

# Gas Safety Guidance

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**EALING COUNCIL**

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### Amendments

Page Number	Description	Date
4	Additional words to 1. Introduction paragraph	19/02/2016
4	Additional words to 2. legal context paragraph	19/02/2016
4	Additional word to 3. Glossary paragraph	19/02/2016
5	Removal of Installation pipework and replaced with New or Replacement Gas Installations and Heating	26/01/2016
5	Removal of paragraph from Executive Directors to Corporate Health and Safety Page 6	19/02/2016
6	Additional words Director level Managers and Head...& to paragraph on General Level Management Responsibilities	19/02/2016
7	Additional wording to Landlord paragraph on Detectors as a result of new regulations (Smoke and carbon monoxide alarm (England) regulations 2015	19/02/2016
8	Change to Gas Safe Engineer Registration card	19/02/2016
8	Additional paragraph Asset Management Procedures	26/01/2016

## 1. Introduction

The objective of these arrangements is to provide managers and staff with sufficient information and guidance to enable safe management use and maintenance of gas appliances, pipework and flues to control the risks to users and others by ensuring they are compliant legally and managed where possible to industry best practice.

## 2. Legal Context

Employers have a duty to safeguard the health and safety of their employees under Section 2 of the Health and Safety at Work etc Act 1974 (HASWA) and assess the risks arising out of their work activities and working environment under regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Section 3 of the HASWA places general duties on employers towards people other than their employees.

The Gas Safety (Installation and Use) Regulations 1998 (GSIUR) require that employers ensure any gas appliance, installation pipework or flue installed at any place of work under their control is maintained in a safe condition so as to prevent risk of injury to any person and undergoes annual testing and examination regime.

Failure to comply with the legislation detailed in the paragraphs above renders Ealing Council liable to criminal prosecution and unlimited fines in certain circumstances.

### Landlord's responsibilities

If you let a property equipped with gas appliances you have three main responsibilities:

- **Maintenance:** pipework, appliances and flues must be maintained in a safe condition. Gas appliances should be serviced in accordance with the manufacturer's instructions. If these are not available it is recommended they are serviced annually unless advised otherwise by a Gas Safe registered engineer
- **Gas safety checks:** a 12 monthly gas safety check must be carried out on every gas appliance/flue. A gas safety check will make sure gas fittings and appliances are safe to use
- **Record:** a record of the annual gas safety check must be provided to your tenant within 28 days of the check being completed or to new tenants before they move in. Landlords must keep copies of [the gas safety record](#) for two years.

## 3. Glossary

### Gas

The definition of gas includes:

- (a) Methane, ethane, propane, butane hydrogen and carbon monoxide
- (b) A mixture of two or more of these gases
- (c) A combustible mixture of one or more of these gases and air.

### Gas appliance

The definition includes a wide range of appliances fuelled by gas. It is implicit that gas has to be stored, supplied or used (basically as a fuel gas) to be covered by GSIUR.

### Mobile/portable appliances

Mobile/portable appliances where gas is supplied from a cylinder are not generally covered. However, a mobile or portable space heater (such as an air heater, gas fire or

convector) which is supplied with gas from a cylinder is subject to Regulations 3, 35 and 36 (provided it is in premises covered by GSIUR).

**Mobile food stalls** (whether towed as 'caravans' or self-propelled) which are made available to the public in the course of a business are covered. This includes such facilities where the public have access inside the vehicle or caravan concerned as well as 'serve-through-the-hatch' vendors. Other types of mobile food stalls (such as marquees, tents, gazebos and portable kitchens) are also covered by GSIUR.

Employees who are responsible for the co-ordination of events at which the public attend should refer to the Health and Safety Executive publication The Event Safety Guide and their directorate Health and Safety Adviser for further guidance.

### **New or Replacement Gas Installations and Heating**

This includes the fitting of gas installations in new build properties as well as the replacement of installations through planned or reactive maintenance work. Gas installations cover gas central heating, gas fires, gas cookers, ovens or hobs as well as gas supply pipe work to feed future gas appliances

### **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.

## **4. Who is and is not affected by the Arrangement**

Those affected are:

- All Employees of Ealing Council
- All premises where legal responsibility for gas safety has been identified as that of Ealing Council
- All 'Maintained' schools in Ealing i.e. (Community, Community Special, Voluntary-Controlled, Maintained Nursery Schools and Pupil Referral Units/Study Centres.)
- These arrangements do not apply to, but may be adopted by; Voluntary-Aided and Foundation Schools
- For services procured from external sources, the supplier should ensure all staff members while working for the council adhere to relevant health and safety legislation. Ealing staff who procure any contracts must monitor this
- Employees should ensure service users follow this arrangement.

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## **5. Responsibilities**

The responsibilities of key individuals throughout the council for managing the risk from gas are detailed below.

### **Chief Executive**

The chief executive has overall responsibility for health and safety throughout the organisation.

### **Executive Directors**

The executive directors are primarily responsible to the chief executive for the implementation and effective management of the council's health and safety policy. They are responsible for delegating specific health and safety roles and responsibilities to nominated officers within subordinate management levels.

