

# SAFE WORKING PROCEDURE

## Liquefied Petroleum Gas in Cylinders (LPG)

CORPORATE HEALTH & SAFETY | VERSION 4.07 | July 2025

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Liquefied petroleum gas (LPG) cylinders are stored, transported and used in a manner that complies with the relevant legislation.
- Storage facilities, transport vehicles and LPG equipment will comply with approved standards, and are properly maintained.
- Cylinders and containers are installed and tested by a Gas Safe registered engineer.

### SCOPE:

This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors working on behalf of the Council.

### Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Unknown	
Version 2.00	Oct 2000	
Version 3.00	Dec 2008	
Version 4.00	Jun 2010	
Version 4.01	Jun 2012	
Version 4.02	Aug 2014	
Version 4.03	Dec 2015	Updated Format
Version 4.04	May 2019	Minor amendments, updated links and phone numbers
Version 4.05	May 2021	Minor amendments and links to websites updates
Version 4.06	June 2023	Periodic Review
Version 4.07	July 2025	Periodic Review
Review Conducted		Next Review Date
		Jun 2013
	Aug 2014	Aug 2015
	Dec 2015	Dec 2017
	May 2019	May 2021
	May 2021	May 2023
	June 2023	June 2025
	July 2025	July 2027

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## **1. Responsibilities**

### **Service Leads/Head Teachers are responsible for ensuring:**

- 1.1. Risks arising from LPG cylinders are managed and controlled.
- 1.2. Systems are in place for the implementation of this Safe Working Procedure.

### **Managers are responsible for ensuring compliance with the SWP and must:**

- 1.3. Ensure that portable and transportable gas appliances are inspected and tested frequently by a competent person (i.e. a Gas Safe registered engineer). The frequency will depend on the risk assessment; the environment in which the appliance is used, and the conditions of usage.
- 1.4. Ensure that safe systems of work for maintenance, inspection or testing are promoted and implemented.
- 1.5. Carry out a risk assessment that covers the risks of LPG gas and the requirements of the Dangerous Substances and Explosive Atmospheres Regulations and Fire Safety legislation.
- 1.6. Monitor gas inspection and installation work.
- 1.7. Be aware of the explosive, asphyxiating and toxic properties of liquefied petroleum gas and implement control and emergency measures to reduce the risks so far as it is reasonably practicable.
- 1.8. Ensure that gas fittings, cylinders, appliances and pipe work are in safe condition.
- 1.9. Set up maintenance programmes to include regular checks by competent persons.
- 1.10. Ensure that safety information is exchanged with contractors so they are fully aware and prepared to comply with the Council's health and safety arrangements.
- 1.11. Maintain detailed records required by the regulations in relation to the above.
- 1.12. Investigate gas incidents in line with [SWP Accident/Incident Reporting and Investigation](#). Responsible persons shall be made aware of such incidents and have the relevant input into the investigation, reporting and reviewing process.

### **Employees must:**

- 1.13. Undertake the training required.
- 1.14. Comply with all relevant legislation, practices and procedures in accordance with current legislation.
- 1.15. Cooperate with the implementation of safe systems of work.
- 1.16. Provide evidence of their competency and have the necessary Gas Safety Registration.
- 1.17. Report any health and safety shortcomings immediately.

### **Contractors must:**

- 1.18. Comply with all relevant legislation, practices and procedures in accordance with current legislation.
- 1.19. Provide evidence of their competency and have the necessary Gas Safety Registration.
- 1.20. Report any health and safety shortcomings immediately.

## **2. Procedures**

- 2.1. The Health and Safety Executive (HSE) have provided free downloadable Approved Code of Practices ([ACoP's](#)) and guidance (please see list in part 5). Responsible Persons must use these ACoP's and other information detailed below to help inform the risk assessment process and management of gas cylinders in the workplace.

### **3. Safe Working Procedures Relevant to This Document**

- 3.1 [Managing Health Safety and Wellbeing at Work](#)
- 3.2 [Risk Assessment](#)
- 3.3 [Dangerous Substances and Explosive Atmospheres Regulations \(DSEAR\)](#)
- 3.4 [Gas Safety](#)
- 3.5 [Work Equipment](#)
- 3.6 [Manual Handling](#)
- 3.7 [Permit to Work](#)
- 3.8 **Relevant Forms**
  - 3.9.1. [Risk Assessment](#)
  - 3.9.2. [DSEAR Risk Assessment](#)
  - 3.9.3. [Fire Risk Assessment](#)

[Councils Fire Safety Policy](#)  
[Fire Safety Microsite](#)

**Note:** Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

### **4. Main Legislation Relevant to This Document**

- 4.1. [Health and Safety at Work etc Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)
- 4.3. [The Gas Safety \(Installation & Use\) Regulations](#)
- 4.4. [The Gas Appliances \(Safety\) Regulations](#)
- 4.5. [The Manual Handling Operations Regulations](#)
- 4.6. [The Personal Protective Equipment at Work Regulations](#)
- 4.7. [The Provision and use of Work Equipment Regulations](#)
- 4.8. [The Workplace \(Health, Safety & Welfare\) Regulations](#)
- 4.9. [The Control of Substances Hazardous to Health Regulations](#)
- 4.10. [The Noise at Work Regulations](#)
- 4.11. [The Regulatory Reform \(Fire Safety\) Order](#)
- 4.12. [Dangerous Substances & Explosive Atmospheres Regulations](#)

### **5. Contact Addresses and Guidance Links**

- 5.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.1.1. L 56 [Safety in the installation and use of gas systems and appliances](#)
  - 5.1.2. HSG 51 [The Storage of flammable liquids in containers](#)
  - 5.1.3. INDG428 [Inspecting and maintaining or replacing buried metallic pipework carrying LPG vapour](#)
  - 5.1.4. UKLPG UIS 028 [Safe use of Propane and Butane Cylinders & Cartridges](#)
  - 5.1.5. Waste 03 [Orphaned compressed gas cylinders in the waste and recycling industries](#)
  - 5.1.6. [Gas health and safety](#)
  - 5.1.7. [Liquefied petroleum gas \(LPG\)](#)
  - 5.1.8. [Dangerous substances and explosive atmospheres \(ACOP\) L138 for DSEAR regulations 2002](#)
- 5.2 Gas Emergency Services for liquefied petroleum gas (LPG)
  - 5.2.1. Calor: 03457 444 999
  - 5.2.2. Flo Gas: 03457 200 100
  - 5.2.3. National Gas Emergency Number 0800 111 999

- 5.3 Calor
- 5.4 [www.calor.co.uk](http://www.calor.co.uk)
- 5.5 Gas Safe Register  
[www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)
- 5.6 Trade Association for the LPG industry  
[www.uklpg.org](http://www.uklpg.org)
  - 5.5.1. [Information Sheets](#)
- 5.7 Royal Society for the Prevention of Accidents  
[www.rospa.com](http://www.rospa.com)
- 5.8 Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.9 Corporate Health and Safety Service  
[Health and Safety Intranet](#)

**For full contact address visit the health and safety intranet [Useful Contacts](#).**