



CORPORATE POLICY

Gas Safety Management

21st October 2010

Revised March 2014

Contents

1.0 Policy reference Purpose

2.0 Gas Safety

3.0 Safe System of Working

4.0 Organisation and Responsibilities for complying with Policy

4.1 Chief Executive

4.2 Corporate Management Team

4.3 Director responsible for Neighbourhoods & Communities

4.4 Director responsible for Wellbeing, Care & Learning

4.5 The Specific Responsibilities of Heads of Service/Senior Managers

4.6 The Specific Responsibilities of Employees

4.7 The Responsibilities of the Corporate Asset Management Unit (including Children, Families & Learning Asset Management Unit)

4.8 The Responsibility of the Health and Safety Unit

4.9 The Responsibilities of the Clients Agent

4.10 The Responsibilities of the Delivery Agent

4.11 The Responsibilities of Transport and Design

5.0 Guidance Implementation

6.0 Legal Reference

MIDDLESBROUGH COUNCIL POLICY FOR THE MANAGEMENT OF GAS SAFETY

1. Policy Reference

This policy document refers to aims and objectives outlined in Middlesbrough Council's statement of Health & Safety policy

The Gas Safety Management Policy sets out the roles and responsibilities within the Council for the achievement of gas safety and adherence to statutory responsibilities

2. Gas Safety

All practicable action will be taken to secure the health and safety of employees, tenants, and others who use or operate gas appliances.

In this respect the term gas refers to mains gas, liquified natural gas and liquified petroleum gases, i.e. propane and butane.

In order to reduce the risks associated with the use of appliances and installations using gas, the Council will ensure:

That gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.

Those gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance, In accordance with the Gas Safety (Installation and Use) Regulations 1998. Tight tests are undertaken at a minimum interval of 5 years, subject to a full risk assessment as per IGUP1 & IGPU2

Domestic and commercial lets should be subject to a safety inspection at the end of a lease and prior to a new leaseholder occupying a site. These records should be retained within the property file and a copy provide to the leaseholder. Existing leaseholders should be aware of their responsibility in respect of regulation 35 and 36

That portable and transportable gas appliance are inspected and tested frequently as required. The frequency will depend on the environment in which the appliance is used, the conditions of usage and manufactures recommendations, but should be at least once every 12 months.

Safe systems of work for maintenance, inspection or testing are promoted and implemented through regular training and quality control audits.

Suitably qualified persons carry out monitoring of gas inspection, design and installation work, and the gas safety management system.

That contractors and persons who carry out work on gas installations and appliances hold the correct level of Gas safe registration. In addition hold the necessary elements of Gas Accredited Certification Scheme (ACS) qualifications relevant to the work being undertaken.

Personal protective equipment is provided as required to include special tools, protective clothing and gas detection devices and such equipment is maintained in good condition.

Safety information is exchanged with contractors to ensuring that they fully comply with the Council's health and safety policy.

Detailed records required by the regulations in relation to the above are maintained.

3.0 Safe System of Work

Accidents involving gas can have very serious consequences arising from burns, explosion and carbon monoxide poisoning from waste products.

Any gas related incident shall be thoroughly investigated (either as the result of an HSE request after a RIDDOR or resulting from day to day monitoring). All responsible persons shall be made aware of such incidents and have the relevant input into the investigation, reporting and reviewing process.

A Corporate Gas Safety Management System will be established that:

Identifies key senior managers with overall responsibility for ensuring that the gas safety policy implementation, and ongoing policy development is carried out.

Establishes responsibilities of individual managers in relation to employer and landlord duties where gas installations are present in premises under their control.

Commits senior managers to the provision of appropriate financial resources to ensure that annual gas safety checks and maintenance are carried out.

Expresses commitment to maintaining effective systems of communication on gas related health and safety matters.

Express commitment to planning regular review and development of the gas safety policy.

Includes written statements of organisation and arrangements for planning, monitoring, and auditing of the management system to ensure its effectiveness. Including Operational Manuals and Technical data

4. Responsibilities

4.1 Chief Executive

The Chief Executive is ultimately responsible for ensuring that the Council meets its statutory duties as an employer for health and safety at work through the Corporate Management Team and their Heads of Service

The Chief Executive shall be responsible for carrying out the obligations as contained within Section 6 of The Council's Health and Safety Policy as it relates to Gas Safety Management

In this regard the Chief Executive will ensure through members of the Corporate Management Team, so far as is reasonably practicable, any place of work under the Council's control is in a condition that is safe and without risks to health.

The Chief Executive Officer will ensure that Corporate Directors give due consideration to their responsibilities under the Council's health and safety policy.

The appointed persons given specific responsibilities for managing Gas Safety are afforded the necessary resources to carry their duties in accordance with the policy, and are trained to a level commensurate with the jobs role and responsibilities.

No work is carried out on the structure, fabric, and plant of the Council's premises without due consideration of this policy

The Gas Safety Policy is fully implemented throughout the Council.

Adequate funds are allocated to ensure compliance with this policy.

4.2 Corporate Management Team (CMT)

The following persons are members of the CMT and have specific responsibilities for complying with the Council's Gas Safety policy

Chief Executive
Executive Director Wellbeing, Care & Learning
Executive Director Neighbourhood & Communities

Members of CMT will; - Through their Assistant Directors Heads and Senior Managers ensure full compliance with the Councils Gas Safety Policy;

Appoint appropriate individuals responsible for implementation of the Gas Safety policy within their premises;

Ensure necessary resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the Corporate Gas Safety Management System as it impacts on their Service,

4.3 Executive Director Neighbourhood & Communities

The member of CMT appointed with specific responsibility for Corporate Resources / Asset has the following specific responsibilities

Ensure full compliance with the Councils Gas Safety Policy.

