

EAST DUNBARTONSHIRE COUNCIL

HEALTH AND SAFETY POLICY

GAS SAFETY

HSP02

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1. INTRODUCTION

The Gas Safety Policy details how East Dunbartonshire Council (EDC) will comply with the requirements of the Gas Safety (Installation and Use) Amendment Regulations 2018. In addition to this, the policy provides assurance to EDC that measures are in place to ensure compliance with the regulations and to identify, manage and/or mitigate risks associated with gas installation pipework, appliances and flues.

The Policy is relevant to all EDC employees, tenants, pupils, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon EDC to maintain a safe environment for tenants and employees within the home of each tenant and within all non-residential premises or areas of buildings.

The Policy is also relevant for maintaining a safe environment for all tenants, employees and pupils within all EDC non-domestic properties including educational establishments.

EDC will follow a systematic approach to the management of gas safety to ensure it meets the requirements set out in the Gas Safety (Installation and Use) Amendment Regulations 2018 and other relevant legislation relating to gas safety. This is to ensure the safety of tenants, employees, pupils and members of the public.

2. GAS SAFETY POLICY STATEMENT

East Dunbartonshire Council (EDC) is committed to maintaining the Health and Safety of employees, tenants, pupils and members of the public. The Council recognises the potential health risks associated with natural gas, liquefied petroleum gas (LPG), oil and solid fuel (Biomass) used for fuel in operational and non-operational (Non-Domestic) buildings, including educational establishments and Domestic housing properties.

As a Landlord, EDC has a legal responsibility to ensure that all gas installations, flues and appliances are installed, commissioned, serviced and maintained safely by competent gas safe registered engineers or contractors, in accordance with the Gas Safety (installation and use) Regulations 1998 as amended 2018, Industry standards and in accordance with the manufacturer's instructions.

EDC recognise the potential risks and the implications of neglecting these responsibilities which are considered high; fire, explosion and carbon monoxide poisoning can all occur as a result of neglect and can all have fatal consequences. The negative impact from such a hazardous event can also lead to a loss of assets, effect the environment and public trust is likely to be compromised.

3. PURPOSE

The purpose of this Health and Safety Policy is to ensure that East Dunbartonshire Council (EDC) demonstrates a commitment to ensuring its employees, tenants and the general public, are not knowingly exposed to any risks that would affect their safety. The documents covered by this Gas Safety Policy and procedures will provide guidance and specific instructions for all (EDC) employees and external contractors, whilst undertaking gas contracts.

This is with the aim of satisfying the legal duties of the current Gas Safety (Installation and Use) Regulations 1998 as amended 2018. The work as detailed within the specification may also include other aspects which will assist (EDC) in satisfying its duty of care to its tenants.

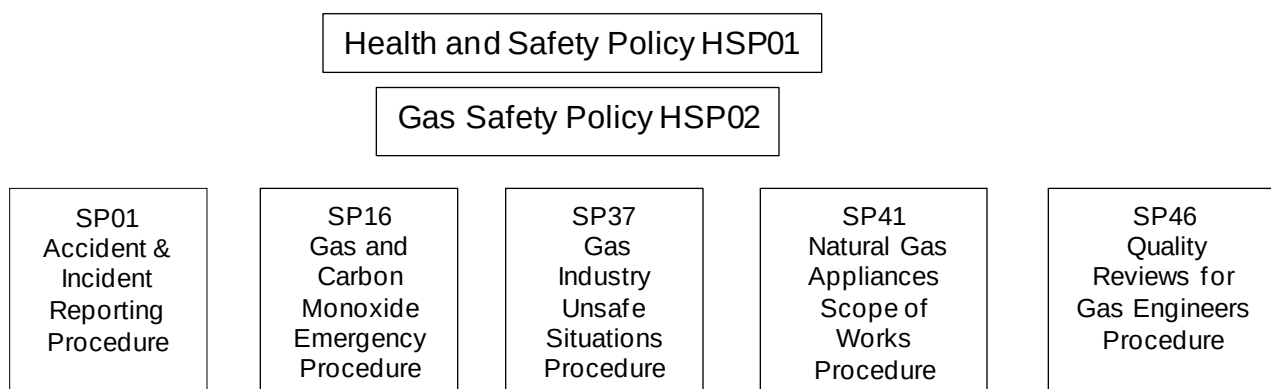
4. SCOPE

The Gas Safety Policy applies to all (EDC) properties, workplaces, housing stock, educational establishments, the common parts of multi-occupancy properties in which the Council, as commercial landlord retains responsibility for the safe gas installation, commissioning, servicing and maintenance of all gas appliances fuelled by either natural gas or Liquefied Petroleum Gas (LPG) and their fittings, ventilation requirements, installation pipework and flues with all relevant work undertaken in these properties on the Council's behalf are carried out by competent people.

In addition to the above statement, all solid fuel burning appliances for instance Biomass boilers and Oil fuelled boilers installed along with their fittings, ventilation requirements, installation pipework and flues with all relevant work undertaken in these properties on the Council's behalf are carried out by competent people are also covered in this policy.

This Policy applies to all Council employees, contractors undertaking work on the Council's behalf and anyone likely to be put at risk as a result of their work activities at these properties. It complements the Health and Safety Policy HSP01, Gas and Carbon Monoxide Emergency Procedure SP16, Accident and Incident Reporting Procedure SP01 and all associated gas safety procedures.

