


OPERATIONAL INSTRUCTION

GAS AWARENESS TRAINING AND REGISTER

OI-ISC-007

DOCUMENT STATUS

EDITION NUMBER	REVISION NUMBER	DATE	STATUS	AUTHOR	APPROVED (IT)
1	0	04/05/06	Controlled	GMWG	

PAGE AMENDMENTS

Page Number	Edition Number	Revision Number	Date of Insertion/ Amendment	Signature (IT)

QUALITY MANAGEMENT PROCEDURES
 REFERENCE LOCATION:

PCD 017 Gas Safety Management Procedure

THIS DOCUMENT IS CONTROLLED BY THE HEAD OF SECTION BUT ALL AMENDMENTS MUST BE PROCESSED THROUGH PERFORMANCE UNIT

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Gas Awareness Training for Persons with delegated Duties

1 Introduction

- 1.1 The object of this Operational Instruction is to ensure where persons with delegated duties for Gas Management/Administration be identified within each service that:
- a) their duties should be defined
- and
- b) Awareness Training given to them in line with their delegated duties, so that they understand the duties they are expected to perform to minimise risks for Gas Safety in Highland Council owned and managed properties.

2 Aims

- 2.1 Provide awareness of the Highland Council Corporate Gas Safety Management System and Operational Procedures, and any Service specific procedures for the Management/Administration of gas related operational duties.
- 2.2 Provide all persons delegated with gas related duties with information of the Defined Competent Line Management arrangements with Gas Industry experience, knowledge and skills for consultation purposes.

3 Method of Control

- 3.1 A Highland Council Corporate Gas Safety Management System has been developed, maintained and implemented.
- 3.2 Competent Management of and Organisational arrangements are implemented to ensure that the “Duties of the Landlord” are met under the Gas Safety (Installation and Use) Regulations 1998, and the Health and Safety at Work Act 1974 and monitored on a regular basis.
- 3.3 Operational procedures for Management/Administration, design and installation work are implemented, monitored/updated if required.
- 3.4 All incidents involving gas, gas installations are properly reported to the Property Risk Management Officer, PAS for investigation with suitable corrective and preventative measures implemented.
- 3.5 Heads of Section shall ensure that staff or others e.g. Consultants commissioned by PAS are aware of this operational instruction where they are involved in designing, commissioning or managing/administrating gas related work.

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4 Training

- 4.1 **Persons**, with delegated duties for gas administration, instructing gas work, design of gas work within each Service shall take part in necessary Gas Awareness Training and it shall be their duty to co-operate as far as is necessary to ensure compliance with any duty placed on the Council by the Gas Safety (Installation and Use) Regulations 1998 and The Health and Safety at Work Act 1974.

5 Training Content

- 5.1 Appropriate training will be from persons who have Gas Industry experience, knowledge and skills to provide awareness and guidance on the principles of:

- GSIUR Regulation 36 “Landlords Duties”
- Identifying hazards to Gas Installations (risks assessments)

Further awareness to cover the principles of

- understanding the Corporate Gas Safety Management System (policy, procedures and operational instructions) will also be covered.

- 5.2 Training Awareness courses shall cover:

- a) The duties carried out by individuals which fall into 3 main categories:

Category 1

- Administrative duties dealing with annual safety checks on gas appliances/flues
- Administrative duties to deal with ongoing maintenance

Awareness training required for:

- Duties of landlords
- Highland Council Corporate/Service procedures for gas safety management

Category 2

- Contract Administration, Gas Work Instruction, Design, dealing with any alterations to properties with gas installations
- Contract Administration, Gas Work Instruction, Design, dealing with new gas installation work

Awareness training required for:

- Duties of landlords
- Highland Council Corporate/Service procedures for gas safety management
- Highland Council Procedures for new installations
- Risk Assessing planned alterations to properties with gas installations

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Category 3

- Gas User (Responsible Person, Tenant, Occupier, CDP)

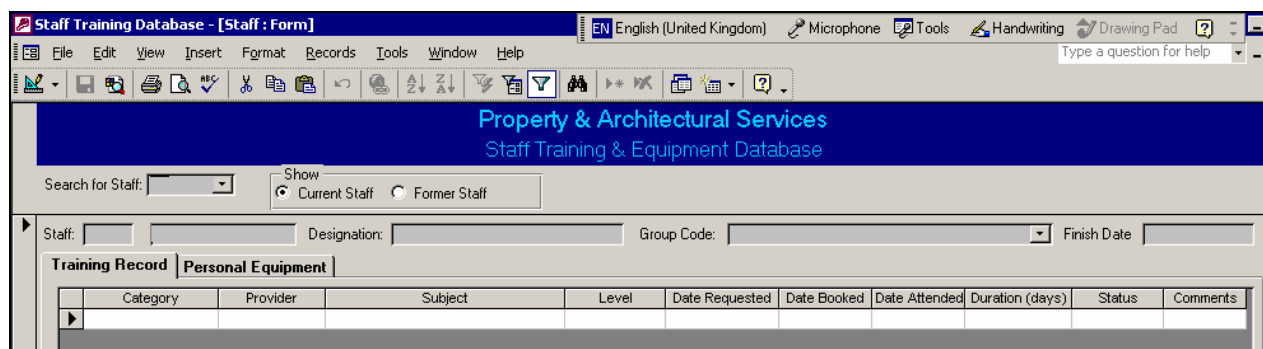
Awareness training required for:

- Duties of landlords
- Highland Council Corporate/Service procedures for gas safety management
- Safe use of appliances

Level of Awareness Training Required			
Duty Holder	Category 1	Category 2	Category 3
PAS :-			
Property			
Design			
Contracts			
Administration			
Housing :-			
CDPs (Management Staff / Housing Maintenance Officers)			
AHGA			
Administration (Gas Administration / Allocation Officers)			
Maintenance (Trade)			
Other Services :-			
Gas Users (Responsible Person/Tenant/Occupier)			

6 Gas Awareness Training Register

- 6.1 A training register shall be held within the Gas Safety Management System with a record of employees and others who have received Gas Awareness training in accordance with P&AS Management Policy No 014.
- 6.2 Property & Architectural Services Business Support Section shall ensure that records shall be kept updated and recorded in the **P&AS Staff Training & Equipment Database** (refer to Screen shot A below).



7 Auditing Performance

- 7.1 Heads of Service shall ensure that monitoring is carried out on an on-going basis to ensure all staff carrying out gas related duties **has received** appropriate gas awareness training in line with their delegated duties.

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