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**Standard**

# **Gas Safety Policy**


**EM&I C020**

**Version 4.0**

**1<sup>st</sup> June 2015**

UCL Gas Safety Policy

Version Control

Version	Date	Nature of Revision	Author	Approved By	Signed
V1.0	30/07/2013	First Issue	Jack Curtis	Not Approved	
V2.0	28/03/2014	Standardized document	Lee Tanner	Draft	
V3.0	18/05/2015	Revised draft to align	L Markwell	Revised draft	
V4.0	01/06/2015	Editorial mods to draft	L Markwell	M. Eason	

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## 1.0 Introduction

This UCL Estates Policy covers the use of combustible mains natural gas (or town gas) or locally stored “bottled” liquefied petroleum gas for space heating and catering only. It does not cover the use of any other special gases used on the estate for medical, experimental or fire protection purposes.

UCL has a duty under The Health and Safety at Work Act etc.1974 so far as is reasonably practicable to ensure the health, safety and welfare of staff, students and visitors. All work on gas systems must be carried out by qualified GasSafe registered companies or persons, or by persons working directly under their supervision. The principal statutory legislation is The Gas Safety (Installation and Use) Regulations 1998. UCL recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired equipment and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services included within the scope of this policy.

This policy defines how UCL will ensure all gas appliances, pipework and installations under their control will be managed, installed, maintained and serviced to a consistent standard in compliance with the relevant legislation.

The University has a legal duty to comply with The Gas Safety (Installation and Use) Regulations 1998, which require all companies and operatives involved in the installation, inspection, servicing, maintenance and repair of gas appliances to be registered under a Health and Safety Executive (HSE) approved scheme for the type of work they are to carry out. The scheme previously operated by CORGI was replaced in 2009 by the new Gas Safe Register. The CORGI gas registration scheme is no longer recognised by law as the appropriate register for gas safety.

Gas can be inherently dangerous if the distribution pipe system and gas fired equipment is not installed and maintained correctly. Hazards normally associated with gas include the risk of explosion and fire resulting from an escape of gas, and asphyxiation by carbon monoxide gas, a colourless and odourless gas that is the by-product of combustion. This may be a danger due to inadequate ventilation of combustion flue gases from gas fired equipment.

UCL buildings have a range of gas fired equipment i.e. gas fires, boilers, cookers, and heaters etc. which have been installed in an appropriate manner and all need to be maintained correctly by competent, qualified people to meet the required legislation.

## 2.0 Purpose

The purpose of this document is to detail the UCL management arrangements to be followed to ensure compliance with its legal duty to control the risk associated with the leakage of gas and inadequate ventilation and covers the following:

- Roles and responsibilities
- Records

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- Training
- Monitoring & review

### 3.0 Scope

This document details how UCL will address the management of gas installations and safety. The University has a duty of care to all Students, Staff and Visitors across its entire Estate and as such, this Policy shall be applicable to all UCL UK buildings, as listed on the UCL Building Register.

The only exception to this is with regards to leasehold buildings, where UCL does not hold the maintenance or repair obligations. In such areas, UCL Responsible Person – Gas Safety - Operation shall ensure that the Landlord is carrying out such tasks to the same level of conformity and diligence.