This policy forms part of the overall Health and Safety Policy and is supported by a suite of specific Health and Safety Procedures.



5. ROLES AND RESPONSIBILITIES

5.1 THE CHIEF EXECUTIVE

(EDC) is the Gas Landlord as defined under the Gas Safety (Installation and Use) Regulations 1998 as amended 2018. The landlord of domestic and non-domestic premises (e.g. East Dunbartonshire Council) and retains the ultimate responsibility for ensuring the safety of employees, occupants and tenants in properties under their control.

The Chief Executive is ultimately responsible for ensuring that there are adequate resources and arrangements to support the gas safety policy and to develop and implement appropriate procedures enabling responsibilities to be effectively delegated, and ensure that key personnel are trained.

The Chief Executive will visibly demonstrate commitment to achieving a high standard of gas safety performance within each Strategic Grouping identified in this policy and develop a positive attitude towards gas safety among all employees with key responsibilities.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible and accountable within their areas of responsibility for ensuring gas safety and compliance in accordance with the Gas Safety (Installation and Use) Regulations 1998 as amended 2018.

5.2 EXECUTIVE OFFICERS

The Executive Officers must ensure the following:

Effective operation of the Corporate Gas Safety Policy for domestic rented properties, non-domestic buildings and educational establishments across the Council as a whole.

Adequate resources and arrangements are allocated to support the implementation of the Gas Safety Policy, associated procedures and the overall gas safety management system to help management and staff fulfil their role and responsibilities.

The Executive Officer will appoint a competent person(s) to assist the Council to apply the provisions of gas safety legislation.

The Executive Officer shall report all gas incidents to the Deputy Chief Executive and the Health and Safety Team immediately.

5.3 PROPERTY MAINTENANCE, ESTATES AND FACILITIES MANAGEMENT

5.3.1 PROPERTY MAINTENANCE

The Property Maintenance Manager, Team Leaders and Lead Officers are responsible for managing gas safety for (EDC's) domestic housing stock. They employ and manage gas safe registered engineers and contractors to install, commission, service and maintain both natural gas and liquefied petroleum gas appliances including their flues, fittings, ventilation systems and installation pipework in their domestic housing stock. The Property Maintenance Manager is supported by the Technical and Compliance Team and the Health and Safety Team to help fulfil their roles and responsibilities.

5.3.2 ESTATES TEAM

The Estates Manager and Team Leaders are responsible for managing gas safety for (EDC's) operational and non-operational (Non-Domestic) properties, including schools. They employ gas safe registered businesses with gas safe registered engineers (Contractors) to safely install, commission, service and maintain gas appliances including flues and installation pipework across all non-domestic buildings including educational establishments. The Estates Service is supported by the Technical and Compliance Team and the Health and Safety Team to help fulfil their roles and responsibilities.

Estates are responsible for managing the safe installation, servicing, maintenance and commissioning of all Biomass boilers including their fuel storage areas in accordance with industry standards and the manufacturer's instructions. This is achieved by employing competent contractors.

Estates are responsible for managing the safe installation, servicing, maintenance and commissioning of all Oil fuelled appliances. This is achieved by employing competent contractors.

5.3.3 FACILITIES MANAGEMENT

The Facilities Manager is responsible for managing commercial gas catering appliances for (EDC's) commercial catering establishments including schools. They employ suitably qualified commercial catering gas safe registered businesses with gas safe registered engineers (Contractors) to safely install, commission, service, test and maintain commercial catering gas appliances. This includes installation pipework, mechanical ventilation systems and interlock systems in accordance with the Gas Safety (installation and use) Regulations 1998 as amended 2018, Industry standards and the manufacturer's instructions. The Facilities Manager, FM Leads and Team Leaders are supported by the Technical and Compliance Team and the Health and Safety Team to help fulfil their roles and responsibilities.

The Managers of each Service area are responsible for ensuring that the gas safety policy, procedures, risk assessments, method statements and management systems are in place, maintained, monitored, reviewed and communicated to all key personnel to help them fulfil their roles and responsibilities.

5.4 SERVICE MANAGERS AND TEAM LEADERS

Service Managers and Team Leaders will take all reasonable steps to ensure that appropriate management systems and procedures are in place, maintained, monitored, reviewed and communicated to ensure that all employees and members of the public are not put at risk from the effects of gas or carbon monoxide escapes.

They will ensure that all key staff are competent and are provided with relevant training, supervision, information, instructions, and guidance to help them fulfil their duties. Management will ensure that all specialist equipment and plant are serviced, maintained and calibrated in accordance with the manufacturer's instructions. They will also manage all gas paperwork, certificates and keep copies for a minimum of two years for audit purposes.

All Service Managers and Team Leaders are committed to help promote a positive attitude towards gas safety by participating with all key staff including, contractors, tenants and trade unions to help prevent gas incidents from occurring this may be achieved by regular engagement and worker participation. Working effectively with partners and external

organisations should help improve gas safety awareness and performance which should be encouraged by consulting all interested parties.,

All Service Managers and Team Leaders will liaise with senior management, the Technical and Compliance Team and the Health and Safety Team to consult and share information and guidance on all gas safety topics and provide regular updates regarding gas safety performance by means of reports created by the management team for each Service area. Each Manager and Team Leader will report all gas related incidents to the relevant Executive Officer and the appointed responsible person(s) including the Health and Safety Team.

