


<b>HOUSING AND PROPERTY SERVICES</b>		 <b>The Highland Council</b> Comhairle na Gàidhealtachd <i>SERVING The Highland Community</i>
<b>GAS SAFETY MANAGEMENT PROCEDURE</b>		<b>PCD 017</b>
Prepared by: <b>SGT</b>	Approved by: <b>Director of Service</b>	March, 2004


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### DOCUMENT STATUS

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**1.0 GENERAL**

**1.1 Purpose**

1.1.1 The purpose of this procedure is to describe how The Highland Council shall discharge its obligation to manage gas system installations in Council property in a safe and proper manner. The basis of this procedure is to ensure that management of gas systems comply with the Health and Safety at Work Act 1974 and the Gas Safety (Installation and Use) Regulations 1998.

**1.2 Scope**

1.2.1 This procedure applies to the design, installation, use and maintenance of gas systems in Council owned or leased property and relates to operational instructions for staff involved in the management of these properties.

1.2.2 The procedure extends to all Council Services where there is a gas installation, including Transport, Environmental and Community Services; Housing and Property Services; Education Culture and Sport Services and Social Work Services; Common Good Funds; Accommodation Account..

1.2.3 The procedure has been prepared in accordance with The Highland Councils statutory requirements, Health and Safety Policies, and scheme of delegation.

1.2.4 Compliance with this procedure is mandatory for all persons (whether or not directly employed by The Highland Council) working on, or near, testing or using gas installations/appliances where The Highland Council has control of the risk.

**1.3 References**

1.3.1 The Highland Council Policy on Gas Safety

1.3.2 The Highland Council Scheme of Delegation

1.3.3 Housing and Property Services Gas Safety Management Policy

1.3.4 Health & Safety at Work etc., Act 1974

1.3.5 Management of Health and Safety at Work Regulations 1999

1.3.6 Gas Safety (Installation and Use) Regulations 1998

1.3.7 Gas Safety Management Regulations 1996  
The Register of Gas Installers (Gas Safe) is the body approved by the HSE for the purpose, and given the responsibility to maintain a mandatory register of competent installers.

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1.3.8 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

#### **1.4 Responsibilities**

1.4.1 The Director of Housing and Property Services is responsible to the Resources Committee of The Highland Council, through the scheme of delegation, for the implementation of this procedure.

1.4.2 The Heads of Service shall ensure compliance with this procedure.

1.4.3 The Head of Property is responsible for the implementation of this procedure. The Head of Property shall assign a Strategic Gas Team (SGT) for gas.

1.4.4 Heads of Section are responsible for implementing and monitoring adherence for all aspects encompassed within the corporate gas safety management system.

1.4.5 Head of Property is responsible for facilitating the processing of this procedure through the Service Management Team and into the Quality Management system as a controlled document.

1.4.6 All staff are responsible for adhering to the current version of this procedure.

1.4.7 For responsibilities under the H & S Policy No.014, and inter-Section co-operation and links to operational instructions see Appendix A.

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## 2.0 ACTIONS

### 2.1 Overall Responsibility

2.1.1 The Highland Council as the Landlord/Employer has overall responsibility for gas safety in properties owned or leased by the Council.

### 2.2 Specific Actions

#### 2.2.1 Contracts/Specifications

All work on gas installations (design, installation, use and maintenance) shall be subject to an appropriate contract, the contents of which shall be created by a person with sufficient competence (gas industry experience and awareness training) to ensure compliance with current regulations/legislation.

The contract shall require that all organisations, companies and individuals are gas competent and their working methods comply with these procedures.

The contract shall ensure through vetting, specification, monitoring and reporting that the competent contractor appointed has:

Demonstrable gas safety management structures including comprehensive quality assurance/control systems to comply with the legislative Industry Standards/Regulation's and Codes of Specification or Practice for installation practices and Water Bylaws (Scotland) 2000.

Complied with all manufactures instructions on installation, commissioning, pressure testing to BS 6700, flushing and cleansing of new installations and production/content of all records.

Related operative training and qualifications,

Valid Gas Safe registration,

Systems to allocate work to relevant competent operatives/sub-contractors,

A properly documented QA/QC record system,

Arrangements to comply with The Highland Councils Gas Management Procedures as appropriate.

All other contracts (general property repairs or refurbishment) shall ensure that recognition is taken of existing gas installations and how the works may affect its performance and safety.

