


<b>HOUSING AND PROPERTY SERVICES</b>		 The Highland Council Comhairle na Gaidhealtachd <i>SERVING The Highland Community</i>
<b>HEALTH AND SAFETY POLICY DOCUMENT</b>		<b>H &amp; S</b>
<b>GAS SAFETY MANAGEMENT POLICY</b>		<b>Policy No.014</b>
Prepared by: <b>PRM</b>	Approved by: <b>Director of Service</b>	February, 2004

**Standard: Gas Safety (Installation and Use) Regulations 1998**

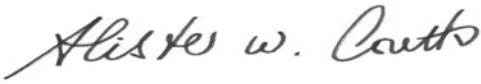

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## 1.0 Introduction

Housing and Property Services recognises its responsibility where acting as the property managing agent in respect of servicing contracts for properties supplied with gas under current legislation to ensure that, in conjunction with the client as landlord, all gas installations and appliances in domestic and non-housing properties owned, leased, licensed or occupied by Highland Council are maintained and operated in a safe and professional manner.

Housing and Property Services also recognises its responsibility for ensuring that any construction works let on behalf of, and by the Council to property which involve, or can have an effect on, gas safety have been adequately assessed and resourced.

The undernoted Policy has been developed to meet this need.

## 2.0 Policy aims

**The Director of Housing and Property Services** (in conjunction with the client), as landlord in terms of the definition provided in GSUIR (for domestic dwellings) or occupier for non-housing properties intends, so far as is reasonably practicable, shall ensure that operating procedures, maintenance and safety check contracts, testing and record keeping systems are established and maintained. This shall ensure the safe and economical installation and use of gas-fired equipment, at all times while complying with national standards in accordance with the Gas Safety (Installation and Use) Regulations 1998.

This policy will be supported by the allocation of appropriate resources to meet policy requirements.

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### 3.0 Risk assessment

#### Background

The **Management of Health and Safety at Work Regulations 1999** interface with the **Gas Safety (Installation and Use) Regulations 1998** to place duties on employers to:-

Identify and assess risks

Ensure controls are in place and

Monitor/review protective/preventative measures/systems in-place.

Gas safety legislation makes it clear that the gas appliance 'Annual Safety Check' is additional to, and separate from, the landlords duty to ensure that gas appliances are maintained adequately. The frequency of maintenance of gas appliances will depend on efficiency of components, their age, and usage.

To take account of component efficiency the **Head of Property**, in conjunction with the client, shall ensure that a risk assessment has been carried out to identify any existing properties with installed gas appliances which are to be maintained more regularly than annually.

Information from risk assessments shall be forwarded to the client for use when preparing or renewing contract programmes to ensure that properties are maintained in priority order, and forward plans contain inspection frequencies appropriate to the gas appliance components' efficiency and age.

The **Head of Property** shall establish procedures to ensure that an assessment of the impact of proposed work on any property that could affect gas safety is carried out before such work commences. Typical works that can affect the safety of occupants include; window replacements where combustion air ventilators are incorporated in window heads, kitchen replacement work where gas cookers are present.

Risk Assessments undertaken shall be carried out by a competent person and recorded in writing.

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## 4.0 Method of control

### Functional responsibilities

The landlord of domestic and non domestic premises (e.g. the Highland Council) retains the ultimate responsibility for ensuring the safety of employees, occupants and tenants in property under their control.

A **Corporate Gas Safety Management System** shall be established to provide a co-ordinated approach to ensure gas appliances and systems are maintained and serviced in accordance with gas safety legislation. The following key designations shall be identified in the Gas Safety Management System in respect of management controls:

a) The **Director of Housing and Property Services** is defined as the gas landlord under the GSIUR regulations 1998.

b) The **Head of Property** shall ensure that:-

the responsibilities of Housing and Property Services for gas safety set out in a **Schedule** to this policy are met

a Strategic Gas Team (Gas) is assigned, in writing by the Head of Property, to ensure a corporate management system for the control of risk from gas installations in property is developed, maintained and implemented.

that records of gas work (all works that affect gas safety) and safety check inspections are maintained and are accessible

any properties which have a gas supply, gas installation and gas appliance are recorded in a **GAS PREMISES REGISTER**. A **GAS WORK REGISTER** shall hold details of all gas related works carried out within each property listed on the Gas Premises Register.

**GAS SAFETY PROGRAMME REGISTER** is prepared and maintained to record last and next gas safety check inspection dates.

c) The **Head of Property** shall be responsible for ensuring;

maintenance and servicing contracts for gas installations in Council property commissioned by Housing and Property Services are carried out in accordance with statutory legislation

arrangements are established to monitor the implementation of gas safety risk controls, and

arranging for any incident or reported non-compliance relating to gas safety to be investigated, in conjunction with the Health and Safety Manager, with findings reported to the **Head of Property** for review.

the appointment of competent person(s) to manage and monitor contracts for gas safety checks, gas maintenance, design and installation work on behalf of the Highland Council as employer and landlord.