5.5 SCHOOL SUPPORT MANAGERS

School support managers (SSM's) in East Dunbartonshire Council's educational establishments are responsible for managing gas safety that involves arranging gas appliances and safety controls in classrooms including any flexible connections connected to the fixed gas supply which will have an annual gas safety check including a service in accordance with the manufacturer's instructions. An ongoing maintenance programme to maintain these appliances and associated equipment will be actioned when required in a timely manner. SSM's will appoint gas safe registered contractors (please see section 14 and 15 for more information) to safely install, commission, service, test and maintain gas appliances in classrooms.

The following appliances may be located in science laboratories, the technical department, the art department and the food technology department. This is a non-exhaustive list:

- Domestic gas cooking appliances
- Brazing Hearth/Forge gas burners
- Fume cupboards
- Kilns

The local exhaust ventilation system connected to all gas appliances will also be serviced and maintained in accordance with the manufacturer's instructions and industry standards and managed by the SSM's. All safety certificates and maintenance records will be kept on file for a minimum of two years for audit purposes and an asset register with details of each appliance should be made available.

The School support managers are responsible for championing gas safety to all educational teaching staff and may liaise with the estates team and the health and safety team for advice and guidance.

5.5.1 THE PUBLIC-PRIVATE PARTNERSHIP (PPP'S) SCHOOLS

Public-private partnerships (PPP's) in education are long term contractual relationships between East Dunbartonshire Council and a private provider. The project comprised the building and operation of 6 secondary schools. Construction of the schools was completed in 2009 by a Morgan Sindall/SPIE Matthew Hall joint venture and FM services are provided by SPIE Matthew Hall until the project expiry date in 2039.

The gas boilers and fixed installation supply pipes throughout the school are the responsibility of SPIE FM. There are two types of fume cupboard in the PPP schools; fixed and portable. SPIE FM are responsible for the fixed fume cupboards and EDC are responsible for the portable ones.

East Dunbartonshire Council are responsible for the appliances listed in section 5.5 of the Gas Safety Policy including the main school kitchen catering equipment, all flexible connections to the fixed installation pipework and the local exhaust ventilation system connected to all the gas appliances located in classrooms.

School support managers will liaise with the appropriate service manager and or team leaders appointed by East Dunbartonshire Council to ensure the appliances are serviced and maintained in accordance with the manufacturer's instructions, industry standards and the regulations. All certificates will be kept on file for a minimum of two years for audit purposes and an asset register with details of each appliance should be made available.

5.6 THE HEALTH AND SAFETY TEAM

The Health and Safety Team shall provide support and guidance to all staff about occupational health, safety and gas safety issues. The Health and Safety Team shall investigate all RIDDOR related topics including accidents and near misses.

5.7 APPOINTED RESPONSIBLE PERSON(S)

The Chief Executive shall appoint a suitably competent gas safe registered person(s) to report all gas safety incidents as a requirement by RIDDOR on behalf of the Council along with the Health and Safety Manager and in accordance with the Health and Safety Procedure SP01 Accident and Incident Reporting. The responsible person(s) will work with all Service areas providing staff with gas safety advice and guidance and consult with external agencies for instance Gas Safe and the HSE to ensure that EDC is compliant with legislation. They will be responsible for maintaining, measuring and monitoring the Gas Safety Management System to check its effectiveness and provide action plans with appropriate recommendations at regular intervals.

5.8 EMPLOYEES AND GAS ENGINEERS

Employees: To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

To cooperate with (EDC) in assisting them to fulfil the requirements detailed in the Gas Safety Policy and management system. Report to their line manager and the Health and Safety team all accidents, incidents and near misses in accordance with the Health and Safety Procedure titled SP01 Accident and Incident Reporting.

Engineers: Must comply with the Gas Safety (installation and use) Regulations 1998 as amended 2018, Industry standards and the manufactures instructions. They must follow the Gas Industry Unsafe Situations Procedure (GIUSP) and report all unsafe situations to the responsible person and to their manager immediately.

6. AIMS AND OBLIGATIONS

To meet all legal and regulatory obligations and also ensure best practice is followed in relation to gas safety, the aims of the gas policy are for each Service area to:

- Keep the general public, tenants and employees safe from danger.
- Develop and implement a robust gas safety management system.
- Report all gas safety incidents in accordance with regulatory obligations

- Continually check the effectiveness of the gas safety management system and communicate findings to all key personnel to allow an opportunity for continual improvement.
- Regularly consult with all key employees, duty holders, tenants and building users and educate them on all gas safety matters.
- Take reasonable steps to work with tenants so that the service is carried out at a convenient time and to meet the timeframes set out in the legislation.
- Raise resident and staff awareness of the potential risks associated with both gas and carbon monoxide escapes including recognising the symptoms of CO poisoning and the procedure to follow if escapes are suspected.