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### 2.2.2 Gas Registers

All H& P Heads of Section shall be responsible for ensuring that the following registers are populated and maintained:

**Property Gas Register** incorporating:

**Gas Premises Register** – this is a list of any/all properties within The Highland Council estate where gas installations, appliances and flues are present

**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** – shall contain the records of the ‘last’ and ‘next’ gas safety check and maintenance inspection;

**Gas Competence Register** – shall contain evidence of Gas Safe gas competencies relevant to Contractors.

**Gas Awareness Register** – shall contain evidence of gas awareness training for Council employees.

### 2.2.3 Resources

For these procedures to operate effectively, adequate resources shall be made available by The Highland Council.

The Director of H&PS shall advise on resource requests required to implement the Gas Safety Policy.

#### **Strategic Gas Team (SGT Gas)**

2.2.4 The SGT (Gas) assigned in writing by the Head of Property shall undertake a co-ordinated approach to the establishment and management of The Highland Councils Gas Safety Management system and the preparation of procedural documentation.

The SGT (Gas) together with the Head of Property shall:

continually assess and review operational performance of the Management system;

assess the effectiveness of the procedure and submit to the Director of Housing and Property Services an annual report.

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The SGT (Gas) shall:

identify a Client Delegated Person/s (Gas) (CDP (Gas)) for the management of Landlords and Employers duties as they relate to their Service;

approve and identify any amendments to this procedure and operational instructions and ensure all CDP's (Gas) and others involved in gas management are made aware of the changes;

on receipt of an operational restriction disseminate same and ensure all CDP's and other gas management officers are made aware of it;

ensure that should special circumstances apply, where a deviation to this procedure (PCD 017 is required, then an application shall be made to the SGT (Gas) for a dispensation in each particular case. Until that is given in writing, work shall not commence.

### 2.2.5 Quality (Standards)

These procedures and processes, before any work or commissions are entered into, shall ensure that all organisations, companies and individuals are able to achieve the standards set to comply with regulations/legislation specifically under the following headings but not restricted to:

Reporting - status  
- compliance

Monitoring - new installation compliance  
- safety check compliance  
- repairs/defects rectification

Gas aware individuals/persons/contractors - training  
- ACOPS  
- current registration

Client needs - requirements/liaison

QA/QC - The Highland Councils Gas Procedures and Operational Instructions.

### 2.2.6 Client Responsibility

In defining Client Responsibilities the Council had to decide, who is the Corporate Landlord (Gas), relevant to The Gas Safety (Installation and Use) Regulations 1998.

The Corporate Landlord (Gas) is the Director of Housing and Property Services for the management of gas installations in domestic and non domestic property owned by the Highland Council.

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### **2.2.7 Gas Awareness Training**

Persons with delegated duties for gas safety management shall be identified within each service and recorded; their duties shall be identified and defined.

### **2.2.8 Non Relevant Appliance**

A gas appliance owned/maintained by the tenant, (with the permission of The Highland Council) and not covered by Regulation 36 (Duties of Landlord) of the Gas Safety (Installation & Use) Regulations 1998.

Although Regulation 36 does not apply to any gas appliance a tenant is entitled to remove from relevant premises (e.g. an appliance owned by a tenant), in discharging duties, landlords need to take account of any appliance left by a tenant (i.e. when a lease comes to an end) which the landlord decides to retain in the premises.

The Highland Council shall manage the Gas Safety Records, in respect of tenants non-relevant appliances to ensure regular maintenance and safety checks are being carried out to tenant owned appliances to remove any risk to property and adjoining properties and their occupants. Checks shall be put in place to ensure that tenants arrange to carry out annual safety checks and maintenance of these appliances. Records shall be kept and monitored for all known tenant owned appliances/installations within The Highland Council properties.

### **2.2.9 Risk Assessment**

Risk management arrangements for gas safety shall encompass:

- Identification of potential areas of harm or loss
- Formal risk assessment and controls
- Reactive and pro-active methods of informing the effectiveness of existing risk controls
- Measuring likelihood and severity of harm or loss
- Prioritisation of identified risks
- Criteria for considering further risk control measures
- Format of management action plans and risk review process

### **2.2.10 Emergency Situations**

Depending on the identified risk, unsafe gas appliances/installations shall be classified into two categories as per the Gas Industry Unsafe Situations procedures:

- Immediately dangerous (ID)
- At risk (AR)

A further situation is the escape of gas and fumes.

