



	<p><b>Objective</b></p> <p>This standard, is in compliance with the Gas Safety (Installation and Use) Regulations 1998, and is applicable to all gas ‘work’ undertaken by Newcastle University Estate Support Services, further referred to by this document as “E.S.S.”</p> <p>The E.S.S. shall ensure that it’s operations will be executed by trained and competent persons in such a way as to ensure, so far as is reasonably practicable, the safety of all its employees, and all persons likely to be affected by its operations, by ensuring the safe execution of its responsibilities in the planning, design and implementation of all gas work in which it is involved.</p>
<b>2.0</b>	<p><b>Legislation</b></p> <p>Health &amp; Safety at Work etc. Act                  Management of Health &amp; Safety at Work Regulations                  Gas Safety (Installation and Use) Regulations</p>
<b>3.0</b>	<p><b>Definition</b></p>
	<p><b>Gas</b></p> <p>Gas is defined in the Gas Act and the Gas Safety (Installation and Use) Regulations, (hereafter referred to as ‘Gas Safety Regulations’).</p>
	<p><b>Gas Operative</b></p> <p>For the purpose of this policy a Gas Operative is an employee and / or sub contractor, employed by E.S.S., who holds an appropriate industry qualification to qualify as a Category 1 or Category 2 Operative in accordance with the qualification criteria laid down by the Accredited Certification Scheme (ACS) through the United Kingdom Accreditation Scheme (UKAS).</p>
	<p><b>Gas Work</b></p> <p>Gas ‘Work’ in relation to a gas fitting is defined in the Gas Safety Regulations as including any of the following activities carried out by any person, whether as an employee or not, for the following;</p> <ul style="list-style-type: none"> <li>(i) Installing or reconnecting the fitting;</li> <li>(ii) Maintaining, servicing, permanently adjusting, disconnecting, repairing, altering or renewing the fitting or purging it of air or gas;</li> <li>(iii) Where the fitting is not readily removable, changing its position;</li> <li>(iv) Removing the fitting.</li> </ul>



<b>4.0</b>	<b>Responsibilities</b>
<b>4.1</b>	<b>Director of Estates</b>
	Shall, delegate the responsibility for managing gas safety to the Head of Maintenance, ensuring they:
4.1.1	Prepare and revise as necessary operational arrangements for the management and control of work involving gas appliances and/or installations.
4.1.2	Ensure that adequate resources are made available to enable operational requirements to be met.
<b>4.2</b>	<b>Maintenance Manager</b>
	Shall, so far as is reasonably practicable, ensure that they:
4.2.1	Demonstrate an understanding of E.S.S. Gas Safety Standard and the responsibility of Gas Operatives; Operations under their control are managed in compliance with this standard.
4.2.2	Prepare and revise as necessary operational arrangements for the management and control of work involving gas appliances and/or installations;
4.2.3	Ensure appropriate training, information and instruction is provided for colleagues in their control;
4.2.4	Ensure that where specialist technical expertise, in relation to gas safety, is not within the operational area(s), then this is either obtained through the Direct Works Manager or through a formal engagement with a competent external body.
4.2.5	Liaise with the Direct Works Manager to ensure Gas Operatives who are and are required to work on gas appliances and/or installations have current certification in order for them to be deemed legally competent in undertaking gas 'work'.
<b>4.3</b>	<b>Direct Works Manager</b>
	The Direct Works Manager will so far, as is reasonably practicable, ensure that:
4.3.1	E.S.S. complies with the rules and registration requirements of Gas Safe
4.3.2	That Gas Operatives are accredited under the United Kingdom Accreditation Scheme (UKAS) and are deemed 'competent' as defined by the Gas Safety Regulations;
4.3.3	A register of Gas Operatives is maintained and kept up to date. The register shall contain evidence of all gas operatives' competencies, including relevant qualifications and training certification.
4.3.4	A Gas Safety File is maintained and kept up to date. The Gas Safety File shall contain copies of all relevant Gas Safe documentation pertaining to all works undertaken and including any certificate that has been subject to corrective action.
4.3.5	The Quality Control and Audit Process is implemented in accordance with section 5.0 of this standard.