EDC will ensure that it fulfils its legal and regulatory obligations relating to gas safety by:

- Ensuring that all gas installations, maintenance and safety checks are carried out by a Gas Safe registered engineer.
- Ensure the annual safety check and service is carried out on each gas appliance and flue within 12 months of the previous safety check.
- Ensure a gas tightness test is completed at every gas safety check, service, new installation, report of a smell of gas or fumes investigation and when deemed necessary by a competent gas engineer.
- Ensure gas fittings, flues and ventilation requirements are maintained in a safe condition. Gas appliances will be serviced in accordance with the manufacturer's instructions and industry standards
- Maintain gas safety records on all properties; ensure a copy of the Landlord's Gas Safety Record (LGSR) is issued to the existing or new tenant within 28 days of the inspection, store the LGSR on file and all associated gas safety records for a minimum period of 2 years.
- Ensure before any new tenancy starts, either via a void or mutual exchange, that the property is safe to let and the incoming tenant receives a current copy of the LGSR
- Annual testing of carbon monoxide, smoke alarms and where applicable gas detectors, heat detectors and associated controls. A record will be kept on file.
- Ensure the installation of a carbon monoxide detector in every habitable room containing a gas appliance, fuel burning appliance or flue connected to such an appliance.
- Replace any faulty alarms in a property where faults are identified as part of the annual safety check.
- Develop and review gas specific work activity risk assessments and method statements and where required the construction phase plan for construction projects.
- Develop and implement company procedures to ensure compliance with the gas industry regulations, standards and manufactures instructions.
- The following is a non-exhaustive list of suitable procedures that may be developed and implemented by East Dunbartonshire Council where applicable to help support the Gas Safety Policy:
 - Service Scope of Works
 - Maintenance Scope of Works
 - Installation Scope of Works
 - Contract Standing Orders
 - Gas Safe Registration
 - Record Keeping

- Void properties
 - Access to a property for the annual gas safety inspection
 - Gas and Carbon Monoxide emergency procedure
 - Reporting gas industry unsafe situations procedure (GIUSP)
 - RIDDOR reporting of gas incidents
 - Safe Electrical Isolation for gas engineers and electricians
 - Quality gas audits for gas operatives and gas contractors
 - Escalation procedure for gas operatives that miss unsafe gas situations
- Develop and implement a robust gas audit schedule on all gas operatives, including contractors both domestic and non-domestic engineers.
 - Deliver Induction training and share information at monthly toolbox talks.
 - Monitor Engineers and contractors gas qualifications and ensure that they are competent to carry out the work required and that they are in date.
 - Ensure every gas engineer receives their gas safe ID card every year and keep the gas safe register updated of any changes to employee's circumstances for instance any new starts or leavers as and when required.
 - Management must ensure that all specialist equipment is calibrated annually and keep certificates stored for audit purposes.

7. REGULATORY AND LEGISLATIVE COMPLIANCE

The principle legislation applicable to this standard is The Gas Safety (Installation and Use) Amendment Regulations 2018. EDC has a legal obligation under Part F, Regulation 35, 36 of the legislation both as an employer and a duty as the 'Landlord' for the purposes of the legislation.

Summary of Regulation 35

This regulation requires an employer or self-employed person to ensure that any gas appliance, flue or installation pipework installed at a place of work they control is installed and maintained in a safe condition.

Summary of Regulation 36

This regulation details landlords' duties in respect of gas safety. There are two main duties on landlords: annual safety checks on gas appliances and flues will be completed at intervals of not more than 12 months from the date of the previous LGSR and that all records are kept for two years and issued, or in certain cases, (displayed to tenants) and an ongoing maintenance programme is implemented by competent people. EDC shall ensure that the work undertaken on their behalf is done by a member or an employee of the Health and Safety Executive's (HSE) "Approved Class of Persons". (Gas Safe Registered business and employee).

Although related, these duties are separate and distinct. In addition, landlords must ensure that no gas fitting of a type that would contravene regulation 30 (e.g. certain instantaneous water heaters) is fitted in any room occupied or to be occupied as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time.

8. ANNUAL GAS SAFETY CHECK AND SERVICING

EDC will carry out a programme of annual gas safety checks and servicing in accordance with the manufacturer's instructions for all properties including Non-Domestic buildings and educational establishments. This check will include installation pipework, gas fittings, appliances, flues and ventilation owned by the landlord in the property and will be completed at intervals of not more than 12 months from the date of the previous LGSR or as detailed within the manufacturer's instructions. This safety check is driven from the anniversary date of the most recent LGSR which may have been carried out at the start of a new tenancy or following installation of new gas appliances. A gas tightness test will also be carried out in accordance with industry standards with the test results positively recorded. All actions and recommendations will be communicated to the responsible person for the premises. These gas safety checks including an ongoing maintenance programme will be carried out by suitably competent engineers in accordance with the manufacturer's instructions and industry standards.

Non-Domestic properties may include commercial gas catering appliances and associated mechanical ventilation systems with interlock systems, boilers serving communal heating systems, combined heat and power systems and water heating boilers.

EDC requires tenants to allow access to their properties to allow for the completion of annual gas safety checks and this is documented in, and is a condition of, the tenancy agreement. EDC have procedures in place to ensure all reasonable steps are taken to carry out a Gas Safety Check within the timeframe required by The Gas Safety (Installation and Use) Amendment Regulations 2018 and those actions are documented as evidence and audit purposes. It is intended that properties will be checked on a 10-month cycle, to allow for any no access or legal actions that may be taken to force entry as a last resort with the aim to complete all LGSR within the 12 month timeframe.