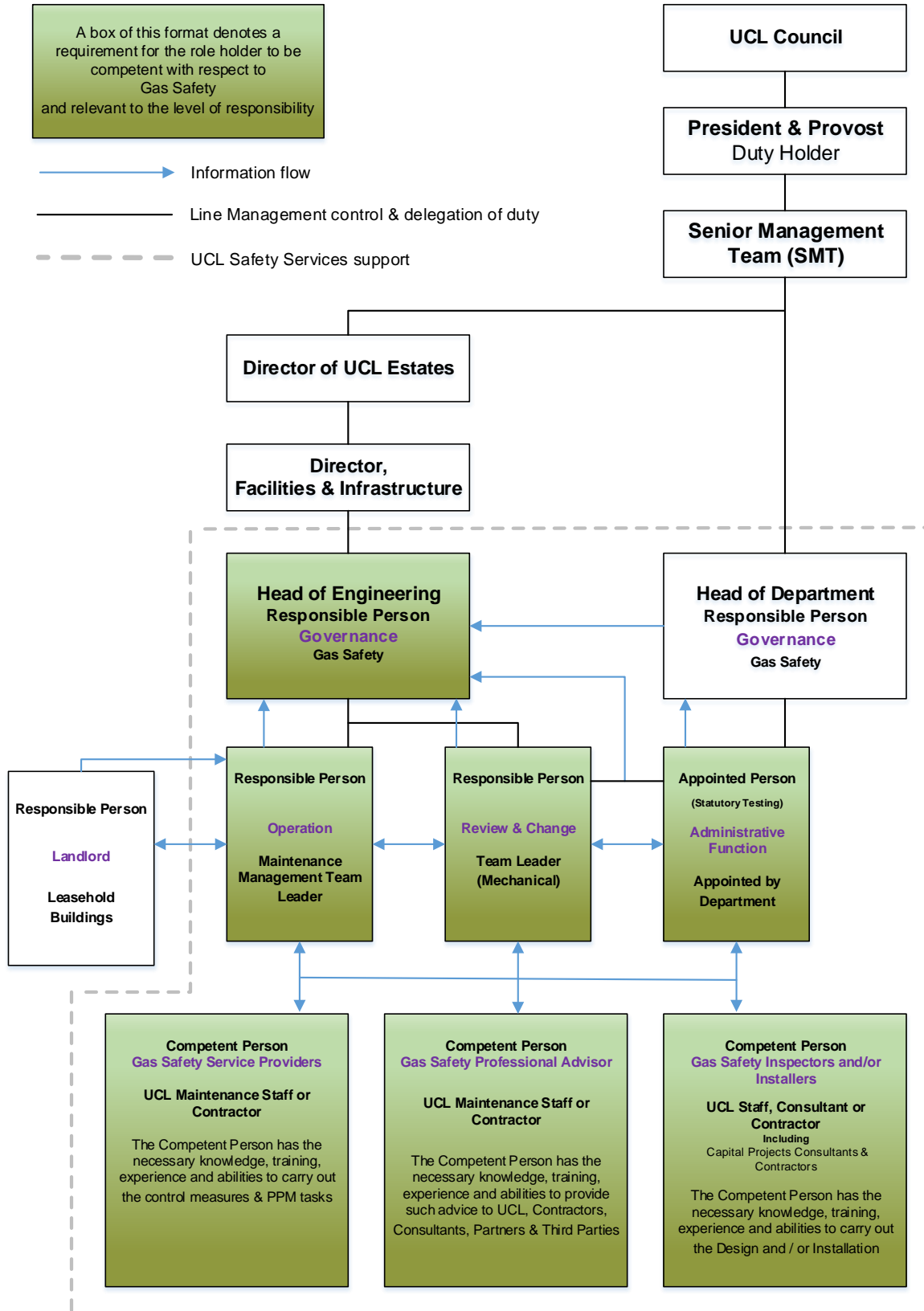
Where UCL has members of staff and students using these buildings there is a duty of care to ensure that the duty holder in those buildings has adequate management systems in place for controlling the gas installation and safety requirements or that UCL completes a management system for the area under our control.

Included in this policy is equipment served by mains gas provided by the national network supply and locally stored liquefied petroleum gas (eg Calor gas) serving permanently fixed equipment. This policy covers the safe installation and use of all gas distribution systems and gas fired equipment on UCL premises. This will include all equipment under the control of UCL e.g. gas fired boilers, catering equipment, gas fires down to Bunsen burners. Excluded from this policy are any piped medical gases, gases for experimental use or gases stored in cylinders for portable equipment. These are covered by separate standards.

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### 4.0 Management Arrangements



## 4.1 Roles and Responsibilities

The principal responsibilities for the management of health and safety and statutory compliance are stated in the UCL Safety Policy. Specific responsibilities relating to the management of gas safety are stated below.

