


# OPERATIONAL INSTRUCTION

Work In Properties Where Gas Exists

OI-ISC-012

## DOCUMENT STATUS

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## QUALITY MANAGEMENT PROCEDURES

REFERENCE LOCATION:

**PCD 017**

**THIS DOCUMENT IS CONTROLLED BY THE STRATEGIC GAS TEAM ALL AMENDMENTS MUST BE PROCESSED THROUGH THE STRATEGIC GAS TEAM**

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**Refurbishment Contracts**

**Identification, Risk Assessment and Safety Management**

**1:00 Risk Assessment**

- 1.1 The Policy on Gas Safety requires that a procedure shall be established to ensure that an assessment of the impact of proposed work on any property that could affect gas safety is carried out systematically as part of the overall planning process prior to any such work commencing.
  
- 1.2 Risk Assessments undertaken shall be carried out by a competent person and recorded in writing.
  
- 1.3 In capital works, refurbishment, maintenance and repairs the CA/Designer should fully consider the effect on Gas Safety of all works contained within the project. This should be carried out as part of the normal CDM Designer Duties Risk Assessment process and recorded – if required by CDM regulations, this gas risk assessment, carried out in conjunction with the appointed CDM-C, should be specifically noted in The Designer Duties Risk Assessments and incorporated in the Pre-tender Health and Safety Plan by the CDM-C.
  - a) Where current Gas Safety Records indicate issues of non-compliance this should be brought to the attention of The Area/Service CDP with a request that these are rectified before work commences.
  - b) The Designer Duties Risk Assessment should identify any requirements for
    - A safe system of work *e.g. de-commissioning and re-commissioning gas installations.*
    - Specific actions of compliance protection during refurbishment works.
    - Gas safety checks during refurbishment works (where gas work has been performed and left for use by users).
    - Provision of competent project supervision

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**2:00 Process**

2.1 At the Project Initiation Stage

- a) The Project Manager (PM) will be supplied with the current Gas Safety Record for the property, or multiple domestic addresses, to be included in the Project from the Area/Client Delegated Person (CDP). This information may be available from CDP files or databases.
- b) It is acknowledged that the information held in various databases could be incomplete so it is important to capture information on the existence of gas installations/appliances by as many means as possible.
- c) The Tenants Choice pro-forma shall include specific queries relating to sources of heating, hot water and cooking.

2.2 The CA/Designer will confirm with the PM that they have received all the relevant certificates or that gas does not exist in the relevant property(s).

2.3 Generally the CA/Designer will identify and survey those properties/areas of a property that relate to the scope of the contract and identify the locations of gas installations/appliances to produce generic designs to assist in the risk assessment process. If this clause is not applied then 2.6 b), c) and d) below must be implemented and recorded.

2.4 The process requires CA/Designer to get advice where required from the Gas Safety Management Officer.

2.5 **There is a requirement to include before, during and after safety checks to ensure that gas safety has not been compromised** by any of the property works carried out for whatever reason. The final check being required on/at completion of the individual properties within a project as applicable.

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2.6 Where records show that gas is not present in any property in a Project

- a) This should be specifically noted in the Designer Duties Risk Assessments and incorporated in the Pre-Tender Health and Safety Plan by the CDM-C. This OI will require this fact to be recorded in the Construction Stage Health and Safety Plan.
- b) The Project Teams “March-In” inspection to each house shall verify and record that no gas is installed. The “March-In” must comprise the Contractor and the CA or CAs representative.
- c) Similarly, where gas is installed according to the records in some of the properties in a contract, these addresses shall be verified and recorded at the “March-In” inspection.
- d) Where other properties are identified as having gas installed, which are additional to the records, this should be brought to the attention of the CA who shall, prior to any works being carried out

- 1) Identify the property/installation/appliances (relevant and non- relevant) to the area/service CDP for a decision to retain or remove (*special management arrangements apply for non-relevant appliances/installations*)
- 2) If the installation is to be retained the area/service CDP shall arrange for the installation to be checked for compliance and certification issued (copied to CA).
- 3) The area/service CDP shall arrange to update their Property Gas Register (OI-ISC-005), databases and the annual servicing programme to take account of the installation.
- 4) The CA should revisit their risk assessment for these additional addresses relevant to the circumstances identified.

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- 2.7 Prior to an individual property hand-over on all contracts in premises where gas is installed, the Contractor shall be required to arrange for their competent gas sub-contractor to carry out essential property gas safety checks at each address with gas and issue a Gas Safety Record confirming that the installation remains safe for use. Any items which have compromised gas safety would be identified at this stage and remedial instructions issued prior to Completion Certification being issued.
- 2.8 The CA should specify this process in the project/contract documents and bring this procedure to the attention of the Contractor and Clerk of Works at the pre-start meeting and ensure it is implemented.

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**OI Related Definitions**

- Gas Safety Record
  - Domestic - CP1 or CP12}
  - Non Housing Domestic - CP1 or CP12} The specific requirement shall be referenced in the Project/Contract Documents
  - Non Domestic - CP16 }
- Commissioning Record
  - Domestic - Appliance Benchmark Log Book }
  - Non Housing Domestic - Appliance Benchmark Log Book } The specific requirement shall be referenced in the
  - Non Domestic - CP16 } Project/Contract Documents
- Project Manager (PM) - relevant only where appointed
- CA/Designer
  - Contract Administrator/Designer
    - o Designated H&PS Project Team Member (including Consultants)
    - o Clerk of Works
    - o Client Service representative
- Client Delegated Person
  - Client Service representative
  - H&PS representative

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# Process Flowchart for Work in Properties Where Gas Exists