EDC will carry out a programme of annual safety checks and servicing to include ongoing maintenance to all solid fuel systems (Biomass), oil boilers and liquefied petroleum gas appliances including installations. This safety check will include all fittings, appliances, flues and ventilation in the property and will be completed no longer than 12 months from the date of the previous safety check and service or as detailed within manufacturer's instructions or industry best practice. These safety checks and an ongoing maintenance schedule will be carried out by a suitably competent engineer in accordance with the manufacturer's instructions and industry standards.

EDC will carry out a gas safety check and issue a new LGSR for the whole property following the installation of new gas appliances. EDC will install carbon monoxide detectors in every habitable room containing a gas appliance, fuel burning appliance or flue connected to such an appliance.

Annual Inspection and testing of carbon monoxide, smoke alarms and where applicable gas detectors, heat detectors and associated controls will be installed, checked, maintained and serviced in accordance with the manufacturer's instructions. A record will be kept on file for audit purposes. All smoke and heat detectors should be interlinked and tested. All Carbon Monoxide detectors installed in our non-domestic properties for instance in boiler plant rooms. should be hard wired and able to isolate the heat source in the event of an emergency. Where battery operated alarms are installed they should be interlinked and tested in accordance with the manufacturer's instructions

9. TENANTS OWN APPLIANCES

Tenants need to seek the Landlords permission to undertake alterations or improvements to their home. This includes the safe installation of gas appliances installed by competent persons and in accordance with the manufacturer's instructions for instance gas cookers or gas fires. Where a tenant has previously installed an open flued gas appliance the Council's permission should have been sought and approved.

EDC will complete a visual inspection and record details of all gas appliances owned by the tenant in domestic properties and provide advice to the tenant in accordance with the gas industry unsafe situation procedure where applicable. It is a requirement for any tenant who has arranged for their own gas appliance to be installed by a competent gas engineer (with or without permission) to have a gas safety check and service carried out at least once a year and to provide EDC with a copy of the gas safety certificate.

10. VOID PROPERTIES

EDC will cap off gas supplies to all properties when the property becomes void and will cap off gas supplies to all new build properties at handover if the new tenancy is not commencing immediately at the point of handover.

EDC will reinstate gas supplies to void properties and new build properties at commencement of the new tenancy and will undertake a gas safety check and issue a new LGSR.

EDC will ensure that gas safety checks and servicing are carried out prior to, or immediately following the commencement of any new tenancy (void properties), mutual exchange and/or transfer and that the tenant receives a copy of the LGSR prior to, or immediately after moving in.

11. CAPITAL WORKS AND CONSTRUCTION PROJECTS

All construction projects will be required to take into account the impact of gas safety from the proposed design and construction of all projects. The Principle Designer/Designers will aim to meet their obligations to design out hazards and manage the risks from works that may impact on gas safety. EDC will provide pre-construction information for instance registers of gas assets and fuel burning installations in all domestic and non-domestic premises and where applicable asbestos management survey, management plans and or re-inspection reports. (Please see section 11)

To comply with the requirements of the Construction, Design and Management Regulations 2015 (CDM) a Construction Phase Plan will be completed for all capital works, voids, refurbishment projects and construction projects. This plan will detail any gas installations that may be affected by the works and detail all necessary gas work required to make safe and reinstate gas installations including the requirement for the work to be completed by a registered gas safe business and engineer. The Gas Safe contractor must ensure that all Gas Safety records have been completed and copies are kept on file for a minimum of two years. (Please see section 11).

Each Service area will be responsible for the development and implementation of comprehensive risk assessments and method statements for areas of work within their direct control identifying all significant hazards. All contractors will be required to produce

comprehensive Risk Assessments and Method Statements (RAMS) relevant to the work they will be carrying out. The Health and Safety Team will review all Contractors RAMS before all high-risk projects for instance the installation of gas appliances in our estates and our educational establishments and will provide advice and guidance to all parties involved. This will include a review of the Construction Phase Plan followed with site inspections to check compliance and ensure that health and safety arrangements are in place during each project.

12. RECORD KEEPING

Each Service area is responsible for the production and maintenance of associated information related to the Council wide gas assets and other fuel burning appliances to be kept on a register. This register will also hold data against each property asset of gas, oil and solid fuel inspection and servicing requirements for all domestic and non-domestic property assets. EDC will establish and maintain a core asset register of all properties that have an active or inactive gas supply. In our estates, manual gas records will also be kept in the on-site six pack folder for each non-domestic building, managed by the appointed Building Manager and or Duty Holder as well as stored electronically and managed by the Estates service.

EDC management will ensure that all Gas Safe registered engineers record the details of all appliances and other equipment which is served by the gas supply in every domestic and non-domestic property.

EDC management will hold and maintain accurate records of all engineers' qualifications undertaking gas works including work carried out on other fuel burning appliances.

EDC management will establish and maintain accurate records of all completed safety records, warning notices and associated remedial works and keep these for a period of not less than two years.

The information below is intended as a guide to help Management and Team Leaders understand what Gas Safety Records may be required where applicable to help comply with gas safety legislation. This is a non-exhaustive list. The reference code and description of each record detailed below is common throughout the gas industry.

CP1 – Gas Safety Record and or CP4 – Service/Maintenance Record – Domestic Gas
 This form may be used during maintenance work to capture gas safety information.