4.3.6	Liaise with the Maintenance Manager to ensure gas 'work' procedures and practice are in accordance with appropriate statutory obligations and industry standards;
4.3.7	Liaise with the Maintenance Manager to establish, maintain and distribute procedures for gas safety to enable operations to be undertaken in accordance with this Gas Safety Standard;
4.3.8	Bring to the attention of the Maintenance Manager all incidents which are required to be reported under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
4.3.9	Shall hold the following, up to date, elements of the Accredited Certification Scheme (COCN1, CIGA1, CDGA1, ICAE1 and TPCP1) as a minimum and retain up to date certification as evidence of same.
<b>4.4</b>	<b>Maintenance Officers</b>
	Shall, so far, as is reasonably practicable, ensure that they:
4.4.1	Demonstrate an understanding of E.S.S. Gas Safety Standard and the responsibility of Gas Operatives;
4.4.2	Liaise with the Direct Works Manager to ensure identified Gas Operatives and sub-contractors who are required to work on gas appliances and/or installations have current certification in order for them to be deemed legally competent in undertaking gas 'work'.
4.4.3	Use their authority to stop gas 'work' where it is considered that the 'work' being undertaken is unsafe.
<b>4.5</b>	<b>Supervisor/Foreperson</b>
4.5.1	Where any Supervisor/Foreperson has overall responsibility for a project where gas work makes up the whole, or part of the works, then they should, prior to the works commencing, contact the Direct Works Manager to ensure this standard is implemented on the works.
<b>4.6</b>	<b>Gas Operatives</b>
	Are required to co-operate in the implementation of this standard in as far as they are expected to;
4.6.1	Follow established protocols and procedures, working with due care and attention for their own safety and that of others affected by their undertaking.
4.6.2	Undertake and perform gas 'work', in full accordance with the Gas Safety Regulations and present gas documentation, in the form of a Newcastle University Gas Safety Certificate, which will clearly indicate if the gas appliance and/or installation can be used safely or is unsafe for use.
4.6.3	Follow the document control procedures set out in section 5.5 of this standard.



4.6.4	Any appliance and/or installation deemed unsafe will be categorised in accordance with the Warning Notice procedures. See Appendix 3.
<b>4.7</b>	<b>Sub Contractors</b>
4.7.1	Only sub contractors who have satisfied the requirements of the Competence of Gas Operatives Section 4.8, shall be used on sites under the control of the E.S.S.
4.7.2	Sub-contractors who carry out gas “work” on contractual sites outwith the direct Control of E.S.S. shall provide certificates of ‘competence’ for their employees and any of their sub-contracted gas operatives undertaking any gas ‘work’, these details shall be retained at all times on site for the duration of the contractual site in the project Health & Safety File, these details shall be made available on reasonable request for inspection by any third party with a legitimate interest.
4.7.3	All Sub-contractors must ensure their employees and any of their sub-contracted gas operatives comply with the Gas Safety (Installation & Use) Regulations 1998 whilst undertaking any gas ‘work’ that is either under the control of the E.S.S. or other party.
4.7.4	<p>All approved contractors must provide a gas safety certificate or commissioning certificate detailing compliance with Gas Safety (Installation and Use) Regulations 1998, <b>prior</b> to leaving site on completion of the gas ‘work’. Certificates must be complete, signed and dated and then presented to the Direct Works Manager for works under the control of E.S.S. or the relevant project manager for any other contractual site as the case may be.</p> <p>If none of these parties are available a copy of the certificate should be sent directly or by facsimile to the E.S.S. Maintenance Manager <b>prior</b> to leaving site.</p>
4.7.5	<p>All approved gas operatives/sub-contractors either under the control of the E.S.S or other contractual sites who are required to carry out gas ‘work’, which involves direct or indirect purging operations on a gas installation, shall present a site specific method statement and risk assessment, detailing the procedures required to safely carry out the purging operation, to either the E.S.S. Direct Works Manager or to the relevant Project Manager for any other contractual site as the case may be who will then pass copies of these methods/Risk Assessments to the Direct Works Manager for approval <b>prior</b> to commencing any such works.</p> <p>The responsible engineer for the purging operation shall complete and sign a Gas Safe Gas Testing and Purging (Non-Domestic) form CP16. Copies of this form shall be presented as above for inclusion to the Gas Safety File or the Site Health &amp; Safety File as the case may be.</p> <p>All Strength Testing, Tightness Testing and Purging of gas installation pipework shall be carried out in accordance with Institution of Gas Engineers and Managers Utilisation Procedures IGE/UP/1 Edition 2 or IGE/UP/1A Edition 2 as appropriate.</p>
<b>4.8</b>	<b>Competencies of Gas Operatives</b>
	All Gas Operatives who are required to perform gas “work” either under direct instruction or otherwise by the E.S.S are required to have the “work” authorised by the Direct Works Manager who, prior to giving authorisation will hold certified copies of original certificates



of competence as relate to each individual operative filed in the Gas Safety File.

Sub Contracted Gas Operatives performing gas “work” on behalf of the E.S.S. shall only do so after being instructed to do so by the Direct Works Manager who, prior to giving authorisation will hold certified copies of original certificates as relate to each individual operative and a copy of a valid Gas Safe registration certificate filed in the Gas Safety File.

The Sub Contractor shall supply all relevant details as originals for inspection and inclusion as requested.

