



Policy

Mains Gas Safety

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Mains Gas Safety Policy

1. Introduction

University policies establish standards and expectations for health and safety across the organisation and set the minimum standards expected.

Each working unit, which may be a Department, Site, Institute or School and will be referred to as a Business Unit in this policy, can produce its own arrangements, in order to locally implement these standards. Any standard(s) imposed at a local level must meet all requirements set out in this policy. Where there is a discrepancy, the University policy takes precedence.

2. Scope

University policies establish standards and expectations for health and safety across the organisation and set the minimum standards expected. This policy covers the safe management of mains gas installations, systems and equipment within University premises.

Any local arrangements imposed at a local level must meet all requirements set out in this policy. Where there is a discrepancy, the University policy takes precedence.

The Mains Gas Safety Policy does not supersede or negate the requirements of any health and safety legislation, rather it provides a consistent system to be followed when dealing with the activities of University staff and contractors working in properties and on land owned or operated by the University. The aims of this policy is:

- To ensure a safe working environment is maintained at all times for staff, contractors, students, visitors and tenants.
- To ensure works on mains gas installations, systems and equipment are carried out and managed appropriately.
- To ensure there is a full and accurate record of gas work undertaken on University premises.

This policy covers the use of mains natural gas only. It does not cover the use of any other special gases used on the University for medical, experimental or fire protection purposes.

The University recognises its responsibility for the safe and effective operation of gas installations, systems and equipment taking all reasonably practicable steps to ensure the safe installation, operations and maintenance of all gas services and equipment.

This policy defines how the University will ensure all gas installations, systems and equipment under its control will be managed, installed, maintained and serviced to a consistent standard in compliance with the relevant legislation.

3. Regulatory Background

The University has a legal duty to comply with The Gas Safety (Installation and Use) Regulations 1998, which require all companies and operatives involved in the installation, inspection, servicing, maintenance and repair of gas appliances to be registered under a Health and Safety Executive (HSE) Approved Scheme (GasSafe Register) for the type of work they are to carry out.

4. Roles and Responsibilities

University Council will

- Receive annual assurance reports from the Health and Safety Department on compliance with this policy.

The University Safety Committee will

- Be the formal oversight and compliance committee for the University and will provide assurance to University Council
- Promote good practice among University staff and students in relation to mains gas safety
- Consider and advise on University management policy and arrangements
- Be notified of any significant incident or enforcement action
- Receive annual report of audits and/or assurance monitoring

University Executive Board (UEB) will

- Ensure that they are provided with information on non-conformity with this policy
- Seek assurances that emergency plans are in place for gas installations, systems and equipment non-conformities
- Seek assurances that all mandatory requirements for mains gas safety are met
- Seek assurances that all health and safety arrangements for mains gas safety are adequately resourced
- Seek assurance that identified risk control measures are in place and are being acted upon
- Seek assurances that those with responsibilities for mains gas safety are adequately trained and competent
- Seek assurance that there is a process for auditing health and safety performance for mains gas safety
- Seek assurance that competent health and safety advice is available to assist in managing and assessing risks from gas installations, systems and equipment
- Be notified of any significant accident, incident or enforcement action

The Health and Safety Department will

- Provide and keep updated, policies, arrangements and guidance to ensure any statutory requirements are met

- In collaboration with the Responsible Person(s), provide information, support and advice to Business Units on all matters concerning mains gas safety
- Ensure appropriate oversight for compliance with the mains gas safety policy and provide reports to University Safety Committee and UEB
- Have an oversight on mains gas-related safety training and ensure adequacy through routine review
- Have oversight in situations where there are non-conformities with mains gas safety requirements are identified
- Report findings of investigations to the University Health and Safety Committee and UEB
- Lead on and coordinate visits by external agencies, including the Health and Safety Executive
- Receive annual assurance reports from the Director of Estates and Facilities on mains gas safety
- Monitor Business Units and contractors are adhering to the University Policy by carrying out audits (see University Health and Safety Monitoring Policy SAF-MAN-MON)

Director of Estates and Facilities will

- Ensure that management of mains gas safety meets the requirements of University policy and associated arrangements
- Ensure that mains gas safety arrangements are produced for works on gas installations, systems and equipment falling under the control of the Estates Office
- Ensure that mains gas safety arrangements are implemented within the University of Nottingham which meets the requirements of University policy
- Ensure that a responsible person(s) is appointed formally as per the requirements as set out in the University arrangements Safety Critical Roles (SAF-MAN2.1)
- Ensure that the responsible person(s) has sufficient training, experience, knowledge, time and resources to enable them to meet all the provisions of this policy
- Ensure that an internal health and safety audit programme of the mains gas safety arrangements are in place in accordance with this policy
- Ensure mains gas safety reports are considered by the Estates Health and Safety Committee
- Lead by example e.g. undertake leadership walk rounds of jobs and installations involving gas
- Ensure that following any significant non-conformity, incident or enforcement action that an appropriate investigation is undertaken and any findings implemented
- Ensure records are kept robustly as per this policy
- Ensure Project Officers / Line Managers make appropriate checks of contractors and their qualifications