CP12 – Landlords/Gas Safety Certificate – Domestic Installations

The CP12 form is the precise way to record the gas safety checks carried out during a Landlord gas safety inspection for domestic installations. Each CP12 provides an accurate record of all the relevant information required in accordance with the Gas Safety (Installation and Use) Regulations 1998.

CP14 – Warning/Advice Notice – Domestic and Non-Domestic

The Warning Advice Notice will ensure that recipients fully understand that an installation/appliance is not safe or does not comply with standards. A CP14 is to be used in accordance with the requirements of the current Gas Industry Unsafe Situations Procedure. A CP14 is designed to record Immediately Dangerous (ID) and At Risk (AR) situation.

CP15 – Plant Commissioning/Servicing Record – Non-Domestic

The Plant Commissioning/Servicing Certificate is used to record details of non-domestic gas appliance commissioning/maintenance work. This form allows gas operatives to accurately record checks carried out while commissioning/servicing non-domestic appliances. Concise details of combustion checks can be recorded plus many more essential tests.

CP16 – Gas Testing and Purging – Non-Domestic

The Gas Testing and Purging form allows the gas operative to provide a report on the safety of the gas installation, when carrying out strength testing, tightness testing and/or purging in accordance with IGEM/UP/1 and/or IGEM/UP/1A in a non-domestic environment.

CP17 – Gas Installation Safety Report – Non-Domestic

This gas safety form allows installers to capture information about:

- Business, job, and where applicable Client details
- Appliance details, Inspection details, Meter Installation and installation pipework details
- Details of work carried out – a brief overview of the work carried out
- Details of remedial work required – a brief overview of and remedial work that is required
- Safety information – raising and issuing of a Warning/Advice Notice (Where applicable), attaching of labels and notification to the responsible person for the installation
- Declaration – sign off by the Gas Safe Registered engineer.

CP20 – Central Heating Commissioning/Inspection Records – Domestic Gas

This form should be completed in conjunction with the Benchmark Scheme documentation provided by the appliance manufacturers to help registered business to comply with current legislation and to validate warranties.

CP26 – Fumes Investigation Report

The Fumes Investigation Report should be completed when trained gas safe registered engineers attend a call out to investigate a report of a leakage of carbon monoxide (CO) or a CO alarm activation with a calibrated Flue Gas Analyser and in accordance with BS 7967, industry standards and manufacturers instructions.

CP42 – Gas Safety Inspection – Commercial Catering Appliances

This gas safety form allows the accurate documentation of catering installations – both the kitchen environment with its ancillary controls and the gas appliances themselves.

The form is in two parts: Part 1 deals with the catering environment (gas installation and isolation, electrical, interlocks, exhaust and ventilation systems, etc.). The second part deals with the appliances themselves.

13. TRAINING

This Policy and the procedures that support it will be subject to a range of training across EDC. The training will be bespoke to the individuals and refresher training will be provided as appropriate.

Training will include team briefings for those employees who need to have a basic understanding and awareness of gas safety but who may not be actively involved in the delivery of the gas safety policy. This will be basic gas safety awareness training.

On the job training will be provided to those employees who will be responsible for managing the programme of gas safety checks and repair works. Management with lead responsibilities will arrange team briefings for all gas engineers to provide an opportunity for gas safety technical updates and changes to legislation to help continually improve knowledge and ensure compliance is being adhered to.

14. COMPETENT PERSONS

EDC will ensure that the nominated responsible person(s) with lead responsibility for operational gas safety compliance is appropriately qualified; and should hold a recognised gas safety certificate along with a compliance management qualification with previous experience in a similar role.

EDC is a Gas Safe registered organisation that employs Gas Safe registered engineers. Management will ensure that all engineers have valid certificates of competence, relevant to the particular types of gas equipment and gas work that they are competent to work on within Property Maintenance working in domestic properties. A system will be in place to ensure that individual qualifications are valid and kept up to date as a requirement by legislation. All gas engineers are required to carry a valid gas safe licence identification card on their person and be able to produce it to anyone during their working hours. The gas safe licence identification card is renewed annually.

EDC will ensure that only suitably competent Gas Safe registered businesses and contractors are procured and appointed to undertake works to gas fittings, appliances and flues. Each department will check the relevant qualifications of employees working on behalf of EDC including appointed contractors to ensure that all persons are appropriately qualified and accredited for the work that they are carrying out. These checks will be undertaken at the commencement of contract and at least annually thereafter. All copies of certificates including individual engineer's gas safe licence identification cards will be kept electronically for audit purposes including calibration certificates for specialised equipment.

EDC management will ensure that only suitably competent and accredited contractors are procured and appointed to undertake regular servicing and maintenance for solid fuel fittings, appliances and their flues for instance "Heating Equipment and Testing Approvals Scheme" HETAS. HETAS is a not-for-profit organisation offering competent person scheme for installers of biomass and solid fuel heating, registration for retailers and chimney sweeps and approval of appliances and fuels. The operational team with responsibility for delivery will check the relevant qualifications of employees working for these contractors to ensure that all persons are appropriately qualified and accredited for the work that they are carrying out. Biomass Boilers including their chimneys/flues will be inspected annually and engineers will complete work in accordance with the manufacturer's instructions. All records will be stored electronically with manual copies also stored in the on-site six-pack where applicable. All paperwork will be kept for a minimum of two years for audit purposes.