Ensure responsibilities for managing gas are properly defined, understood and carried out at all levels within the Council.

Ensure employees are competent to perform their duties in relation to this policy.

Ensure necessary resources are available to ensure compliance with this policy.

4.4 Executive Director Wellbeing, Care & Learning

The member of CMT appointed with specific responsibility for Children Families and Learning Asset has the following specific responsibilities: -

Ensure full compliance with the Councils Gas Safety Policy;

Ensure responsibilities for managing gas are properly defined, understood and carried out at all levels within the Directorate.

Ensure employees are competent to perform their duties in relation to this policy;

Ensure necessary resources are available to ensure compliance with this policy.

4.5 The Specific Responsibilities of Heads of Service/Senior Managers

The Heads of Service /Senior Managers have specific responsibilities relating to this policy. They must: -

Be aware of responsibilities for managing gas in accordance with this policy;

Ensure that responsible persons are appointed within their premises to oversee compliance with this policy;

Ensure that all employees are made aware of the gas policy and the measures in place to manage gas in their premises;

Ensure that all work is carried out in compliance with this policy;

Ensure full liaison with Corporate Asset Management Unit is maintained.

4.6 The Responsibilities of the Corporate Asset Management Unit

Under the instruction of the respective Director, advise CMT and agree provision of Gas maintenance and servicing in accordance with the Gas Safety (Installation and Use) regulations 1998

Develop and manage a Corporate Gas Safety Management System to

- Ensure that appropriate procedures are agreed and implemented to fulfil the requirements of the Gas Safety (Installation and Use) Regulations 1998.
- To draw up a servicing schedule based upon good practice guidelines and risk assessments for monitoring the condition of all gas appliances and pipework.
- Collate all relevant survey/ servicing data into the Gas servicing Register for all council premises.
- Develop and manage performance indicators for gas installation, servicing and safety inspection to measure performance.
- Ensure that there is compliance with gas safety regulations in all work that may have an impact on gas maintenance and installation works.
- Maintain a corporate database (Technology Forge) of Premises with gas appliances & pipework, ensure the database is updated with information relating to gas safety and performance to reflect the true position of appliances in or out of service
- Arrange for appropriately qualified personnel to carry out sample quality control checks on work in progress and completed work.
- Ensure that any case of non-compliance's with the regulations is fully investigated and the appropriate action taken.

4.7 The Specific Responsibilities of Employees

They must: -

Read and understand the Council's Gas Safety Policy statement.

Report any concerns to their line manager and/or the Asset Management unit.

Nominated building managers should not allow any works to be undertaken on the premises until it has been determined that the person who is to undertake the work has proved evidence of their Gas Safe registration and the appropriate level of competence.

4.8 The Responsibilities of the Health & Safety Unit

Provide support & assistance to the councils Asset management Units in relation to gas safety training.

As part of the on-site Health and Safety audits evaluate the level of compliance with this policy and report any concerns to the Asset management units.

Provide CMT with reports on cases of contravention of legal requirements and statutory codes (RIDDOR)

4.9 The Responsibilities of the person's appointed by the Council in the capacity of 'Client Agent' Middlesbrough Council Property Services

The Client Agent will ensure that

- Contractual arrangements made with contractors to carry out gas installations servicing, safety inspections and repairs comply with current legislation and good practice.
- Each property is maintained and a safety check is carried out every 12 months in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- Be responsible for providing the services of an appropriately qualified member of staff to carry out quality monitoring of the work of the In-house delivery agent and contractors appointed to implement the gas installation servicing, safety inspection and repair contract. In relation to new installations or any contract that might have an effect on gas, the above arrangements will apply.
- Appropriately qualified personnel carry out quality control checks on work in progress and completed work.

- New gas installations are designed to comply with all current legislation and mandatory guidance.
- Ensure that there is compliance with gas safety regulations in all work that may have an impact on gas safety maintenance delivery and contracts.
- All records are accurately maintained and are current.
- Provide the Corporate Assets Manager with monthly reports relating to the performance of gas servicing and maintenance work.

4.10 The Responsibilities of the person's appointed by the Council in the capacity of 'Delivery Agent' Property Services

The appointed Manager will ensure that any risk in respect of gas safety is identified and managed, prior to the execution of any repair, maintenance or installation operation. They will be responsible for:

- Providing the services of appropriately qualified members of staff to carry out gas installation servicing, safety inspection and repair work, in accordance with good practice and current legislation.
- Ensuring that all persons carrying out work on gas appliances, installations and fittings are competent and registered with 'Gas Safe'
- Ensuring suitably qualified person carries out regular quality monitoring and training reviews of staff and those reviews are documented.
- Ensuring records to be maintained by Property Services, as the Gas Servicing and Repairs 'Delivery Agent' are accurately maintained and are current.

4.11 The Responsibility of Middlesbrough Council H&V Design Team

Neighborhood & Communities Director will be responsible for employing Suitably qualified Mechanical Engineers, who will ensure that gas installations are designed to comply with all current legislation and good practice guidance. The Director will also ensure that there is compliance with gas safety regulations in all work that may have an impact on gas safety maintenance contracts

5.0 Guidance Implementation and Guidance

More detailed information on implementation and guidance is available in the Gas Safety Management Procedures.

6.0 Legal Reference

The Gas Safety (Installation and Use) Regulations 1998 set out the requirements for maintenance and additional requirements for landlords, under Regulations 35 and 36 these include the need to inspect and service gas installations on an annual basis. These sit within the wider context of the Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Council's Health and Safety Management System sets out the responsibilities of key Council personnel in relation to health and safety issues.