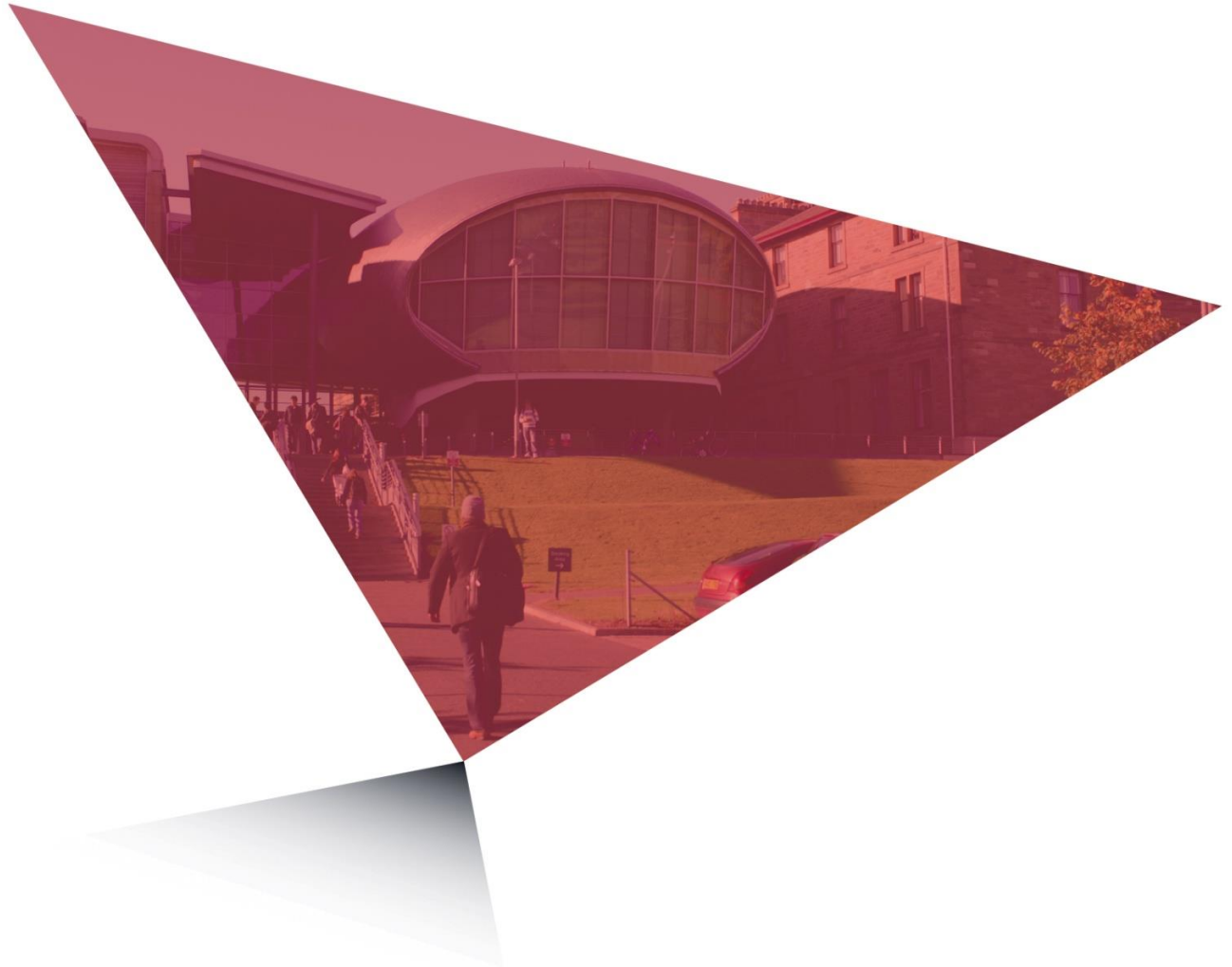


Edinburgh Napier University

Safe Working Procedure – Gas Safety, Gas Systems and Equipment



Gas Safety Policy	Date of Issue: July 2015
Policy Reference:	Date of Review: July 2016
Lead Reviewer: Maintenance Operations Manager	Version: 3.0
Authorised by: Director, Property & Facilities	Date: July 2015
Distribution Buildings Conditions Manager Maintenance Operations Manager	Mechanical and Electrical Manager Building Surveyor Health and Safety Office
E-mail ✓ Paper ✓ Intranet ✓	Sharepoint ✓

Policy Statement

The policy of Edinburgh Napier University is to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students and others, and to provide such resources, information, training and supervision as needed for this purpose.

The University will provide resource and maintain appropriate management systems, systems of work and equipment to ensure that all gas systems, installations, equipment and works are controlled to the standards and guidelines set out in the following;

Gas safety regulations 1998

IGEM (Institute Gas Engineers Managers)

British Standards Institute

CIBSE (Chartered Institution of Building Services Engineers)

The University will adopt the principles of control as set out in the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the, Gas safety regulations, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998.

The management of gas systems will be a continual commitment by the University and will involve regular monitoring and progress meetings, a risk assessment programme, monitoring, inspection and record keeping.

This policy is formally accepted by the University.

The University will do all that is reasonably practicable to comply with its requirements, and will make the necessary resource available.