EDC will ensure that only competent and accredited contractors are procured and appointed to safely install, service, maintain and commission all Oil fuelled appliances, storage tanks, pipework, fittings and their flues. This may be achieved by ensuring that Engineers are for instance, members of the "Oil Firing Technical Association" OFTEC. Annual safety inspections will be carried out in accordance with manufactures instructions and industry standards.

15. CONTRACTOR SELECTION AND VERIFICATION

A detailed assessment of the competence of a contractor/consultant will be carried out at the contractor award and managed through the contract term for the Council that involves working with gas systems/appliances/equipment or involves routine servicing/maintenance arrangements:

All contractors and employees carrying out work on gas systems/appliances/equipment will be required to be a current member and/or a class of person(s) approved by the HSE. The Contractor will inform EDC of any new employees who will be working on the contract. Each service must maintain a register at all times to ensure that all employees are registered with the Gas Safe Register or the appropriate Licensing Body;

- All contractors and qualified design engineers/consultants will have been assessed and selected in alignment with the governance process and EDC's Contract Standing Orders.
- All Contractors must provide a current and valid copy of their Gas Safe registration certificate and provide a list of employees who may be appointed to work on behalf of EDC premises and keep us informed of any changes. All proposed employees must be approved by the relevant EDC service manager before works commence.
- All Managers responsible for overseeing gas contracts will verify the continuation of registration of the Gas Safe Register by routinely checking returned certificates from businesses. An annual re-registration of contractor's membership is undertaken by Gas Safe Register normally on 1st April each year and registration can be verified by checking with the Gas Safe Register;
- All contractors will be required to demonstrate that all of their employees are registered for working with the equipment/appliances as specified in the contract. This will include provision of colour copies of training certificates and current Gas Safe Register ID Cards or the appropriate Licensing Body. All gas safe registered contractors must have on their person a valid gas safe ID card with the relevant categories that they are competent to work on listed on the card and is available for inspection at all times during working hours.
- Where a Gas Framework Agreement is established for gas works/equipment all those contractors/suppliers will require to be verified as complying with all gas safety standards and legislative requirements including equipment and their employee competence standards. A verification of all safety requirements and equipment standards pertinent to the contract will be undertaken on the contractor/supplier chosen.
- EDC and all contractors must have detailed and clear procedures including arrangements for dealing with unsafe practice/procedures and for the reporting of RIDDOR incidents, including reporting to EDC all dangerous gas fittings.
- The Contractor must have a Quality Control Inspection procedure defining percentage of works checked and will provide regular reports on performance to the client. EDC will appoint an external gas auditing contractor to carry out a Quality assurance programme for all contractors working on behalf of EDC to check the effectiveness of the gas work activities. This will include a robust process to investigate and manage all missed gas industry unsafe situations including all RIDDOR reportable gas incidents.

16. GAS INDUSTRY UNSAFE SITUATIONS

Gas Safe registered engineers have a responsibility to advise the responsible person for a property when they find dangerous gas installations or appliances.

What actions they take is determined by the requirements of the Gas Safety (Installation and Use) Regulations 1998 Amendment Regulations 2018 and the guidance given in the "Gas Industry Unsafe Situations Procedure" (GIUSP).

When a registered gas engineer identifies an unsafe situation, they should try to find the cause and repair any faults. Where this is not possible, they will explain that the fault(s) must be repaired before the installation is used again. If it can't be corrected immediately, they must make the installation safe, after first seeking permission from the user/responsible person to do so. This is normally done by disconnecting and sealing with an appropriate fitting or by turning off the gas to the affected part of the installation. This will be dependent upon how serious the defects are.

When the gas engineer has identified a gas related danger is present within the property, they will attach a warning label where applicable to the dangerous gas fitting and issue a written warning notice to the responsible person. This may be a tenant or a duty holder for instance the Head Teacher at a School.

The warning notice will identify what classification of 'safety defect category' the engineer has deemed the installation to be, they will be either;

- Immediately dangerous (ID), or
- At Risk (AR) –
 - AR appliance/installations that shall be turned off to remove the risk, or
 - AR installations were turning off will not remove the risk.

Copies of any warning notices issued by the gas engineer will be kept on file by EDC for future reference. More guidance and information around risk classification can be gained from the current edition of the GIUSP which is issued by Gas Safe Register as Technical Bulletin 001 and or from IGEM – Institution of Gas Engineers and Managers.

17. (RIDDOR) REPORTING OF GAS INCIDENTS

EDC has a statutory requirement to report certain gas incidents to the HSE.

Regulation 11(1) applies where there has been a **gas incident** which has resulted in death or major injury. This normally applies to carbon monoxide poisoning, fire or explosion. As soon as basic information has been gathered the HSE must be notified immediately either by telephone or by using the online system. A full report must be completed **within 14 working days** of your visit.

Regulation 11(2) applies to any other reportable situation again using HSE online system and the form must be completed **within 14 working days** of your visit. It is a statutory requirement for gas engineers to follow the (GIUSP) when they encounter dangerous gas appliances including pipework and report unsafe situations to the HSE.

EDC will take prompt action to correct any safety defects found on gas appliances or fittings they own. Gas Engineers will report all RIDDOR reportable gas incidents to their team leader who will inform the head of the Strategic Grouping, the appointed Gas Safe responsible person working on behalf of EDC and The Health and Safety Team immediately.