**4.8.1 Minimum Competence Requirement**

For Guidance, the E.S.S. have agreed minimum level of certificated competence required by Gas Operatives with respect to gas ‘work’ is as follows:

Valid Gas Safe Registration:

Valid ACS accreditations:

- COCN1, CIGA1, CDGA 1, ICAE1, ICPN1 and for Gas testing/purging TPCP1 or TPCP1A

It shall remain the responsibility of each individual operative to ensure that no “ work “ outside of their individual certificated competence is carried out and the E.S.S will amend the above as necessary from time to time as required by changes in legislation

**4.8.2 Non Gas Competent Maintenance Operatives**

Each non-gas certificated Operative is required to attend a training course to ensure that other maintenance tasks, in the vicinity of gas pipework and other equipment, are clearly understood as not being gas “work” as identified by the Gas Safety Regulations.

**4.8.3 Pipe Fitter**

The minimum level of competence required by Pipe Fitters undertaking gas ‘work’ is as a Category 2 Gas Operative in accordance with the qualification criteria laid down by ACS:

ACS accreditation:

- COCNPI 1LS or COCN1 and elements ICPN1, TPCP1 or TPCP1A.

**4.9 Standard Equipment**

Each class of person identified in 4.8 and authorised to undertake gas ‘work’ has been issued with items of equipment in addition to their normal hand tools, electrical safety equipment as detailed in Appendix 8.

Sub Contracted Gas Operatives will be in possession of gas safety equipment as



	necessary to safely discharge their respective duties at all times.
<b>4.10</b>	<b>Gas Safe</b>
4.10.1	E.S.S. is a member of Gas Safe and is committed to ensure that the rules for registration are respected at all times. E.S.S. acknowledges that registration with Gas Safe is a legislative duty and has placed compliance of this duty upon the Direct Works Manager.
4.10.2	Details of all Gas Operatives have been supplied to Gas Safe. Each Gas Operative will be issued with a Gas Safe registration card, which must be available for inspection upon request at their place of work. Any employee not included in the Gas Safe database is not authorised to undertake gas ‘work’.
4.10.3	E.S.S. acknowledges that at a mutually convenient time a Gas Safe representative will carry out an inspection of its policies and procedures to ensure safety and the rules for registration are being complied with. The Direct Works Manager will liaise with Gas Safe where a site visit and/or request for documentation is requested for inspection purposes, E.S.S. reserve the right to have present at any such inspection a representative of our retained competent external consultant.
<b>5.0</b>	<b>Arrangements</b>
<b>5.1</b>	<b>Quality Control Process</b>
	To ensure, so far as is reasonably practicable, the safety, quality and integrity of appliances and/or installations installed by Gas Operatives under the direct control and/or direction of E.S.S., a Quality Control Process shall be undertaken as follows;
	<ul style="list-style-type: none"> <li>(i) Physical monitoring of work and the competence of individuals.</li> <li>(ii) Management review of performance, feeding results back in to the system for continual improvement.</li> <li>(iii) Live Work Inspection of gas safety documentation.</li> </ul>
<b>5.2</b>	<b>Gas Register</b>
	<p>A register of Gas Operatives shall be maintained within the Gas Safety File. The register shall contain evidence of all gas operatives’ individual certificated competencies and also details of each individual Gas Safe registration status.</p> <p>These details will include sub contracted Gas Operative authorised to perform “work” on premises under the control of the E.S.S.</p>
<b>5.3</b>	<b>Gas Safety File</b>
	<p>A Gas Safety File shall be maintained and kept up to date.</p> <p>The Gas Safety File will contain the Gas Register.</p> <p>The Gas Safety File shall contain copies of all relevant documentation supplied/produced in compliance with the details at section 5.4 of this standard.</p>



