

Gas Safety Management Policy

Richmond the American International University in London

Version 1
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1 Introduction

The University is committed to protecting the safety, health and wellbeing of all stakeholders affected by the activities of the University. This includes staff, students, visitors, contractors and all other persons on University premises. The University has a gas heating system which must be managed and maintained properly due to the explosive nature of gas and the potential for poisoning due to fumes. Therefore it is vital that this procedure is followed to ensure that this hazard is managed properly by the University.

The purpose of this procedure is to detail the local health and safety arrangements in place within Estates and Facilities department to manage gas safety for the University. This procedure forms part of the arrangements the department and University has in place to comply with the overall University Health and Safety, and Wellbeing Policies and all relevant health and safety legislation including the Health and Safety at Work etc. Act 1974 and HSE Approved Code of Practice and guidance contained within Gas Safety (Installation and Use) Regulations 1998 as amended. L56 (5th Edition) 2018.

The roles and responsibilities of stakeholders are detailed within this procedure to make stakeholders aware of their responsibilities in relation to gas safety and to assist them to discharge those responsibilities. Successful health and safety management requires the collective effort of all involved in order to create a positive health and safety culture. All stakeholders are required to observe health and safety rules and procedures.

2 Scope

Estates and Facilities acknowledge the importance of developing and maintaining local health and safety arrangements for gas safety. Gas is used as a heating source for the University therefore arrangements must be implemented for the safe use of gas within buildings and also for the safety of any gas pipework buried on Campus. The maintenance of the gas heating system is a responsibility of Estates and Facilities and its FM providers and subcontractors and must be carried out to ensure that it is kept in a safe condition and repairs are carried out as necessary. The use of competent contractors is vital to ensure that the system is in a safe condition and the necessary paperwork issued by the contractor and stored by Estates and

Facilities. The emergency arrangements following an uncontrolled release of gas will also be detailed.

3 Roles and Responsibilities

The following responsibilities and tasks represent the performance standards required of University officers in the management of gas safety. As with other management responsibilities it is for the named officer(s) to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results.

Estates and Facilities Department

The Estates and Facilities Department and their FM provider are responsible for ensuring that:

- ensure that the location of all gas pipe work, fittings and appliances are clearly recorded and provided to a Gas Safe operative as required. In addition such information will be provided to a contractor undertaking work where they are in close proximity to such pipe work, fittings and appliances.
- ensure that all gas pipe work, fittings and appliances which are subject to work, repair and or safety checks in addition to the annual safety checks is only carried out by a Gas Safe operative and complies with Gas Safety (Installation and Use) Regulations 1998 (L56.)
- ensure that any Gas Safe operative is provided with other safety information relevant whilst on University premises.
- ensure that suitable and sufficient records are kept in relation to any of the work undertaken above in accordance with Regulation 36 of below quoted HSE document.
- ensure that access to gas powered boilers is secured to prevent authorised access
- ensure that any gas leaks or smell of gas are reported to Security immediately so that contact can be made with either the Gas supplier and or a Gas Safe Operative and their instructions are followed immediately.
- Ensure that where BS EN 50291 CO alarms are installed that these are not tampered with and are installed, checked, maintained and serviced in accordance with manufacturers' instructions.
- Issue permit to works as required
- Necessary investigations are made for underground gas services before breaking ground.

Employees/Students/Visitors

All employees, students and visitors have a responsibility for their own and others health and safety. It is their responsibility:

- To report any smells of gas immediately to Maintenance Helpdesk/ Security for immediate investigation
- Not to tamper with the heating system
- Ensure boiler houses are not used for storage

Contractors

All contractors must carry out works in accordance with their risk assessments and method statements. It is the responsibility of contractors to:

- Adhere to the University's Contractor policies and Procedures
- Consider the safety of all stakeholders within the area in which they are working
- Be adequately trained and competent to carry out the job
- Receive a site induction from Estates and Facilities/ FM Provider prior to starting works on site
- Follow all risk assessments and method statements
- Adhere to permit to work procedure
- Carry out works safely and meet the appropriate standards for the works being undertaken

4 Gas Testing

Estates and Facilities are responsible for ensuring that the gas heating systems within the University are working safely as per their design. In order to do this there must be a maintenance regime implemented by Estates and Facilities and the University's FM provider and completed by competent contractors. This will take the form of an annual gas boiler check, 6 monthly inspections and any additional visits for any repairs as required.

All inspections and works will be carried out by a Gas Safe registered company and engineer with certificates provided to the University and its FM Provider on completion of these.

Any gas installations will be carried out by a Gas Safe registered company and engineers. The installation will undergo a commissioning process prior to use to confirm that it is safe to use.

The University Gas Network will be inspected on an annual basis by a competent contractor and report submitted to the University and its FM Provider. Any actions detailed within this report will be instructed by Estates and Facilities.

A Gas Safety file shall be maintained and kept up to date. This shall contain copies of relevant documentation supplied to show compliance with installation, repairs and annual Gas Safety certification

5 Storage of Gas

All gas within the University must be stored in a safe and suitable place in accordance with the type of gas product. For instance, cylinders should be stored in a well-ventilated, covered area that is preferably outside on a level, well-drained surface. They should also be stored vertically with full and empty cylinders stored separately and the stock rotated. Any schools within the University that store gas must inform Estates and Facilities for inclusion in any fire risk assessment and evacuation plans.

Any areas used for the storage of gas must have appropriate signage to inform of the hazard and adequately secured.

6 Permit to Work System

A permit to work system is in operation within the University to control work on gas heating systems. It is imperative that this is followed in order to ensure that works are not carried out on live systems. Any gas works must be carried out using a permit to work issued by Estates and Facilities or its FM Services provider prior to the works starting so that there is no confusion regarding the status of the system. The permit to work will then be cancelled on completion of the work. This procedure also includes locking off systems to ensure that they are not switched on whilst completing works on a gas heating system.

7 Gas Leak Procedure

Any smell of gas within University buildings or grounds must be reported to Estates and Facilities so that the situation can be investigated to ascertain if there is a gas leak. If it is found to be a gas leak then the gas supply will be isolated through the gas shut off valve as required and competent contractor and/or the local gas authority notified. Isolated supplies shall not be re-instated until approval from local gas authority or approved and suitably qualified heating engineer has carried out the repair and system is proven to be safe.

Responsible department: Estates and Facilities
Approving body: University Board
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