<http://www.ucl.ac.uk/estates/safetynet/policy/org&arr.pdf>

### 4.1.1 UCL Council – Duty Holder

UCL Council, as the employer, has the ultimate responsibility for health and safety and statutory compliance and is the duty holder for UCL.

UCL Council has delegated the duty of the day-to-day running of UCL, which includes the management of health and safety and statutory compliance to the President and Provost.

### 4.1.2 The President and Provost

The President and Provost is the duty holder responsible to UCL Council for the day-to-day duty holder responsibilities of UCL in all of its activities, including the management of gas installations and systems health and safety and statutory compliance.

The role takes overall responsibility to ensure that the policy for the management and control of gas installations and systems is implemented and that appropriate funding is made available to carry out works and management activities.

The Council has constituted the Health & Safety Committee (HSC) to determine a policy framework for health and safety and the executive arrangements therein, which includes the management of gas installations and systems.

### 4.1.3 Senior Management Team

The SMT are responsible to the Council for the planning, consultation and dissemination of the arrangements made within this policy and shall maintain details of appointees with responsibilities for the management and control of gas installations and systems within RiskNET, and the reporting of relevant information to UCL Estates.

### 4.1.4 UCL Safety Services

UCL Safety Services are responsible for the provision of independent competent safety advice and for reviewing departmental organisation and arrangements.

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#### 4.1.5 UCL Director of Estates

The Director of UCL Estates has responsibility for the strategy and budget allocation for the management and control of gas installations and systems at UCL.

The Director of UCL Estates through the Director of Engineering and Faculty Directors is responsible for day-to-day management control of gas installations and systems with technical support from Safety Services.

#### 4.1.6 Director, Facilities & Infrastructure

The Director, Facilities & Infrastructure is responsible for the allocation of finances and resources for the assets under Facilities & Infrastructure control which are subject to the engineering and management requirements of the regulations.

The Director allocates resources to ensure that installations and equipment modifications for compliance can be carried out, and that training and competency is sufficient so that the responsible persons can undertake their duty.

#### 4.1.7 Head of Engineering – Responsible Person – Gas Installations and Systems Compliance - Governance

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Head of Engineering has managerial responsibility for the governance of gas installations and systems compliance and management, and providing supervision for implementation of the requirements through:

- Manage the UCL Estates Policy and SOP for the management of UCL’s gas installations and systems compliance, and takes managerial responsibility.
- Appoints, in writing, ‘Responsible Persons’ to be responsible for the day-to-day management of UCL’s gas installations and systems compliance with current regulations, Estates Policy and SOP.
- Ensures that the Responsible Persons are aware of their roles and responsibilities and that they are competent to carry them out.

The full details, expectations and requirements of this role are contained within the UCL gas installations and systems Standard Operating Procedure, which is

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controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

#### **4.1.8 Responsible Person – Gas Installations and Systems Compliance - Operation**

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Responsible Person – Gas Installations and Systems Compliance – Operation is a duty holder and has been delegated the primary role to act as administrator in the management of Gas Installations and Systems compliance in accordance with this UCL Estates Policy and has managerial responsibility for supervising the implementation of this policy, the standard operating procedure, and the management of the gas installations and systems under the control of UCL Estates.

The full details, expectations and requirements of this role are contained within the UCL Gas Installations and Systems Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

#### **4.1.9 Responsible Person - Gas Installations and Systems Compliance – Review & Change**

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Responsible Person - Gas Installations and Systems Compliance - Review is a duty holder and has been delegated the managerial responsibility for reviewing the compliance and performance against this standard.

The Responsible Person - Gas Installations and Systems Compliance – Review & Change produces and develops the policy and standard operating procedures for gas installations and systems compliance management on behalf of the Head of Engineering, and periodically audits their implementation.