### Director Level Managers and Head Teachers of Community Schools

- Each director level manager is responsible for the effective management of health and safety within their area or function and for those specific responsibilities assigned. This level of responsibility includes head teachers of community schools where the council is the employer and remains principally responsible for health and safety at work of all employees and others (including pupils)
- Director level management are considered the "duty holders" for ensuring all operations within their responsibility undertake the day to day management of risks from gas and have in place arrangements to ensure:
  - A programme of servicing and maintenance is in place for gas appliances, installation pipework or flue equipment in accordance with the manufacturer's maintenance schedules
  - A programme of assessment from the risks of gas is in place, which will included an annual "test" and inspection by a competent person.
- Where there is more than one director/manager at this level in a single premise, for example, Perceval House, then the responsibility for ensuring risk assessments are in place, is that of the director of the premises manager.

### General level management responsibilities

This level of responsibility will include: Service heads, managers, supervisors and team leaders, who will have defined health and safety responsibilities for work activities, must ensure:

- They have in place an effective maintenance programme for all appliances which includes regular/periodic inspections, together with any remedial work
- Where there is an absence of specific manufacturers' instructions, effective maintenance should include as a minimum:
  - Examination of the physical condition and safe functioning of appliances
  - Carrying out performance checks
  - Taking any remedial action.
- Owners and occupiers of any 'premises' is the "Responsible Person".

### Landlords

There are two main duties on landlords:

- Annual safety checks on gas appliances and flues (records must be kept and issued, or in certain cases, displayed to tenants)
- Ongoing maintenance.

In addition landlords must ensure 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.

### Detectors

From the 1st October 2015 regulations require smoke alarms to be installed in rented residential accommodation and carbon monoxide alarms in rooms with a solid fuel appliance. Changes are also made to the licence requirements in relation to houses in multiple occupations (HMOs), such as shared houses and bedsits which require a licence and also in relation to properties which are subject to selective licensing. The Regulations apply both to houses and flats. Failure to comply can lead to a civil penalty being imposed of up to £5,000. (Smoke and carbon monoxide alarm (England) regulations 2015)

### Contractors

Any contractor that is procured to provide servicing, maintenance and repair to any gas appliance, installation pipework or flue must be a member of a class of persons approved by the Health and Safety Executive (HSE).

### Corporate health and safety

The corporate health and safety team provide advice, training, support and monitoring arrangements as appropriate.

The implementation of these arrangements is monitored and reviewed every two years to ensure working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet its requirement.

## 6. Managing and controlling risk

The council will ensure no person shall carry out any work in relation to maintenance, service or repair unless they are competent to do so.

Prior to any works commencing the employing manager shall ensure they check for membership of an HSE-approved class of persons.

Gas work will be undertaken only:

- By a person who has successfully completed an industry-recognised training course followed by assessment of competence. Training that leads to assessment of competence in safe gas work should be recognised by the industry's standards setting body
- In the case of a currently or previously registered person, where they have proved competence through a certification scheme
- Training should be of a standard to enable the gas engineer to achieve competence in the safe installation, purging, commissioning, testing, servicing, maintenance, repair, disconnection, modification and dismantling of gas systems, fitting and appliances with which they are working. This should include an adequate knowledge of:
  - Relevant associated services such as water and electricity
  - The potential for exposure to asbestos
  - The dangers these may give rise to
  - The precautions to take.

Information on the standards of training can be found in the industry guidance "Standards of training in gas work" at <http://www.igem.org.uk>.

The requirement "to be in membership of a class of persons" means, at the time of writing to be registered with Gas Safe Register, the only body with such approval.

Details of the scope of work a Gas Safe registered engineer is competent to perform may be obtained from Gas Safe Register at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk).

All Gas Safe Register engineers should have for inspection their registration card as shown below.



## 7. Asset management

The council uses a number of asset management systems within housing, education and across the remainder of the property portfolio.

### Asset Management Procedure

The council will ensure it receives a completion/commissioning certificate for each property prior to handover signed by an approved engineer. The certification must confirm the installation has been:

- Installed as per the manufacturers instruction and in accordance with the Gas Safety (Installation & Use) Regulations 1998
- Installed by a competent person
- Fully commissioned in accordance with the manufacturers requirements
- Rust inhibitor of suitable concentration has been added to the system
- Checked and the following have been carried out and recorded:
  - The effectiveness of any flue
  - The adequate supply of combustion air
  - The operating pressure and/or heat input
  - That it is operating safely.
- Checked and the bore holes of the gas supply pipes, are of a sufficient size for the installation
- Checked and the gas purging should be completed by a Gas Safety registered person.

Building and premises managers must ensure all documentation received from contractors, in-house engineers etc is uploaded to their respective system so compliance with legislation, and these arrangements, can be demonstrated. Advice on uploading documents etc can be obtained from your facilities management provider.

## 8. Compliance:

Failure to comply with this arrangement may result in disciplinary action against the individual staff member in accordance with the council's disciplinary procedure.

Contractors who fail to comply with this arrangement may be in breach of their contract and face subsequent action.

## 9. Information and contacts

Health and Safety Executive <http://www.hse.gov.uk/>

Corporate Health and Safety 020 8825 7681  
London Borough of Ealing  
Perceval House  
14-16 Uxbridge Road  
Ealing  
W5 2HL

[Safety in the installation and use of gas systems and appliances ACoP L56](#)

[Landlords a guide to landlords' duties](#)

[The Event Safety Guide](#)