Signed

CONTENTS

1.0 Introduction.....	4
2.0 Procedures.....	5
2.1 Work Procedure.....	6
2.2 Gas leak.....	6
3.0 Authorised Person.....	7
4.0 Management and Control.....	8
5.0 Guideline.....	9

Policy

1.0 Introduction

The Safety in the installation and use of gas systems and appliances regulations were revised and introduced in 1998.

This Approved Code of Practice (ACOP) and guidance gives practical advice to those with responsibilities under:

- a) The gas safety (Installation and Use) regulations 1998 (SI 1998 No 2451) (GSIUR) and
- b) Sections 2 (1), 2(2) ©, 3 (1) of the Health and safety at Work act 1974 with regards to the standards of training in gas safe installation.

The ACOP has been prepared in consultation with representatives from the gas industry

Edinburgh Napier University has a legal obligation to ensure gas systems are managed safely

The University shall as part of this policy name a responsible person who will ensure all relevant regulations and codes of practice on gas systems installations, work and equipment are followed to ensure compliance with the required standards set out respectively.

Where the university is a named landlord then all responsibilities named in section 36 of the ACOP shall be met.

2.0 Procedures

This **procedure** has been introduced in association with the University Safe Working on Gas Systems and Equipment to assist in ensuring the safe working practice for gas works and respective maintenance on Edinburgh Napier University Campuses.

The aim of this procedure is to allow Property & Facilities to effectively manage and control the respective gas systems and equipment on site, thereby ensuring that the hazards and risks associated which can arise are minimised.

Any person/persons who require access to any gas system or equipment, whether to isolate, make live, modify, maintain or any other purpose must be aware of this procedure and follow this procedure.

The gas safety regulations 1998 require all companies, contractors and engineers involved in gas are qualified and registered under the Gas safe register.

Any person/persons who wilfully ignore or do not follow this procedure or are at any time not working in a safe manner will be removed from the site and their conduct will be reviewed to determine their suitability for any further working relationship with the University.

Any member of Property & Facilities who wilfully ignores this procedure shall be reported to their respective line manager/supervisor and appropriate action shall be taken if proven to be necessary.

Unless in an **emergency situation** where immediate response/action is required by the Property & Facilities Maintenance Department, any gas work which requires access to the site gas systems or equipment shall be covered by a work permit and where requested risk assessment and method statement for the task.

All contractors who provide support to Property & Facilities in the maintenance of the gas systems shall provide a risk assessment and method statement to cover any potential works which may be deemed an **emergency situation** with regards to these systems.

Any work of this type will be carried out with the permission of and under the supervision of the Property & Facilities Maintenance Department.

2.1 Works Procedure

- a) Any installation, maintenance or other requested works on gas systems will be carried out under the supervision of the Property & Facilities Department
- b) Any such works will be carried out under the control of a work permit which will be managed and signed by named responsible persons on behalf of the university
- c) Specific risk assessments and method statements will be provided by any persons/companies carrying out any such works on the systems
- d) Gas safe registered companies carrying out works on behalf of the University must ensure their respective operatives have a certificate of competence to carry out the work
- e) Gas safe registered companies should have proof of quality assurance inspections on their operatives and should be able to provide these if requested by the University
- f) Any such work will also be allocated a respective work order by the Property & Facilities Department; this work order will be managed to completion by a responsible person on behalf of the department.

2.2 Gas leak

- a) If any gas leak is reported within the University buildings/grounds then the local gas authority will be contacted and informed of situation
- b) The emergency response procedures will require to be put into action. <http://staff.napier.ac.uk/services/PI/risk/Documents/Emergency%20Response%20Procedures.pdf>
- c) The Property & Facilities Department will initially investigate any such situation and where appropriate isolate any supply as required.
- d) Any supply isolated shall not be reinstated until approved by local gas authority or an approved and suitably qualified engineer has carried out any required repair and proven same to be safe.
- e) The above shall also be the case if any such supply is confirmed as unsafe by local gas authority until any required repair has been carried out and proven to be safe by a suitably qualified engineer.

.3.0 Authorised Persons

With regard to this procedure the following persons are deemed as Authorised persons who have authority to authorise work permits on behalf of the Property & Facilities Department.

Maintenance Operations Manager

M&E Services Manager

Project Supervisor

Assistant Director

With regard to this procedure the following persons are deemed as Authorised who have authority to supervise, monitor and carry out actual isolations on the site gas systems and supplies and equipment on behalf of the Property & Facilities Department.

Maintenance Operations Manager

M&E Services Manager

Assistant Director

4.0 Management and Control

It is essential from the outset that effective management and control of the gas systems, and associated equipment used on site is achieved and maintained, thereby ensuring that the hazards and risks which can arise are minimised.

The Property & Facilities Maintenance Department have in place the following control measures to ensure a good safe working practice with regard to gas safety and management.

- Named Responsible Person
- Named Authorised Persons for task management
- Permit to Work System
- Controlled access/egress to campus via the site security.
- Quality Control, and Management of Approved Contractors

This working procedure will be reviewed annually or as when required due to any circumstances/legislation and subsequent revisions that arise that may deem such a review or change is required

5.0 Guidelines

The following legislation, guidelines and approved codes of practice should be referenced and followed with regards to gas safety management

Institution of Gas Engineers and managers (IGEM)
Gas Safety (Installation and Use) Regulations 1998
British Standards Institute
Chartered Institution of Building Services Engineers (CIBSE)