Service Managers are responsible for reporting all RIDDOR reportable gas incidents to the Executive Officer and the Health and Safety Team immediately. The Executive Officer shall also report all reportable gas incidents to the Depute Chief Executive.

The Health and Safety Team are only permitted to report all RIDDOR reportable incidents to the HSE assisted by the appointed gas safe responsible person(s). Please refer to SP01 Accident and Incident Reporting Procedures for more information.

18. QUALITY ASSURANCE

Quality control ensures that gas engineers are undertaking work in a professional and competent manner whilst not being directly supervised. A selection of gas work carried out by a gas engineer will be inspected to ensure that, as a minimum, all checks and tests required by the Gas Safety (Installation and Use) Regulations 1998 as amended 2018, appliance manufacturer's instructions and industry standards have been undertaken.

A quality control process is a pivotal management tool that if implemented correctly will not only confirm the onsite quality performance of engineers, but also re-affirm that all on site risks are managed by EDC in a structured format. The types of quality control inspections that should be implemented are a measured mixture of 'work in progress reviews, post inspection reviews and desktop audits. This process will help evaluate the risk rating of each engineer working for or on behalf of EDC and determine the audit frequency over a twelve month period, based on risk.

Quality control checks will be increased where EDC has concerns regarding the performance or quality of work being delivered. All new start engineers or new contractors should be considered high risk. If a gas safe registered engineer caused or missed an Immediately Dangerous or an At Risk situation in accordance with the gas industry unsafe situations procedures then an increase of audits will be conducted. All records will be kept on file for a minimum of two years for audit purposes.

In addition, a varied range of work activities that will be audited will include the installation of central heating boilers, appliances, servicing and maintenance jobs. All EDC employed gas engineers and external gas safe registered contractors will be subjected to a formal audit programme. EDC will develop and implement a quality review procedure to include the requirements for each department. Quality reviews will be carried out by an appointed gas safe registered engineer(s) and/or an external quality assurance gas contractor where necessary whom should have the appropriate quality assurance qualifications and relevant experience to be able to provide suitable and sufficient advice and guidance.

19. MONITOR AND REVIEW

The Gas Safety Policy will be made available on the Hub, reviewed at least every three years from the date of signing by The Health and Safety Team. The review will consider the finding of regular audits, inspections, the individual performance of each Strategic group and the Council as a whole. The Gas Safety Policy will also be reviewed when :

- a) The introduction of new legislation and approved codes of practice including any updates;
- b) Improving the Council's pro-active approach to minimising risk;
- c) Anticipation of organisational change such as the introduction of new technology,

through appropriate changes to management systems, training etc.; or

d) After a major incident or accident

When necessary, the policy will be amended and reissued with an updated version number.

All Service Managers and Team Leaders (or equivalent) must ensure that any changes or updates made to the Gas Safety Policy and associated procedures are effectively communicated to all employees with key responsibilities.

20. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Gas Safety (Installation and Use) Regulations 1998 (Amendment) 2018
- Gas Safety (Management) Regulations 1996
- Gas Safety (Rights of Entry) Regulations 1996
- Gas Appliance (Safety Regulations) 1995
- The Gas Industry Unsafe Situations Procedure
- The Electricity at Work Regulations 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015
- Building (Scotland) Regulations 2004
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- The Personal Protective Equipment at Work 1992 (Amendment) Regulations 2022
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Pressure Systems Safety Regulations 2000
- Pipelines Safety Regulations 1996
- Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment 1998
- Housing (Scotland) Act 2014
- The Data Protection Act 2018
- The Institution of Gas Engineers and Managers (IGEM) Standards
- Gas Safe Technical Bulletins
- British Standards (BSI)
- Building Standards Technical handbook
- Approved Codes of Practice (L56) The Gas Safety (Installation and Use) (Amendment) Regulations 2018

East Dunbartonshire Council: Safety Policy and Procedures

- HSP01 Health and Safety Policy
- HSP04 Management of Asbestos
- HSP05 Management of Contractors
- SP14 Risk Assessment
- SP01 Accident and Incident Reporting
- SP16 Gas and Carbon Monoxide Emergency Procedure
- SP37 Gas Industry Unsafe Situations Procedure

- SP41 Natural Gas Appliances Scope of Works
- SP46 Quality Reviews for Gas Engineers
- SP47 Gas and Fuelled Appliance Service Access Process

East Dunbartonshire Council: Health and Safety Forms

- HS1a for Accidents/Violent Incident/Fire Alert
- HS1b forms for Near Miss incidents/ Dangerous Occurrence
- DO4 Gas and Fumes Escape Form
- D08 Natural Gas Emergency Escape Flow Chart for EDC Service Users
- D09 Carbon Monoxide Emergency Escape Flow Chart for EDC Service Users
- D10 CARBON MONOXIDE (CO) ALARM ACTIVATION in integral boiler rooms Procedure
- D11 CARBON MONOXIDE (CO) ALARM ACTIVATION in remote plant rooms
- D12 Report of a smell of Natural Gas and or Escape Emergency Procedure
- D14 Gas Appliances Maintenance and Service Log Sheet for Educational Classrooms
- D15 Gas Emergency Instructions for Classrooms & Kitchen Staff
- D16 Isolation of Gas Supply for Teaching and FM Staff in Classrooms and Kitchens
- P06 EDC Domestic Gas Quality Review Forms