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d) The **Housing and Property Managers (North & South)** shall be responsible for domestic and non domestic gas operational issues in their Area.

Acts as the 'Landlord' as described in the GSIUR 1998 through the scheme of delegation for the Area.

Ensures staff comply with the GSIUR and the Highland Councils Gas Safety Management Manual

Manages the Assistant Property Managers (APM) (who shall act as a **Client Delegated Person (CDP)** for the safe management of domestic and non domestic gas operational issues in their Area.

CDPs shall identify Housing Officers for the role of **Area Gas Administrators**.

e) The **Maintenance Manager** shall be responsible for managing the contracting arm of the Council Building Maintenance as it relates to the carrying out of any gas works.

f) The **Employees** shall report to Line Management any dangerous incident to health and safety that occurs.

Liaison with other Services

Services shall provide a client delegated person for the purposes of effective communication and liaison between the SGT (Gas) and Responsible Persons on gas safety matters.

Services are responsible for the identification of personnel to be designated as the **Responsible Person** as defined in the Gas Safety (Installation and Use) Regulations 1998. For non domestic premises this role shall be undertaken by the Responsible Premises Officer (RPO)

In seeking to implement the control measures detailed above, all staff shall take account of the specific workplace Codes of Practice which make reference to gas safety management.

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## 5.0 Monitoring performance

The **Head of Property** shall ensure that risk controls for gas safety are monitored on a regular basis to confirm:-

- correctly timed gas maintenance and safety check inspections are being implemented
- properties with gas installations and appliances are included in maintenance contract programmes
- competent persons are used to undertake gas design work, gas installation and safety check/maintenance work
- maintenance and gas safety check works are carried out effectively and repairs/defects identified are remedied timeously
- required gas related information is available including; access to appliance manufacturers printed instructions for occupiers and gas maintenance contractors and up to date best practice guidance on gas safety matters
- system monitoring and quality control information received are evaluated, and
- management arrangements are reviewed to take account of improvements required following any reports of non-compliance or reportable incidents or audits.

**Line Managers** shall record any incidents or instances of non-compliance with this policy for the management of gas safety.

**Line Managers** shall also introduce measures to check that management systems, as they related to matters under their control, are being applied and shall review incidents and, where practicable, implement measures to prevent recurrence.

## 6.0 Training

Persons involved in gas installation design work, preparation of specifications/documents for gas maintenance contracts and/or quality assurance checks shall be assessed on a regular basis to ensure the level and range of competence matches the extent and relevance of work undertaken whether or not they require to be a member of an approved class of persons.

The **Business Support manager** shall maintain a **GAS COMPETENCE REGISTER** containing a central record of evidence of “Gas Safe” gas contractor registrations and their tradesmen employees’ competence certification. A **GAS AWARENESS REGISTER** shall contain (where applicable) Housing and Property Services staff gas awareness training. The gas competency of consultant designers shall be recorded within the H & P consultants’ database. The registers shall be made available for inspection if required.

**Heads of Section** shall ensure that instruction, training, and supervision are provided at induction to new staff who are employed to undertake gas work installation designs, preparation of specifications/documents for gas maintenance contracts and/or quality assurance checks.

A programme of ‘refresher’ training is to be provided to all technical staff to ensure they are aware of current legislation, codes of practice in relation on gas safety and Service procedures to be followed.

**Employees** shall take part in necessary training.

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## 7.0 Auditing performance

**Heads of Section**, in conjunction with clients shall ensure that audits are carried out of gas safety operational matters under their control at least annually or as appropriate by risk assessment.

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## 8.0 SCHEDULE

The **Head of Property** shall ensure that the Council's Gas Safety Management System is developed to contain procedures and arrangements which: -

