be directed by or agreed with Estates.

Schools and Departments are responsible to inform Estates (Responsible Person) about any equipment using piped gas and to agree the ownership of maintenance contract for this equipment, eg AAD is responsible to servicing brazing hearths and SHS is responsible for servicing local gas cookers. Schools/Departments must assist Responsible Person in ensuring that contractor engaged to work on gas fittings is Gas Safe registered and appropriately qualified, and notify the Responsible Person about change in their maintenance contract and any other relevant changes.

6. Modification to Gas Fittings and Refurbishments

Any alterations to gas fittings in any premises (whether owned or leased by the University) may only be made after a suitable risk assessment has been undertaken by a competent Gas Safe registered engineer. The responsibility for ensuring that an

appropriate risk assessment is carried out rests with the person(s) placing a given contract.

Gas safety must be considered before any refurbishment commences and must be included in the project risk assessment.

7. Maintenance

Regulation 35 of Gas Safety (Installation and Use) Regulations 1998 requires employers to ensure that gas appliances, flues, pipe work and safety devices are maintained in a safe condition. The Responsible Person will ensure they are inspected by a competent person in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

8. Accommodation

Where the University is not the Landlord (leased premises e.g. residential accommodation), the Director of Estates assumes responsibility for obtaining the necessary certificates from the Landlord.

Landlords must ensure that pipe-work, gas appliances and flues are maintained in a safe condition, that annual safety checks are performed and that a copy of the gas safety certificate is issued to tenants within 28 days of the safety check being carried out. New tenants also must be provided with a copy of a current certificate. Landlords are also obliged to inform tenants how to turn off the supply in the event of a gas leak. Where mobile and portable gas appliances are landlord owned, the duty to ensure annual testing rests with the landlord.

9. Records

Copies of all test certificates should be retained for two years by Estates. Annual / maintenance checks, servicing and repairs shall be kept for the current year plus 7 years. Records of installation and commissioning will be kept on safety files (CDM), as fitted drawings, operating instructions (O&M manuals) for the life of the installation.

Appendix 1 Gas Safety Policy Nominated Persons

TITLE	APPOINTEES
Duty Holder	Director of Estates
Designated Person	Head of Estates Operations
Deputy Designated Person	Senior Estates Infrastructure Manager
Competent Persons	CBRE