The Mains Gas Responsible Person(s) will

- Implement systems to ensure the management of gas installations, systems and equipment meet the requirements as set out in University policy and associated arrangements
- In collaboration with the Health and Safety Department, provide information, support and advice to Business Units on all matters concerning mains gas safety

- Ensure that appropriate information is communicated to University staff, students and contractors in relation to mains gas safety
- Manage performance of contractors providing feedback at contract meetings and to the Director of Estates and Facilities
- Ensure monitoring of the gas installations and systems meets the requirements of the policy and legislation and reported upon
- Ensure that anyone undertaking works on University gas installations, systems and equipment has current GasSafe registration and that they have sufficient training, experience, knowledge, time and resources to enable them to meet all the provisions of this policy
- Ensure that training records are kept in accordance with University policy
- Attend any mandatory training when requested
- Investigate any non-conformities to the Mains Gas Safety Policy and associated arrangements providing reports to the Estates Health and Safety Committee

Direct Labour / Contractor / Sub-Contractor will

- Demonstrate awareness of the University requirements for mains gas safety on site
- Adhere to the requirements stipulated in University policy and arrangements for mains gas safety works being undertaken
- Ensure that they have current GasSafe registration for the types of work they undertake on University gas installations or systems
- Ensure that suitable risk assessments and standard operating procedures are in place for the specific works being undertaken and that these are adhered to
- Attend any necessary training when directed by University of Nottingham

5. Main Gas Safety

All work on gas installations, systems and equipment must be managed by the Estates Office and carried out by qualified GasSafe registered companies and/or person(s), or by persons working directly under their supervision.

The Mains Gas Responsible Person will arrange for all gas equipment (appliances such as cookers, boilers, etc) to be serviced at least annually and will ensure the cleaning of flues and ventilation grills are included.

A planned replacement programme of items that have become obsolete or where spare parts are no longer obtainable must be in place.

6. Records

Records must be kept to confirm compliance with the requirements of The Gas Safety (Installation and Use) Regulations 1998 and this policy. All records must be retained for the periods stated below.

- Annual/maintenance safety checks, servicing and repairs must be kept for 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.
- Where the University is the landlord a copy of the gas safety record must be provided to an existing tenant within 28 days of the check being completed or to new tenants before they move in.
- For residencies, a copy of the CP12, known as the Landlord's Gas Safety Certificate is to be kept in the Building File on site.
- For commercial kitchens, a copy of the CP42, known as the Gas Safety Certificate is to be kept in the area of inspection.

7. Training, Competency and Supervision

Anyone working on gas installations must be a GasSafe registered engineer and undergo additional and/or refresher training to keep up to date with the Gas Safety Regulations and HSE guidance to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998.

The training for in-house maintenance staff shall ensure that they obtain the qualifications required in the legislation and are made aware of the operational and record keeping requirements of the regulations. Records of training and competence shall be robustly maintained.

Contractors must provide confirmation that they hold the qualifications required for the work they are required to carry out. Records of training and competence shall be robustly maintained by the Estates Office.

8. Monitoring and Inspection

The University will ensure appropriate monitoring and inspection regimes are in place to manage mains gas safety.

The Main Gas Responsible Person will conduct monitoring and inspection of processes and contractor performance. Oversight and audit is completed by the Health and Safety Department.

The University standard is to carry out monitoring and inspection in all areas in accordance with the University Monitoring and Inspection Policy (SAF-MAN-MON).

The Health and Safety Department will audit the system every 3-5 years as per University policy.

9. Incidents and Non-Conformities Reporting

In any emergency the primary concern should always be the immediate safety of those who are effected as a result of an emergency.

When the immediate situation has been dealt with and people are no longer at risk, the incident must be reported locally, and to the Health and Safety Department who will inform the Mains Gas Responsible Person. The Mains Gas Responsible Person, in collaboration with the Health and Safety Department will investigate all incidents with the aim of identifying lessons learned and preventing similar occurrences in future. Any remedial actions required must be implemented immediately where possible and lessons learnt communicated widely to all who can benefit.

In some cases the Health and Safety Executive must be notified by the University Health and Safety Department under the Reportable Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations.

When a non-conformity is identified this should be investigated by the Responsible Person in collaboration with the Health and Safety Department.

10. Emergencies

In the case of leaks please contact the Estates Office Helpdesk.