

SAFE WORKING PROCEDURE

Gas Safety

CORPORATE HEALTH & SAFETY | VERSION 5.2 | October 2024

STATEMENT:

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

- Systems are in place in all premises owned, used or controlled by the Council to meet the requirements of all gas safety legislation as an employer, as a landlord, as a supplier of gas, as a purchaser of gas appliances and fittings.
- All Southampton City Council's properties where gas is present have a clearly identified Responsible Person for ensuring statutory compliance and safety of all gas pipe work, appliances, meters and other associated equipment.
- Gas systems are managed by competent persons and all gas work is only undertaken by operatives who are listed in the Gas Safe Register and have the correct accreditation for the task.

SCOPE:

This Safe Working Procedure applies to:

- All managers including Headteachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors and service providers 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	Unknown	
Version 3.00	Jan 2000	
Version 4.00	Nov 2010	
Version 4.01	Nov 2012	Update
Version 4.02	Sep 2015	New Template
Version 4.03	April 2018	Added the new The Gas Safety (Installation and Use) (Amendment) Regulations 2018 to SWP.
Version 5.0	April 2020	General review
Version 5.01	Dec 2022	Periodic Review
Version 5.02	Oct 2024	Repair broken links due to intranet platform change
Review Conducted		Next Review Date
		May 2012
	Nov 2012	Nov. 2014
	Sep 2015	Sep 2017
	Apr 2018	April 2019
	Apr 2020	Apr 2022
	Dec 2022	Dec 2024
	Oct 2024	Oct 2026

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Forms:

- Gas Emergency Sign

Find the forms in Forms Library on [H&S Intranet Page](#) or [H&S for Schools Webpage](#).

1. Responsibilities

Managers/Headteachers are responsible for ensuring continual compliance with this SWP and must:

- 1.1. Identify the service or organisation who will be undertaking/managing the work on all gas systems, appliances and pipe work (if the services of Corporate Estate and Assets are not used, ensure compliance with Gas Safety legislation and SWP Control of Contractors and SWP Service Providers).
- 1.2. Appoint a 'Responsible Person' for every service property within their control and ensure that they are aware of their duties to manage the gas systems, gas work and gas appliances (in any premises where there are employees of more than one Division, the relevant Managers must liaise in making the appointment).
- 1.3. Ensure the Responsible Person understands, has sufficient authority and is competent of what they need to do in order to meet their responsibilities and accountability relating to gas safety.
- 1.4. Ensure Southampton City Council staff placed in other employer's accommodation are covered by at least the minimum legislative standards as set out in this SWP.
- 1.5. In the event of the premises/or part of the premises becoming vacant, responsibility for compliance with this SWP must continue and must be transferred to the appropriate Head of Service.

The appointed Responsible Person must ensure compliance with this SWP and shall:

- 1.6. Identify all gas systems/appliances, pipe work and associated equipment within the premises and have suitable and sufficient arrangements in place for compliance with Gas Safety legislation and relevant standards.
- 1.7. Ensure the person(s)/services, or organisation who will be undertaking any work on gas systems, appliances and pipe work are Gas Safe registered in the appropriate work category and appliance, and are selected and monitored in accordance with SWP Control of Contractors and SWP Service Providers.
- 1.8. Ensure all new gas appliances and fittings acquired and installed for use at premises meet the necessary EC Safety Standards, have a CE safety standard marking and are accompanied by an operating manual.
- 1.9. Restrict access to plant rooms for 'authorised persons only' who have received safety instruction and awareness for those areas.
- 1.10. Risk assess the plant rooms that are utilised for storage areas and ensure compliance with SWP Fire Safety.
- 1.11. Ensure that where equipment has been installed, it has been tested and safe operating procedures, maintenance routines etc. are clearly identified and understood.
- 1.12. Ensure that all gas systems and appliances are in safe working order, maintained, serviced and used according to the manufacturer's instructions.
- 1.13. Ensure that annual gas safety checks are carried out on gas appliances and associated flues and pipe work.
- 1.14. Obtain and retain any relevant gas safety documentation and produce these documents upon request.
- 1.15. Provide contractors or service providers with sufficient information as to the existing hazards and risks associated with the workplace to enable them to carry out their role efficiently and effectively (see SWP Control of Contractors and SWP Service Providers).

