



**Leicester
Partnership
School**

Gas Safety Policy

Schedule for Development, Monitoring and Review	
Approved by governors on:	October 2019
Implementation monitored by:	Julie Aquilina
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	October 2020 October 2021
The next review of this policy:	October 2022

The electronic version of this document is the latest version. It is the responsibility of the individual to ensure any paper material is current.

GAS SAFETY POLICY

INTRODUCTION:

The Gas Safety (Installation and Use) Regulations 1998 require all engineers involved in the installation, inspection, servicing, maintenance and repair of domestic gas appliances to be registered under a Health and Safety Executive (HSE) approved scheme. On 1 April 2009, the scheme previously operated by CORGI was replaced by the new Gas Safe Register.

COMPETENCE:

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG).

Gas work includes:

- (a) The installation, repair or service of a gas boiler;
- (b) Installation or repair of a gas fire, gas cooker, hob or water heater;
- (c) Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

Gas Safe registered engineers undergo stringent training and are examined to ensure they are competent and qualified to work safely with gas. Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique licence number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. Premises Officers/Centre Managers must ensure that any contractor engaged to work on gas fittings is Gas Safe registered, and appropriately qualified for the work to be done.

MAINTENANCE & SAFETY CHECKS:

All Leicester Partnership School premises **must** have their Gas Boiler/Appliances checked and serviced annually with the Contractor undertaking the inspections providing a Safety Certificate. A detailed report must be provided by the Contractor in the case of any action points or remedial works required following the inspections.

Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation, and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

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MODIFICATION TO GAS FITTINGS & REFURBISHMENTS:

Alterations to gas fittings may only be made after a suitable risk assessment has been undertaken by a competent gas engineer. The responsibility for ensuring that an appropriate risk assessment is carried out rests with the Leicester Partnership School who will be placing a given contract.

Gas safety must be considered before any refurbishment commences and must be part of the project risk assessment. Refurbishment projects must be notified to the Premises Officers of the site as well as the Leicester Partnership School nominated Health & Safety Officer. Where gas work is undertaken, a suitable risk assessment is prepared and the work executed by Gas Safe registered contractors.

LANDLORDS:

The Gas Safety Regulations deal with gas work in domestic and certain commercial premises and place specific duties on landlords.

Landlords must ensure that pipe-work, gas appliances and flues are maintained in a safe condition, that annual safety checks are performed and that a copy of the gas safety certificate is issued to tenants within 28 days of the safety check being carried out. New tenants also must be provided with a copy of a current certificate. Landlords are also obliged to let tenants know how to turn off the supply in the event of a gas leak. Where mobile and portable gas appliances are landlord owned, the duty to ensure annual testing rests with the landlord.

Copies of all test certificates should be retained for 5 years.

EMERGENCY PROCEDURES IN A GAS EMERGENCY:

Notices are on display in key areas informing staff and visitors to contact the Premises Team immediately if they smell gas.

In the event of a suspected smell of gas on a Leicester Partnership School site the following action must be taken:

- PREMISES OFFICER – Turn off supply at the Control Valve
- IMMEDIATELY contact Gas Emergency Line on **0800 111 999**
- OPEN WINDOWS and ventilate area immediately
- EVACUATE the premises
- Do NOT search with naked light
- Inform persons NOT to turn lights On / Off or push any switches
- Do not return to premises until Gas Safe Registered Contractor has repaired leak and premises have been deemed as safe

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