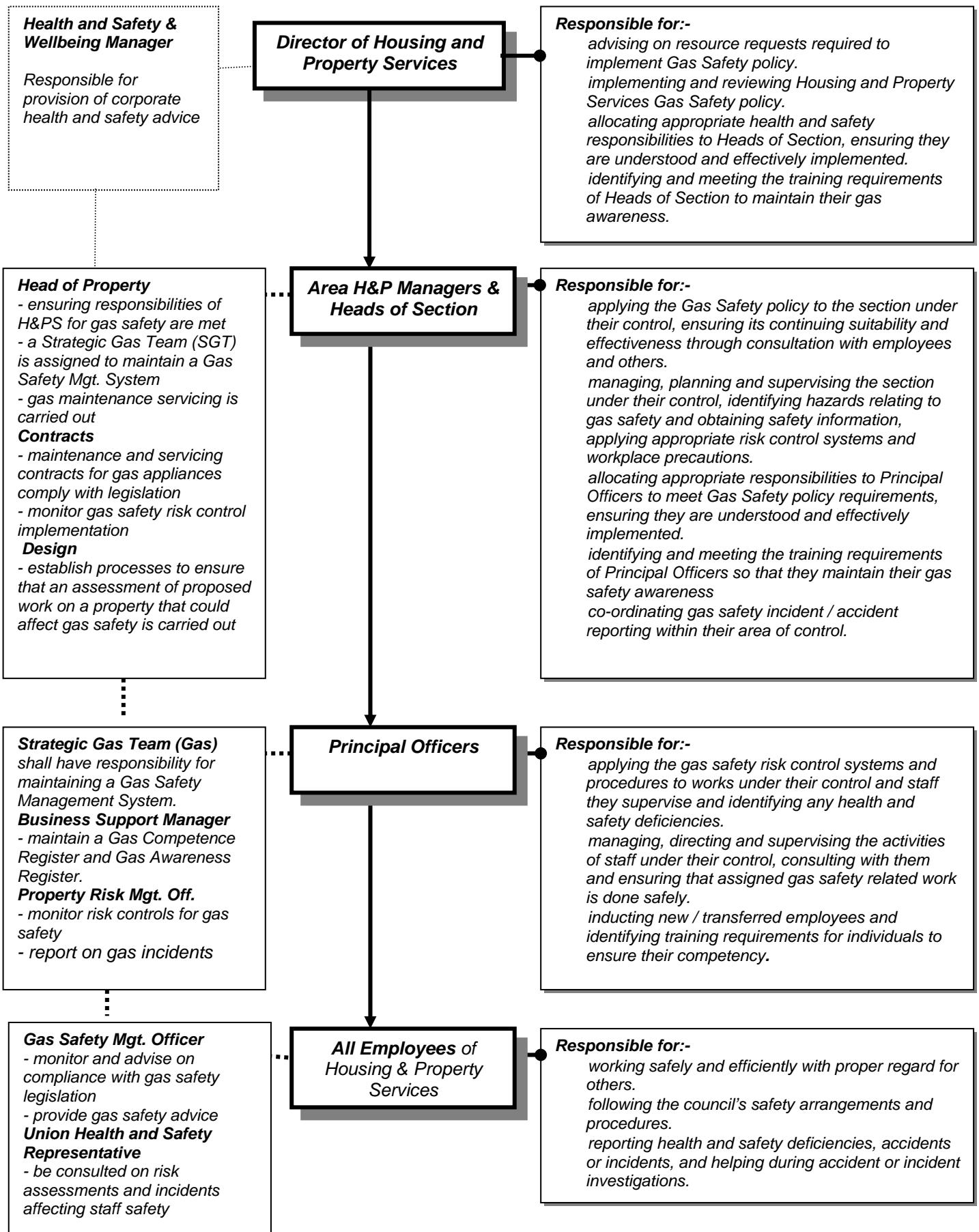
- i) list in a **GAS WORK REGISTER** all work commissioned on behalf of Highland Council on gas installations and equipment
- ii) list in a **GAS COMPETENCE REGISTER** companies commissioned or instructed by Highland Council to work on gas installations and appliances; list in a **GAS AWARENESS REGISTER** Council employees or contract personnel, that have had gas awareness training.
- iii) verify that all material and equipment/appliances specified for use on gas installations conform to legal requirements and any specifications set out in British and European standards
- iv) set out the monitoring and quality control performance reporting arrangements to be carried out and submitted regularly by Gas Safe registered companies to ensure that gas related works are correctly and safely carried out with regards to compliance with statutory legislation, fitness for purpose, personal safety and environmental protection
- v) document and specify the requirements to be met for annual gas safety check and maintenance work carried out on gas appliances and gas installations in domestic and non-housing properties owned, leased or licensed to occupy by Highland Council, and
- vi) record all gas appliances which are contained within properties owned by Highland Council in order that they can be incorporated in the **GAS PREMISES REGISTER**.

The **Head of Property** shall also arrange on a regular basis to advise client Services and landlord(s) of domestic dwellings and properties used by the Authority that have gas installations of the statutory obligations to ensure that: -

- vii) all gas appliances and installations in domestic and non-housing properties owned, leased or licensed by Highland Council are to be maintained in a safe condition to prevent risk of injury to any person
- viii) all gas appliances shall be inspected at an interval of not greater than 12 months
- ix) a record is maintained of all inspection work
- x) all gas installations and appliances which are owned by Highland Council are subject to a documented scheme of Planned Preventative Maintenance
- xi) procedures for dealing with malfunctions, accidents and dangerous occurrences are documented and adhered to
- xii) a designated **Responsible Person** (Responsible Premises Officer) in charge of the premises which have a gas installation is named.

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## 9.0 Summary of Organisational Health and Safety Responsibilities for Gas Safety



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**10.0 Interface with other legislation: -**

Health and Safety at Work etc Act 1974

Gas Acts 1986 and 1995

Pipelines Safety Regulations 1996

The Gas Safety (Management Regulations) 1996

Workplace (Health and Safety) Regulations 1996

The Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Gas Appliances (Safety) Regulations 1995

Construction (Design and Management) Regulations 2007

Pressure Systems and Transportable Gas Containers regulations 1989

Health and Safety (Safety Signs and Signals) Regulations 1996

The Building Regulations 2010 and Building Standards (Scotland) 2004

Control of Asbestos regulations 2006

Water bylaws 2000(Scotland)

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