- 1.16. Ensure all portable and transportable gas appliances are inspected and tested in accordance with manufacturer's recommendations and risk assessment (the frequency will depend on the environment in which the appliance is used and the conditions of usage).
- 1.17. Ensure safe emergency procedures are in place should a gas escape be identified, and staff/tenants are aware of what to do in the event of an emergency (see Gas Emergency Sign).
- 1.18. Record any incidents involving gas services on the Online Incident Reporting System and inform management at the earliest opportunity (SWP Accident/Incident Reporting and Investigation).

Where Corporate Estate and Assets Division (Property) provide a property maintenance service, they will:

- 1.19. Manage gas safety of all appliances and associated pipe works identified within the service level agreement to ensure compliance with gas safety legislation and relevant standards.
- 1.20. Identify the person(s)/services or organisation who will be undertaking any work or installation on gas systems, appliances and pipe work and ensure their Gas Safe registration states that they are competent to work on the appliance or system and they are selected in accordance with SWP Control of Contractors and SWP Service Providers.
- 1.21. Ensure all new gas appliances and fittings acquired and installed for use at premises meet the necessary EC Safety Standards, have a CE safety standard marking and are accompanied by an operating manual.
- 1.22. Provide clear, comprehensive and unambiguous systems, procedures, instructions, method statements, risk assessments and quality assurance systems so that gas safety and statutory requirements are fully met.
- 1.23. Organise annual gas safety checks on appliances, flues and pipe work by Gas Safety registered engineers.
- 1.24. Liaise with the Responsible Person and alert employees and others of risk where gas pipe work will be taking place.
- 1.25. Carry out installation and testing, maintenance and servicing / replacement of plant and management of documentation.
- 1.26. Provide records of gas installations, checks and inspections to the Responsible Person.
- 1.27. Investigate and communicate findings when work fails to comply with current legislation.
- 1.28. Report and investigate any dangerous occurrence involving the installation, service, maintenance or repair of gas appliances, fittings or flue systems and complete online report form on HSMS (see further guidance on SWP Accident / Incident Reporting and Investigation).

Contractors and employees registered in the Gas Safe Register must:

- 1.29. Comply with all gas safety legislation, relevant standards and control measures for dealing with gas.
- 1.30. Have the correct Gas Safe Register registration for their undertakings and the equipment they are working on.
- 1.31. Protect the health and safety of themselves and others at work.

- 1.32. Raise any concern they may have related to gas services to the Responsible Person and Corporate Estate and Assets Division (where applicable), with regard to problems or shortcomings they identify with safety arrangements (e.g. information, guidance, local procedure/protocol, equipment).

Employees must:

- 1.33. Report immediately any incidents involving gas to their line manager or responsible person.
- 1.34. Not interfere with any gas safety control measures put in place.

2. Procedures

- 2.1. Southampton City Council has duties in relation to gas safety in several of its roles:
 - 2.1.1. **As an employer**, it has duties under the Gas Safety (Installation and Use) Regulations (GSIUR) and The Gas Safety (Installation and Use) (Amendment) Regulations 2018 for the gas appliances in workplaces.
 - 2.1.2. **As a landlord**, it has duties for gas appliances under the GSIUR which it owns in properties which it lets to other occupiers to:
 - 2.1.2.1. Repair and maintain gas pipework, flues and appliances in safe condition;
 - 2.1.2.2. Ensure an annual gas safety check on each SCC owned appliance and flue;
 - 2.1.2.3. Keep a record of the safety check for 2 years and issue a copy to each existing tenant within 28 days of the check being completed and issue a copy to any new tenants before they move in;
 - 2.1.3. **As an organisation registered with Gas Safe** (through the Housing Mechanical and Services manager, it has duties to carry out work on gas appliances to a safe standard.
 - 2.1.4. **As the owner of gas pipe networks** within housing blocks, it has duties to prepare a Safety Case and submit that case to the Health and Safety Executive (HSE).
- 2.2. All gas systems (appliances, carcassing, fittings, etc.) must be identified if Southampton City Council has a responsibility for ensuring compliance with gas safety legislation; and ensure that responsibilities and requirements to meet these are clear.
- 2.3. Any alterations to premises are subject to the Construction (Design and Management) Regulations. As part of the compliance with these Regulations, the planning of any such work must take into account the continued safety of any gas fittings that might be affected. The person managing the project on behalf of the Council must ensure that any necessary work to gas fittings is performed by competent persons covered by the Gas Safety Register.

