

## Gas Safety Policy

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Distribution	All Employees and Volunteers
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Policy Lead	National Lead for H&S

## Scope

This policy deals with the arrangements necessary to maintain the safety of gas appliances in NAS buildings. This policy does not extend to the risk management required for associated hazards e.g. hot surface temperatures and fire. Separate policies are available and must be followed.

## Policy Summary

The purpose of this policy is to ensure that gas appliances are properly maintained in buildings where the NAS has responsibility. Poorly maintained appliances can lead to Carbon Monoxide (CO) poisoning, fire and/or, explosion as well as loss of function, such as heating.

## Responsibilities

### Managers of Buildings

Where local managers have responsibility for the day-to-day operation of buildings they are also responsible for the safe operation and associated equipment such as gas appliances.

### Gas Appliances

Gas appliances include equipment such as gas cookers, room heaters, gas tumble driers, etc, as well as boilers. These must be installed and commissioned in accordance with the Gas Safety (Installation and Use) Regulations 1998. They must be subject to annual servicing, test and inspection by a Gas Safe engineer who should also check any associated expansion vessels (some may be located remote from the main plant). Every gas engineer carries a Gas Safe Register ID card with their own unique licence number, showing the type of gas work they are qualified to do. Before any gas work is carried out, a check must be made of their Gas Safe Register ID card.

This policy and the regulations apply to liquefied petroleum gas (LPG), but only in part for bottled gas for BBQs etc. For this reason, Appendix 1 deals with bottled LPG.

### Carbon Monoxide Detection and Ventilation

Ventilation provided for the safe use of gas equipment must not be blocked. CO, often referred to as “the silent killer”, is a product of incomplete combustion. In buildings where there is an unacceptable risk of carbon monoxide poisoning then CO detectors should be fitted. The risks may be unacceptably high where conventional boilers or their flues are located in buildings where there is sleeping accommodation. Well maintained room-sealed (balanced flue) boilers and appliances present minimal risk. Where CO detectors are deemed to be necessary then they must be located as per the manufacture’s guidance, maintained and tested at least once every month.

### Emergency Procedures

Local managers must know the location of the main gas valve and instruct staff on the procedure in case of a gas escape. Emergency gas cut-off valves, where fitted (e.g. in large kitchens), should be tested at least once a month.

Immediate Action to be taken in the event of a gas escape:

1. Turn off meter/emergency control immediately and leave off until escape has been repaired.
2. Ventilate the premises by opening doors and windows

3. Do not operate any electrical switches or mobile phones
4. Phone National Gas Emergency Number. Telephone: 0800 111 999 (24 hours)
5. Immediate access to premises will be required by the gas provider

Information that should be reported:

1. Customer's name, address and telephone number
2. Where the smell of gas is most noticeable
3. When the smell of gas was first noticed
4. Whether the gas has been turned off
5. Is there any smell of gas outside?
6. Are there any special instructions for access?

## Records

The following records must be held at the location to which they relate. Where the Landlord has responsibility for the annual inspection then the local NAS manager must keep a copy of the record.

- Annual servicing, test and inspection of gas appliances
- Maintenance and monthly testing of CO detectors
- Monthly testing of emergency gas cut-off valves

## Key Management Actions

- Ensure that all installed gas appliances are serviced every 12 months
- Ensure that users of bottled gas are made aware of the requirements in appendix 1
- Know what to do in an emergency
- Keep accurate records

## List of Supporting Documents

Ref	Document Title
HS-0409 A	Appendix 1 – Bottled LPG