

1. Haringey Council Procedure
 - 1.1 Haringey Council is committed to protecting the health and safety of all its employees, visitors, service users and contractors from risk associated with the installation and use of gas systems on its premises.
 - 1.2 The Council recognises the need for the safe and effective operation of gas equipment and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services included within the scope of this procedure.
2. Scope of Procedure
 - 2.1 **This procedure applies to all properties owned and managed by the Council containing gas appliances and supplies. The procedure therefore includes both natural gas and liquefied petroleum gas (LPG) supplies. It covers the duties assigned to responsible persons and the actions that will be taken to ensure the safe installation, use and maintenance of gas fittings and appliances.**

3. Key Terms and Summary Information

Emergency control	A valve for shutting off the supply of gas in an emergency, which must be readily accessible, being a valve intended for use by a consumer of gas.
Flue	A passage for conveying the products of combustion from a gas appliance to the external air and includes any part of the passage in a gas appliance duct which serves the purpose of a flue.
Gas appliance	An appliance designed for use by a consumer of gas for heating, lighting, cooking or other purposes for which gas can be used but it does not include a portable or mobile appliance supplied with gas from a cylinder, or the cylinder, pipes and other fittings used for supplying gas to that appliance. However, it does include a portable or mobile space heater supplied with gas from a cylinder, and the cylinder, pipes and other fittings used for supplying gas to that heater.
Gas fittings	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
Liquid Petroleum Gas (LPG)	LPG is used as a fuel in a range of applications including in heating and cooking appliances, industrial applications, in vehicles and as a propellant and refrigerant. LPG can be obtained primarily as propane, butane or a mixture of the two. A powerful odorant is added so that it is easily detected
Primary meter	The meter nearest and downstream of a service pipe or service pipework for ascertaining the quantity of gas supplied through that pipe or pipework by a supplier;

4. Responsibilities for Implementation

4.1 Duty holder

- 4.1.1 Haringey Council, as the employer, has the primary responsibility for health and safety and statutory compliance with the duties under the Gas Safety (Installation and Use) 1998 as amended. The day-to-day responsibilities for ensuring all gas appliances, pipework and installations are well managed, installed and serviced to a consistent standard have been delegated to a number of appointed responsible persons who are responsible for their specific sites/schools.

4.2 Directors, Assistant Directors and Heads of Service will ensure:

- 4.2.1 This procedure is implemented, and appropriate funding is made available to carry out works and management activities relating to gas safety.
- 4.2.2 The responsible persons are aware of their roles and responsibilities and that they are trained and competent to carry them out.
- 4.2.3 This procedure is disseminated and implemented in their areas of responsibility.

4.3 Appointed Responsible Persons (Portfolio Managers, School Heads,) will ensure that:

- 4.3.1 Persons working on gas fittings and installations are Gas Safe registered (Commercial).
- 4.3.2 Meter boxes or compounds are not used for storing combustible materials.
- 4.3.3 Any gas appliance they know or suspect to be unsafe, e.g. when they have been told so by a competent gas engineer or emergency service provider, is not used, or permitted to be used.
- 4.3.4 A current record of the location and route of all gas mains and service pipes for premises under their control, including locations of all isolation valves, primary meters, and check meters etc., is maintained.
- 4.3.5 Gas service pipes above ground level or accessible areas are appropriately identified with appropriate British Standard markings or banding as long as they are used for conveying gas. Pipes carrying gas should be yellow.
- 4.3.6 A current asset register (using the TF Cloud database) of all gas equipment including the type of equipment, age and estimated remaining life is maintained. (Appendix 1)
- 4.3.7 Maintenance manuals and operating instructions provided for each item of equipment are kept and that users and maintenance staff receive adequate instruction on the routine operation of individual items of equipment.
- 4.3.8 Adequate maintenance programmes are initiated for all gas equipment and work is undertaken at appropriate frequencies by competent persons.
- 4.3.9 All gas detection systems and automatic gas isolation systems are routinely physically tested and work efficiently.

- 4.3.10 All records of installations, maintenance and repairs undertaken on gas equipment are kept in such a form to allow easy retrieval and inspection.
- 4.3.11 There is liaison with other premises occupants to ensure planned maintenance work on gas equipment is undertaken at times to cause minimum disruption.
- 4.3.13 Any gas safety-related incident is reported under the Council's Accident and Incident Reporting Procedure.

4.4 Project Managers

- 4.4.1 Are responsible for ensuring gas installations, equipment and systems are designed, modified or replaced and equipment and installations are installed in compliance with the Gas Safety (Installation and Use) Regulations 1998 on projects they commission or manage, for the duration of the project only.
- 4.4.2 Shall seek specialist advice to enable them to make informed decisions about any design, modification, and approval of gas installations on projects.
- 4.4.3 Are responsible for ensuring that gas installations and systems are maintained as necessary throughout any project and ensure the Responsible Person receives adequate operations and maintenance manuals in relation to any new installation following handover.
- 4.4.4 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.

