



# **Gas Safety Policy**

## **Mission Statement**

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Westcountry Schools Trust adopted this policy in August 2021.

Westcountry Schools Trust will review this policy annually.

## Applicable Legislation

Gas Safety (Installation and Use) Regulations 1998

### Purpose

Most WeST buildings have access to a gas supply which is either fed from the mains or in some cases LPG (Propane & Butane). The effects of poor or faulty installation, misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important for managers to consider potential risks when dealing with the gas installation and gas fuelled equipment.

The risks associated with the use of gas are:

- Fire
- Explosion
- Poisoning by the by-products of combustion, such as carbon monoxide

### Scope:

This procedure applies to all WeST buildings and schools.

### Definitions

A 'gas appliance' is defined as an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purpose for which gas can be used.

### General Requirements

The main requirements of regulations are:

- To **design** gas installations safely and with a view to anticipated use.
- To **maintain** gas installations in a safe condition.
- To have an **annual safety-check** on fixed gas appliances.
- To allow only **engineers** (those who are on the Gas Safe Register) to work on gas installations and appliances of the categories for which they are competent.

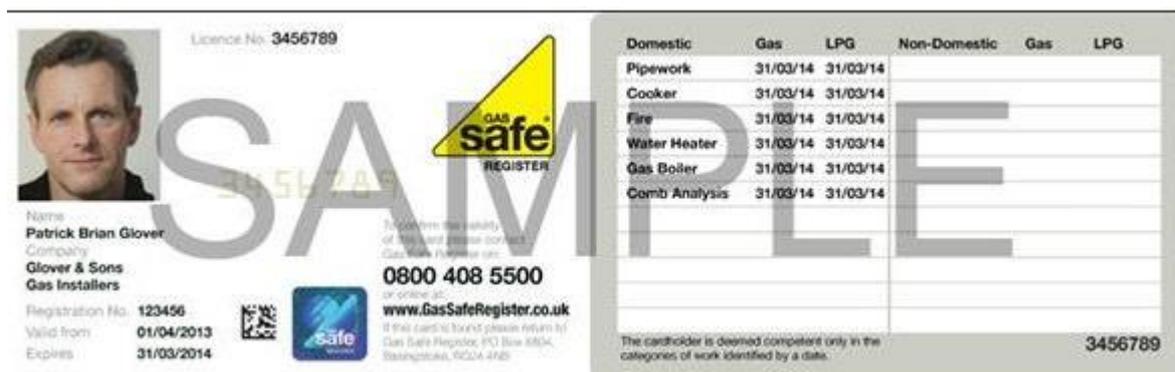
Other requirements which gas engineers must comply with are:

- To supply gas equipment which complies with current manufacturers' standards.
- To use safe systems of work when installing and maintaining gas equipment.

## Competent Engineer

All work on gas pipe work and appliances must only be carried out by **Gas Safe Registered** engineers and hold a valid certificate of competence relevant to the particular type of work involved.

Prior to an engineer undertaking any work involving gas appliances a check to ensure that he/she is fully qualified to undertake the task must be made. Insist on inspecting registration cards; the reverse of the card will also confirm what specific jobs the person is competent to undertake.



Front

Back

**If the engineer is unable or unwilling to show proof of registration do not permit any work to proceed and contact Gas Safe to report the incident.**

## Landlord & Premises Managers' Responsibilities

WeST is responsible for maintaining all fixed gas appliances within its premises and ensuring they are inspected by a competent Gas Safe engineer on a 12 monthly basis.

Schools with delegated budgets will need to make their own arrangements for gas related installation, testing and servicing with a competent Gas Safe registered contractor. This will include curriculum equipment, for example gas cookers in teaching areas, heat treatment equipment in Design and Technology, etc.

N.B. Bunsen Burners in educational establishment/settings are excluded under these regulations.

Records should be kept of the date of inspection, defects identified, and remedial action taken. A commissioning certificate should be obtained before re-use.

Copies should be retained and made available to the Authorities upon request.

No person should carry out any work to a gas installation or equipment unless they are competent, have been authorised to do so and are on the **Gas Safe Register**.

Any incident involving a gas leak fire, carbon monoxide poisoning, or explosion should be reported to the Estates Team/ HSE immediately.

### **Employees' Responsibilities**

All gas appliances must be examined daily before use. The following checklist will help, so far as is reasonably practicable, the safe use of gas equipment:

#### **Before use:**

- Ensure all ventilation grilles/air bricks are free from obstruction.
- Turn on any extraction/ventilation fans.
- Visually inspect each gas appliance to make sure the gas control valves are in the 'off' position.

#### **After Use:**

- Turn off the gas control valve at each individual appliance.
- Turn off the main gas supply to the kitchen, workshop, or laboratory.
- Turn the temperature control of fryers and ovens to 0°C (zero).
- Visually inspect each gas appliance to make sure that gas control valves are in the 'off' position.
- Turn off all extraction/ventilation fans.

**If you detect any fault report it to your manager immediately!**

### **Emergency Procedure**

If you smell gas:

- Turn off main gas control valve.
- Open all doors and windows to ventilate the area.
- Eliminate all sources of ignition.
- Do not operate electrical equipment or switches either on or off.
- Evacuate the building and contact

The National Gas Emergency Service number on 0800 111 999

Health and Safety Executive (HSE) <http://www.hse.gov.uk/gas/> Gas Safe Register <http://www.gassaferegister.co.uk/>