Domestic Premises or Premises Used for Sleeping Accommodation

- 2.4. The Landlord's Safety Certificate must be provided to the tenant and dated within the last 12-month period. These do not apply to any of the tenant's own appliances.
- 2.5. A new Gas Safety Certificate must be provided after a change of tenant. Before any new lease starts a gas safety check must be carried out on all gas appliances, installations and flues

Emergency Procedures

- 2.6. If the Responsible Person for any premises knows or has reason to suspect that gas is escaping from a gas fitting in those premises they must take immediate steps to shut off the supply of the gas supply to that fitting to prevent further escape of gas if it is safe to do so and does not place the individual at risk.
- 2.7. If gas continues to escape into those premises after the supply of gas has been shut off or when a smell of gas persists, the responsible person for the premises discovering such escape or smell shall immediately give notice of the escape or smell to the Gas National Grid (0800 111 999).
- 2.8. Where an escape of gas has been stopped by shutting off the supply, no person shall cause or permit the supply to be re-opened (other than in the course of repair) until all necessary steps have been taken to prevent a recurrence of such escape.
- 2.9. Report the incident onto HSMS and submit through to Corporate Health and Safety Service.
- 2.10. Detailed records (local procedures, management systems, instructions, codes of practices, risk assessments, action plans, training, monitoring, audits, inspections, record data systems, etc.) required by the regulations must be kept in order to demonstrate that statutory requirements are being met and safe systems of work are in place.
- 2.11. The duties of Southampton City Council relating to LPG cylinders and equipment are covered in SWP Liquefied Petroleum Gas in Cylinders (LPG).

3. Safe Working Procedures Relevant to This Document

- 3.1. Managing Health and Safety
- 3.2. Risk Assessment
- 3.3. Control of Contractors and Service Providers
- 3.4. Permit to Work
- 3.5. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- 3.6. COSHH
- 3.7. Accident / Incident Reporting and Investigation
- 3.8. Liquefied Petroleum Gas in Cylinders (LPG)
- 3.9. Fire Safety
- 3.10. Personal Protective Equipment
- 3.11. Work Equipment
- 3.12. Relevant Forms
 - 3.12.1. Contractor Incident Notification (CIN)

Note: Other safe working procedures may apply and the assessor should consult the SWPs. All SWPs and forms are available on the Council's [Health and Safety Intranet](#) or [H&S for Schools Webpage](#).

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. [Gas Safety \(Installation and use\) Regulations](#)
- 4.4. [The Gas Safety \(Installation and Use\) \(Amendment\) Regulations 2018](#)
- 4.5. [Gas Safety \(Management\) Regulations](#)
- 4.6. [Gas Safety \(Right of entry\) Regulations](#)
- 4.7. [Gas supply industry health and safety](#)
- 4.8. [The Dangerous Substances and Explosive Atmospheres Regulations](#)

5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive
www.hse.gov.uk/
 - 5.1.1. [L56 – Safety in the installation and use of gas systems and appliances](#)
 - 5.1.2. [L80 – A guide to the Gas Safety \(Management\) Regulations](#)
 - 5.1.3. [L82 - A guide to the Pipelines Safety Regulations 1996](#)
 - 5.1.4. [INDG 238 – Gas appliances](#)
 - 5.1.5. [INGD 238 – Gas Appliances \(Talking leaflet\)](#)
 - 5.1.6. [INDG 285 – Landlords](#)
 - 5.1.7. [INDG 428 – Inspecting and maintaining or replacing buried metallic pipe work containing LGP vapour](#)
 - 5.1.8. [CAIS 23 – Gas safety in catering and hospitality](#)
 - 5.1.9. [CAIS 10 – Ventilation in kitchens in catering establishments](#)
 - 5.1.10. [CAIS 12 – Maintenance priorities in catering](#)
- 5.2. Gas Safe Register
<https://www.gassaferegister.co.uk/>
- 5.3. National Grid
www.nationalgrid.com/
The emergency number: 0800 111 999 (they will make the site safe and advise you to contact your supplier, in this situation you should contact Laser on the number below)
- 5.4. Laser Energy (Main gas supplier)
www.laserenergy.org.uk/
 - 5.4.1 General e-mail: enquiries@laserenergy.org.uk
 - 5.4.2 Phone Number: 0800 484 0840
 - 5.4.3 Meter readings: meter.readings@kent.gov.uk
- 5.5. Corporate Health and Safety Service
[Health and Safety Intranet](#)
[Health and Safety for Schools Webpage](#)