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### 2.2.11 RIDDOR Reportable Situations

“Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”

Gas Safe Registered Installers are required to report certain types of dangerous gas fittings to the HSE. The purpose of this requirement has been to allow HSE to investigate reports of actual gas incidents and those with the potential to be gas incidents, in the interests of public safety.

Installations that pose, or have the potential to pose, immediate threat to persons and property should be reported to the HSE, in the form of a RIDDOR, within 14 days of discovery.

## 3.0 DEFINITIONS

### 3.1 Corporate Landlord (Gas)

The Corporate Landlord (Gas) is a term relating to this procedure to cover landlord and employers duties as defined in The Gas Safety (Installation & Use) Regulations 1998.

### 3.2 Non-Domestic - refers to Schools, Offices, leased industrial units etc

**Domestic** - refers to HRA dwellings, licensed properties, sublets, leased multi-occupancy, boarding houses, bed & breakfasts, hotels etc

Non-Housing Domestic - refers to Janitor houses, wardens flats, hostels, resource centres etc (anywhere people sleep)

### 3.3 Scheme of Delegation

The Scheme was adopted by The Highland Council (updated 09 September, 2004) under Section 56 of the Local Government (Scotland) Act 1973. It sets out the terms of reference of business of the Council’s Committees and Sub-Committees, throughout the authority, as well as defining the decisions which Committees and Sub-Committees and Officers can make without any further reference to Committees or to the Council.

### 3.4 Strategic Gas Team (Gas)

The 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.

### 3.5 Gas Safe Register

The Gas Safe Register is the body approved by the HSE for the purpose, and given the responsibility to maintain a mandatory register of competent installers.

### 3.6 New Installations (domestic and non-domestic)

A property where there is no gas.

### 3.7 Existing Installations (domestic and non-domestic)

Works in property/s where there is already gas existing in the property/s.

### 3.8 Client Delegated Person

Is a Client Service representative or a H&PS representative.

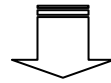
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**APPENDIX A**

**Responsibilities under the H&PS HEALTH & SAFETY POLICY DOCUMENT – H&S POLICY NO.014**

**The Director of H & P S (as Gas Landlord)**

And in conjunction with the client (landlord for domestic) and (employer for non-domestic) intends, so far as is reasonably practicable, that operating procedures, maintenance and safety check contracts, testing and record keeping systems are established and maintained to ensure the safe and economical use of gas-fired equipment, at all times, while complying with national standards in accordance with the Gas Safety (Installation and Use) Regulations 1998



**Head of Property**

To ensure, in conjunction with the client, that a risk assessment has been carried out to identify any existing properties with gas installations 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.

To ensure that a **Property Gas Register** is maintained for premises with a gas supply, gas installation and gas appliance.

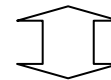
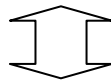
To ensure that a **Strategic Gas Team (Gas)** is assigned to ensure a management system for the control of risk from gas is developed, maintained and implemented

To ensure that arrangements are established to monitor the implementation of gas safety risk controls

To 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.

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

*Risk*

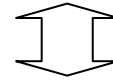
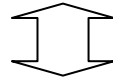


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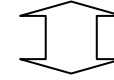
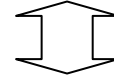
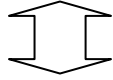
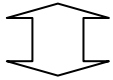
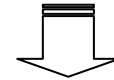
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*Control*

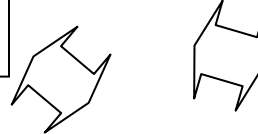


**The Strategic gas Team (Gas)**  
is assigned to ensure a management system for the control of risk from gas is developed, maintained and implemented

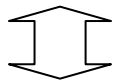


**Business Support**  
Maintain a **Gas Competence Register**, for contractors & consultant designers commissioned, and a **Gas Awareness Register**, for staff training,

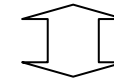
**Area Housing and Property Managers**



**Contract Administrator (CA)**



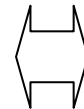
**Client Delegated Person (CDP)**



To arrange for any incident or reported non-compliance relating to gas safety to be investigated, in conjunction with the relevant client and the Health and Safety Team, with findings reported to the Head of Construction.  
To ensure maintenance and servicing contracts for gas appliances in Council property commissioned by H&PS are carried out in accordance with statutory legislation