4.5 Persons employing contractors to work on gas systems

- 4.4.1 Those who employ contractors to work on gas installations and systems shall be responsible for ensuring the work complies with the requirements of this procedure.
- 4.4.2 Reasonable enquiries are to be made to confirm the competency and training of contractors in the area of work, before entering into contracts for the change of, modification or addition to gas installations or systems.
- 4.4.3 Contractors are to be made fully aware of their duties and are to be familiar with this procedure.

5. Specialist Advice

- 5.1 **Members of the Corporate Health and Safety Team are the Council's** competent source of advice on gas safety and should be the first point of call on all gas safety-related enquiries.
- 5.2 Other internal sources of advice on gas safety include Building Control and Corporate Landlord.
- 5.3 Homes for Haringey (HfH) employs professionals who will be the first point of call for gas safety advice on properties under the control of HfH.

5.4 Where need dictates, the Council will seek professional advice from external sources.

6. Action to Take

6.1 Use of competent contractors

6.1.1 Reasonable efforts will be made to obtain evidence that any person appointed to perform gas installation work, either under contract or on their own behalf, is a member, or employed by a member, of a class of persons approved by HSE. At the time of approval of this procedure, the class of persons approved by HSE are those who are registered with Gas Safe Register (Commercial).

6.1.2 The Gas Safe Register, accessible on www.gassaferegister.co.uk, provides evidence of registration and confirmation that any certificate of registration is still valid.

6.2 Work on existing gas fittings

6.2.1 The safety implications of any significant alteration, e.g. installation or removal of windows, extractor fans, air bricks etc., to premises where a gas appliance is installed must be properly assessed and considered systematically as part of the overall work planning process.

6.2.2 Any significant modification to an existing gas fitting will be checked by a competent person before the gas fitting concerned is taken into use, to ensure that appropriate standards have been met and safety has not been compromised.

6.3 Installation of emergency controls

6.3.1 Whenever a new gas supply is made available for use in any Council premises, an emergency control should also be provided for the supply to be cut off if necessary. Where there is a gas meter, the meter control may serve as the emergency control.

6.3.2 The responsible person for the premises should ensure that every gas consumer in the premises is aware of the location of their emergency control, and of the action to be taken in case of a gas emergency. This includes following any alterations to buildings or ground works affecting the accessibility of the emergency control and pipework.

6.3.3 Where an emergency control is installed which is not adjacent to a primary meter, or where no meter is installed, a prominently displayed notice on or near the control bearing the words 'Gas emergency control' should be provided.

6.4 Maintenance of gas fittings

6.4.1 Gas appliances, installation pipework or flues installed on Council premises will be serviced at least annually and maintained in safe working conditions.

6.4.2 The maintenance of these appliances will include an ongoing programme of regular inspections, cleaning, and any necessary remedial work. In the absence of specific **manufacturers' instructions, effective maintenance should include as a minimum:**

- a) examination of the physical condition and safe functioning of appliance(s), installation pipework, ventilation, and any flue for deterioration.
- b) carrying out performance tests.
- c) taking the necessary remedial action. The Gas Safe engineer will only issue gas safety check record once all of the required checks have been completed. If any faults/concerns are found as a result of the check, the responsible person must take remedial action and ensure that the gas appliance or fitting is not used if it is unsafe. If the engineer asks permission to disconnect the appliance or fitting, the responsible person must agree to this. Before the appliance or fitting is used again, any repairs or remedial work undertaken on the gas appliance or fitting must be carried out by a gas safe registered engineer. A written record must be obtained from the gas engineer showing that the works have been carried out and the gas appliance or fitting is safe to use.

6.4.3 Where the appropriate standard or the manufacturer recommends a limited lifetime for a gas fitting (including plastic pipework), it should be replaced before the end of its limited life, unless it can be shown that continued use will not constitute a hazard.

6.4.4 Liquid Petroleum Gas (LPG) pipe work. All LPG pipework, whether buried or not, should be inspected and maintained.
Where practical, replace buried metallic pipes with pipes constructed to current standards using a material that is not subject to corrosion, for example polyethylene (PE).
A competent person should review the state of your pipework and establish for how long it can be used safely. The competent person should take account of how long it is since the pipework was last checked and what was done.

6.5 Training and competence

6.5.1 Responsible persons under this procedure are to attend appropriate gas safety training to enable them carry out their responsibilities if they do not already hold relevant technical qualifications.