The Responsible Person – Gas Installations and Systems Compliance – Review & Change has also been delegated the managerial responsibility for supervising the implementation of this policy into the management of any changes, modifications of or additions to, or replacements of existing systems or equipment, or into any new installations of gas installations or systems under the control of UCL Estates.

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The full details, expectations and requirements of this role are contained within the UCL Gas Installations and Systems Compliance Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

#### 4.1.10 UCL Estates (Project Managers, University Project Officers and University Service Managers)

Project Managers, University Project Officers and the consultants they appoint are responsible for ensuring gas installations, equipment and systems are designed, modified or replaced and equipment and installations are installed in compliance with the documents contained in the Reference section of this document, and the UCL Standard Operating Procedure.

The Responsible Person – Gas Installations and Systems Compliance – Review & Change is to approve each stage of any design, modification and acceptance.

The Project Manager and University Project Officer are responsible for ensuring that gas installations and systems are maintained as necessary throughout any project.

The Project Manager and University Project Officers will be responsible for ensuring that plant and services are capable of meeting any increased demand where a system is extended, and for the provision of as fitted drawings at the time of handover together with all commissioning data.

No gas installation or system will be accepted unless the Responsible Person – Gas Installations and Systems Compliance – Review & Change has given the final written approval.

#### 4.1.11 Contractors (and managers employing contractors)

Those who employ contractors to work on gas installations and systems shall be responsible for ensuring the work complies with the requirements of this estates policy and that the works comply with the UCL Gas Installations and Systems Standard Operating Procedure.

Reasonable enquiries are to be made to confirm the competency and training of contractors in the area of work, before entering into contracts for the change of, modification or addition to of gas installations or systems.

Contractors are to be made fully aware of the duties and responsibilities assigned to them, and are to be familiar with the estates policies, UCL standards and standard operating procedures.

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Contractors operatives directly involved with the management and work on gas installation and systems must be trained, qualified and registered in accordance with the requirements of The Gas Safety (Installation and Use) Regulations 1998 requirements (Gas Safe registration) and a copy of their registration certification is to be held on the UCL records system file.

Only UCL Approved Contractors are permitted to work on UCL gas installations and systems.

Contractors are to have completed the necessary UCL Safety Questionnaires and that their responses have been accepted.

<http://www.ucl.ac.uk/estates/procedures/new-project-management/forms/>

Contractors are to comply with the UCL Safety Policy 'Safety Rules for Contractors employed on UCL Premises', and sign the document accordingly.

#### **4.1.12 Heads of Departments (other than UCL Estates), Responsible Person –Gas Installations and Systems Governance**

Heads of Departments are responsible for identifying, assessing and controlling the compliance of any gas installations or systems installed within their department, and/or departmental equipment with the requirements of the gas installation or system regulations The Gas Safety (Installation and Use) Regulations 1998.

In addition, subject to agreement by the Responsible Person (Operation), UCL Estates may also be responsible for certain identified items of department equipment upon acknowledged receipt of a UCL Estates Data Collection Sheet (Asset Register request).

Where departmental equipment is not managed by Estates, a local inventory of both specific items and types of equipment that could present a risk of non-compliance with the requirements of The Gas Safety (Installation and Use) Regulations 1998 should be maintained by the Appointed Person (Statutory Testing) to ensure that all equipment is assessed and subject to appropriate controls. Departments are responsible for reporting to the Facilities Customer Services Help Desk stating that the issue is a "gas installation or system compliance risk" when any permanent or temporary installations (ie Experimental Rigs) are installed that use gas installations or systems that may not comply with the requirements of The Gas Safety (Installation and Use) Regulations 1998.

The UCL Estates Responsible Person (Operation) will be responsible for arranging the removal of gas installation, equipment or systems within all areas that are no longer required. UCL Estates will be responsible for amending the schematic drawings as appropriate, and revising a UCL records system file.

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All Head of Departments that use gas fired equipment have a responsibility to:

- Ensure that their staff has sufficient knowledge to use it solely for the purposes intended and in a safe manner, and leave equipment in a safe condition following use.
- Ensure that ventilation grilles and gas flues are not obstructed to ensure safe and effective combustion and flue gas ventilation.
- Report gas leaks or suspected gas leaks as quickly as possible.