**Area Housing Gas Administrator, Responsible Premises Officer and Gas User**

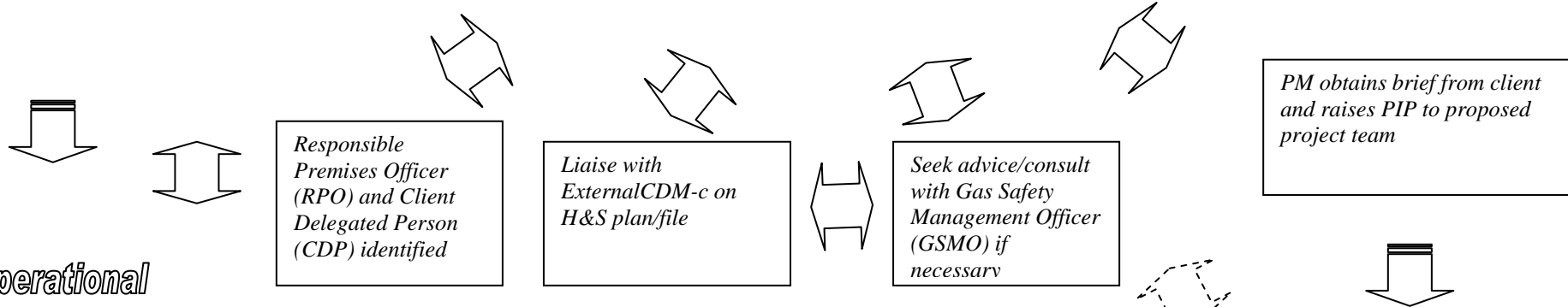


**Contractors**



**GAS SAFETY MANAGEMENT PROCEDURE (PCD 017)**

*Existing Installations (gas and non gas works)  
New Installation – gas  
See list of operational instructions below*



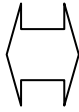
*Operational*

**Monitoring Performance & Compliance**

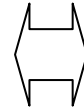
- Operational Instructions**
- Delegated Person (Gas) OI-ISC-001*
  - Gas Installations – non domestic OI-ISC-003*
  - Property Gas Register OI-ISC-005*
  - Gas Awareness Training and Register OI-ISC-007*
  - Investigating & reporting on RIDDORS OI-ISC-009*
  - Monitoring Performance, Compliance & Review OI-ISC-010*
  - New Installations (domestic and non-domestic) OI-ISC-011*
  - Existing Installations (domestic and non domestic) OI-ISC-012*
  - Contract Specification for annual maintenance and testing) OI-ISC-013*
  - Hazards of Gas (risk assessments) – See Property Related Hazard Lists (OI-PRM-003)*
  - Responsible Premises Officer OI-ISC-002*
  - Gas Installations – domestic OI-ISC-004*
  - Gas Competence Register OI-ISC-006*
  - Gas Escapes/Smell of fumes OI-ISC-008*
  - Gas Safety Incident Reporting OI-ISC-008.1*

*Servicing and Maintenance Contracts*

*Procedures for Nonconformities, Corrective & Preventive Actions*  
*See PCD 005 and OI-PU-005.*



**Area Housing & Property Managers**



**Head of Property**

*Audit*

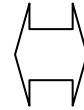
Shall, in conjunction with clients ensure that audits are carried out of gas safety operational matters under their control at least annually or as appropriate by risk assessment.

Shall record any incidents or instances of non-compliance with the H&S Policy for the management of gas safety

Shall introduce measures to check that management systems, as they relate to matters under their control, are being applied and shall review incidents and, where practicable, implement measures to prevent recurrence (PCD 005 and OI-PU-005)

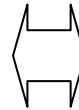
**Management Action Plan for Gas Safety** provides a concise overview of:

- The **Risk Rating** (high, medium of low risk)
- The **Tolerability Level** (negligible, acceptable, undesirable or unacceptable)
- Existing Controls** in place to deal with risk
- Further Controls** required to avoid reduce or control residual risk
- Required Management** Actions to implement further controls
- Critical Success Factors** which will indicate that actions taken have been effective
- Frequency Review** to check progress



*Training*

**Head of Property**



Shall ensure that awareness training, is provided to all 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 shall 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.



*Staff*

All staff are responsible for adhering to the current version of the Policies, Procedure and Operational Instructions.  
All staff shall report to line management any dangerous incident to health and safety that occurs.  
Staff designated shall undertake H&S Gas Awareness Training.