6.5.2 The training for maintenance staff will cover the implementation of this procedure and information and instruction to reduce the risk associated with gas safety aspect of their work.

6.5.3 Regular refresher training should be received by relevant staff if they already hold their relevant professional qualifications and the landlord must periodically check **that contractors' training certificates are valid**".

6.6 Records

6.6.1 The following records will be kept by the responsible person for each premises:

- a. Annual / maintenance checks, servicing and repairs the current year plus 6 years.

- b. 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.
- c. Records should be kept in a comprehensive and professional manner ready for handover to a new owner or landlord should the management of the premises transfer to another organisation.

6.7 Emergency procedure

- 6.7.1 Where a fuel gas escape is suspected or known to be occurring, the responsible person should take immediate action to cause the emergency control or gas cylinder shut-off valve(s), as appropriate, to be closed, except where this would be dangerous, e.g. requiring entry into a confined space where there is a smell of gas when the premises should instead be evacuated.
- 6.7.2 If gas continues to escape, the responsible person should immediately notify the supplier emergency gas service that there is a suspected escape of gas.
- 6.7.3 In any case of a gas escape, doors and windows should be opened to ventilate the property.
- 6.7.4 All sources of ignition, e.g. smoking or use of electrical equipment, should be avoided.
- 6.7.5 The gas supply should not be reinstated until remedial action has been taken and appropriate checks made (e.g. that appliance isolation valves are closed, as appropriate) to avoid a further escape of gas.
- 6.7.6 In the case of a suspected escape of carbon-monoxide (CO) the responsible person should turn off any appliances suspected of emitting CO, open doors, and windows to ventilate the property and contact the gas supplier emergency service immediately. However, where a particular appliance is known to be the source of the escape, the responsible person should ensure that it is not used and contact a Gas Safe registered engineer to repair, replace, or otherwise make the appliance safe.
- 6.7.7 The name and means of contacting the supplier emergency gas service may be found on a notice near the meter, or where there is no meter, the emergency gas control. For LPG, supplier information may be found on the bulk tank or cylinder. If there is no notice, or the relevant information is not given, details of the gas supplier may be found in the telephone directory or in the useful contact numbers section of www.gassaferegister.co.uk
- 6.7.8 The following information should be relayed when reporting a gas emergency to the National Grid Gas Emergency Call Centre on 0800 111 999:
 - a. Address where the leak has been detected.
 - b. Name and telephone number of the gas user.
 - c. Name and telephone number of the person reporting the suspected escape.
 - d. Place where the smell is most noticeable.
 - e. Time when the smell was first noticed.
 - f. Whether the meter/emergency control is turned off.
 - g. If the meter/emergency control valve is turned off, whether there is still a smell of gas.
 - h. If it is not turned off, the reason why (emergency control not accessible or broken etc.).

- i. Whether there is a smell of gas outside the property.
- j. Any special circumstances (e.g. access problems, etc.).

6.7.9 Any gas escape or incident involving emission of CO from a dangerous appliance should be reported, as applicable, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The Corporate Health and Safety Team will report the incident to the HSE.

6.7.10 The following information should be obtained from the Gas Emergency Service Call Centre and a record of this should be kept:

- a. The job number.
- b. The date and time of the report; and
- c. The person to whom you reported the incident.

6.8 Landlord's duties for residential properties

6.8.1 In addition to the actions contained in this procedure, specific duties of the Council as landlord for its residential properties have been delegated to Homes for Haringey (HfH). HfH will:

- a. Repair and maintain gas pipework, flues, and appliances in safe condition. **Gas appliances should be serviced in accordance with the manufacturer's instructions.** If these are not available, it is recommended that they are serviced annually unless advised otherwise by a Gas Safe registered engineer.
- b. Carry out annual safety checks on gas appliances and flues. Prior to the start of a new lease, checks must have been carried out within one year before the start of the lease date, unless the appliances in the property have been installed for less than 12 months, in which case they should be checked within 12 months of their installation date.
- c. Have all installation, maintenance and safety checks carried out by a Gas Safe registered engineer.
- d. Keep a record of each safety checks; current year plus six years.
- e. Issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant before they move in. There is the option to display the safety check in certain cases.

7. Monitoring and Review

7.1 This procedure shall be reviewed every 26 months to ensure it remains effective and up to date by the Corporate Health and Safety Team.

7.2 Any related risk assessments, changes in legislation, enforcement action or the occurrence of any serious incidents or accidents shall act as triggers to an immediate review of the standard and related procedures.

9. Approval of the Procedure

9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 10th

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November 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:

A handwritten signature in black ink, appearing to read "AMeek", written over a light blue circular stamp.

Date: 27th November 2020