The annual gas safety check is required to ensure that any gas appliances and related flues provided for the tenants are safe for continued use. Landlords must arrange for them to be checked for safety every 12 months by a Gas Safe registered engineer.

#### 4.1.13 Appointed Person – Statutory Testing

The Appointed Person (Statutory Testing) will maintain a list of specific items of ventilation ductwork or equipment or types of equipment that could present a health and safety risk and this list should identify who is responsible for management of the equipment (department vs Estates). Where equipment is under sole management of the department, they should confirm that an appropriate assessment has been carried out and measures are in place to control identified risks.

## 4.2 Records

Records must be kept to confirm compliance with the requirements of The Gas Safety (Installation and Use) Regulations 1998 and this estates policy, and retained for the periods stated.

- Annual / maintenance checks, servicing and repairs shall be kept for the current year plus 7 years.
- Records of installation and commissioning will be kept on safety files (CDM), as fitted drawings, operating instructions (O&M manuals) for the life of the installation.
- Records should be kept in a comprehensive and professional manner ready for handover to a new owner or landlord should the management of the premises transfer to another organisation.

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- Where UCL is the landlord a copy of the gas safety record must be provided to an existing tenant within 28 days of the check being completed or to new tenants before they move in.
- For residencies a copy of the CP12, known as the landlord's gas safety certificate is to be kept in the Building Log Folder.

All gas equipment will be serviced at least annually and will include the cleaning of flues and ventilation grilles.

Consideration shall be given to the need for a planned replacement programme of items that have become obsolete or where spare parts are no longer obtainable.

#### **4.3 Training and competence** (See also UCL Authorisation of Technical Competence)

Gas installation and system awareness training will be provided at 3 levels to suit the different roles of staff:

- Management – for on-site supervision.
- Technical / maintenance – for maintenance, operational works and record keeping.
- Operatives/equipment users – operational training and refresher training as required.

Anyone working on gas installations must be a Gas Safe registered engineer and undergo additional and or refresher training to keep up to date with the gas safety regulations and guidance and specialist applications to ensure compliance with the Gas Safety (Installation and Use) Regulations 1998. In accordance with the regulations a register shall be maintained of persons that attend gas safety awareness training. The training for maintenance staff shall ensure that they obtain the prescribed qualifications required in the legislation and are made aware of the operational and record keeping requirements of the regulations. Records of training and competence shall be maintained on a UCL records system file.

Training records/evidence of competence must be provided by contractors and confirmation that they hold the prescribed qualifications required by the legislation for the work they are required to carry out. Records of training and competence shall be maintained on a UCL records system file.

#### **4.4 Monitoring & Review**

This standard and related standard operating procedure shall be reviewed annually to ensure they remain effective and up to date.

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Any related risk assessments, changes in legislation, enforcement action or the occurrence of any serious incidents or accidents shall act as triggers to an immediate review of the standard and related procedures.

## 5.0 References

- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- Construction (Design and Management) Regulations 2007 (CDM)
- HSE Safety in the installation and use of gas systems and appliances – Approved Code of Practice and guidance. (L56 fourth edition 2013)
- HSE Gas safety in catering and hospitality – Catering information sheet no 23 rev 2
- HSE Gas Appliances (Safety) Guidance (INDG238 rev 3 March 2009)
- HSE Gas Safety (Management) Regulations 1996 (L80 second edition 2007)
- HSE Landlords Duties Guide (INDG285 rev 2 March 2009)
- Guidance Notes on the UK Gas Appliances (Safety) Regulations (S.I. 1995/1629) May 2004 A guide to the Gas Safety (Management) Regulations 1996 – L80
- Gas Safe fact sheet “Who can legally undertake work on a gas appliance?” issued July 2011

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Safety Services References

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HSC Approval	
First Published	
Next Review	

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