

Facilities Management Department Gas Safety Procedure



Document Control

Revision No.	Date Document Reviewed	Publication on Web Site	Date of next Review	Summary of main changes
Draft	October 2016		December 2016	<ul style="list-style-type: none"> Creation of document
1	July 2017	August 2017	July 2018	<ul style="list-style-type: none"> Update of document Version approved at FMD H&S Meeting 14/07/2017
2	October 2018	November 2018	October 2020	<ul style="list-style-type: none"> Confirmation of contractor specification

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FMD Gas Safety Procedure

1 Introduction

Glasgow Caledonian University is committed to protecting the safety, health and wellbeing of all stakeholders affected by the activities of the University. This includes staff, students, visitors, contractors and all other persons on University premises. The University has a gas heating system which must be managed and maintained properly due to the explosive nature of gas and the potential for poisoning due to fumes. Therefore it is vital that this procedure is followed to ensure that this hazard is managed properly by the University.

The purpose of this procedure is to detail the local health and safety arrangements in place within Facilities Management Department (FMD) to manage gas safety for the University. This procedure forms part of the arrangements FMD has in place to comply with the overall University Safety, Health and Wellbeing Policy and all relevant health and safety legislation including the Health and Safety at Work etc. Act 1974 and Gas Safety (Installation and Use) Regulations 1998.

The roles and responsibilities of stakeholders are detailed within this procedure to make stakeholders aware of their responsibilities in relation to gas safety and to assist them to discharge those responsibilities. Successful health and safety management requires the collective effort of all involved in order to create a positive health and safety culture. All stakeholders are required to observe FMD health and safety rules and procedures.

2 Scope

FMD acknowledge the importance of developing and maintaining local health and safety arrangements for gas safety. Gas is used as a heating source for the University therefore arrangements must be implemented by FMD for the safe use of gas within buildings and also for the safety of any gas pipework buried on Campus.

The maintenance of the gas heating system is a responsibility of FMD and must be carried out to ensure that it is kept in a safe condition and repairs are carried out as necessary. The use of competent contractors is vital to ensure that the system is in a safe condition and the necessary paperwork issued by the contractor and stored by FMD. The emergency arrangements following an uncontrolled release of gas will also be detailed.

3 Roles and Responsibilities

The following responsibilities and tasks represent the performance standards required of University officers in the management of gas safety. As with other management responsibilities it is for the named officer(s) to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results.

Facilities Management Department

The Facilities Management Department are responsible for ensuring that:

- Gas boiler checks are carried out by a Gas Safe registered contractor and within appropriate timescales
- Certificates are issued by the contractor
- Certificates are securely stored by FMD and made available as required
- Emergency procedures are initiated following a gas leak
- Access is restricted to boiler house areas
- Issue permit to works as required
- Necessary investigations are made for underground gas services before breaking ground.

Head of Campus Services

The Head of Campus Services is responsible for:

- Ensuring any appropriate equipment is tested as part of Campus Services contracts

Employees/Students/Visitors

All employees, students and visitors have a responsibility for their own and others health and safety. It is their responsibility:

- To report any smells of gas immediately to FMD Helpdesk for immediate investigation
- Not to tamper with the heating system
- Ensure boiler houses are not used for storage

Contractors

All contractors must carry out works in accordance with their risk assessments and method statements. It is the responsibility of contractors to:

- Adhere to the Glasgow Caledonian University Contractor Code of Practice
- Consider the safety of all stakeholders within the area in which they are working
- Are Gas Safe registered and adequately trained and competent to carry out the job
- Receive a site induction from FMD prior to starting works on site
- Follow all risk assessments and method statements
- Adhere to permit to work procedure
- Carry out works safely and meet the appropriate standards for the works being undertaken

4 Gas Testing

FMD are responsible for ensuring that the gas heating systems within the University are working safely as per their design. In order to do this there must be a maintenance regime implemented by FMD and completed by competent contractors. This will take the form of an annual gas boiler check, 6 monthly inspections and any additional visits for any repairs as required.

All inspections and works will be carried out by a Gas Safe registered company and engineer with certificates provided to FMD on completion of these.

Any gas installations will be carried out by a Gas Safe registered company and engineers. The installation will undergo a commissioning process prior to use to confirm that it is safe to use.

The University Gas Network will be inspected on an annual basis by a competent contractor and report submitted to FMD. Any actions detailed within this report will be instructed by FMD.

5 Storage of Gas

All gas within the University must be stored in a safe and suitable place in accordance with the type of gas product. For instance, cylinders should be stored in a well-ventilated, covered area that is preferably outside on a level, well-drained surface. They should also be stored vertically with full and empty cylinders stored separately and the stock rotated. Any schools within the University that store gas must inform FMD for inclusion in any fire risk assessment and evacuation plans.

Any areas used for the storage of gas must have appropriate signage to inform of the hazard and adequately secured.

6 Permit to Work System

A permit to work system is in operation within the University to control work on gas heating systems. It is imperative that this is followed in order to ensure that works are not carried out on live systems. Any gas works must be carried out using a permit to work issued by FMD prior to the works starting so that there is no confusion regarding the status of the system. The permit to work will then be cancelled on completion of the work. This procedure also includes locking off systems to ensure that they are not switched on whilst completing works on a gas heating system.

7 Gas Leak Procedure

Any smell of gas within University buildings or grounds must be reported to FMD so that the situation can be investigated to ascertain if there is a gas leak. If it is found to be a gas leak then the gas supply will be isolated through the gas shut off valve as required and competent contractor and/or the local gas authority notified.

Isolated supplies shall not be re-instated until approval from local gas authority or approved and suitably qualified heating engineer has carried out the repair and system is proven to be safe.