	Documents forming this file shall be made available, given reasonable request, for inspection by Gas Safe.								
<b>5.4</b>	<b>Quality Control Audit Process</b>								
	A quality control system shall be adopted and implemented and shall comply with the following annual audits targets.								
	<table border="0"> <tr> <td>(i) Documentation</td> <td>100%</td> </tr> <tr> <td>(ii) Visual Post Work Inspection</td> <td>10%</td> </tr> <tr> <td>(iii) Live Work Inspection</td> <td>1%</td> </tr> <tr> <td>(iv) External Audit</td> <td>Annual by arrangement</td> </tr> </table> <p>Quality control is applicable to all Gas Operatives/Sub Contractors of E.S.S., but may vary in relation to areas of work undertaken, (maintenance, defect rectification and/or installation,) etc and the element of risk involved.</p>	(i) Documentation	100%	(ii) Visual Post Work Inspection	10%	(iii) Live Work Inspection	1%	(iv) External Audit	Annual by arrangement
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<b>5.4.1</b>	<b>Documentation</b>								
	The first part of the quality audit process is 100% document control. The Supervisor/Foreperson for each respective area is directly responsible for the accuracy of the quality checks on documentation. Each Supervisor/Foreperson is instructed by means of a training module on the correct information required to be collected and presented.								
<b>5.4.2</b>	<b>Visual Post Work Inspection</b>								
	The second part of the process is a visual post work inspection, undertaken for 10% of each Gas Operative's annual workload. The person directly responsible for the accuracy of the Visual Checks is the Direct Works Manager who is required to indicate on each Gas Safety Certificate that they have visually inspected the certificate to ensure it has been completed satisfactorily. Any discrepancies in entries will be considered a minor fault unless the discrepancy relates to the appliance's ability to operate safely.								
	Copies of the completed Newcastle University Gas Safety Certificates should be retained by the Direct Works Manager for inclusion within the Gas Safety File. The Maintenance Manager will verify the accuracy/legality of audited Gas Safety Certificates on a bi-annual basis. These checks form part of the Gas Operatives' annual review.								
<b>5.4.3</b>	<b>Live Work Inspection</b>								
	The third part of the process is a physical work check undertaken by the Direct Works Manager and recorded on the Live Work Inspection Sheet. (Appendix 1). The physical check consists of approximately 1% of each Gas Operative's annual workload and can only be completed by the Direct Works Manager or other person(s) appointed and acting on his behalf and who hold ACS accreditation and COCNI respectively.								
	All gas safety quality control documents should be recorded correctly and stored within								



	<p>the Gas Safety File as evidence for inspection by an external body upon request e.g. Gas Safe.</p> <p>The Direct Works Manager will maintain a statistical log of Gas Safety Certificates, which have been subject to any corrective action.</p> <p>The monitoring of accuracy of this documentation forms a core part of the Gas Operatives annual review process.</p> <p>Any discrepancies found will be subject to a re-check and evaluation following the pre-described flow charts, undertaken by the Direct Works Manager.</p>
<b>5.4.4</b>	<b>External Audit</b>
	The Maintenance Manager shall engage the services of a competent external body to undertake an external review of the gas procedures and the quality control process.
<b>5.5</b>	<b>Recording and Storage of Gas Documentation</b>
<b>5.5.1</b>	<b>Documentation</b>
5.5.1.1	All documentation relating to gas ‘work’ should be signed and dated by the Gas Operative on completion of the gas ‘work’. Gas Operatives must use the Newcastle University Gas Safety Certificate, further referred to as “Gas Safety Certificate”, when undertaking gas ‘work’. The Gas Operative should submit the original Gas Safety Certificate in the appropriate manner for inclusion into the Gas Safety File.
5.5.1.2	These Certificates should then be inspected by the respective Supervisor/Foreperson and if found to be satisfactory signed off as acceptable and passed for inclusion to the Gas Safety File.
5.5.1.3	Where the Certificate is incomplete, the Supervisor/Foreperson should return it to the Gas Operative for satisfactory completion. A copy of the certificate should then be sent to the Direct Works Manager for entry into the Gas Safety File.
5.5.1.4	Where the Direct Works Manager identifies Gas Safety Certificates presented as incomplete, appropriate action will be taken, such as contact with the respective Supervisor/Foreperson and/or Gas Operative for clarification, and may result in a physical ‘work’ check. All discrepancies will be subject to corrective action.
5.5.1.5	The Direct Works Manager will ensure copies of corrective action and supporting documentation are filed with the Quality Audit, in the Gas Safety File, as evidence of discrepancies being rectified.
<b>5.5.2</b>	<b>Storage of Gas Safety Documents</b>
	Each Supervisor/Foreperson should ensure that 100% of completed Certificates are forwarded to the Direct Works Manager. The Direct Works Manager will store all original Certificates within the Gas Safety file. These will be held for a period of not less than 7 years.
<b>6.0</b>	<b>Gas Safety Warning Notice</b>





6.1	The 'Gas Safety Warning Notice Procedure', contained within Appendix 3, is designed to ensure that appropriate action is undertaken where there is an identified concern regarding gas installations and/or appliances.
6.2	The 'Gas Safety Warning Notice' will be used to identify defects, which represent an immediate and/or potential risk to persons and/or property as a result of the condition of the gas appliance and/or installation.
6.3	<b>Categories of Warning Notice</b>
6.3.1	<b>Immediately Dangerous</b>
	Where a gas appliance and/or installation is considered by the Gas Operative to fall within the category of 'Immediately Dangerous' on the Warning Notice the following should be applied;
i	Where a gas appliance and/or installation is considered by the Gas Operative to fall within the category of 'Immediately Dangerous' on the Gas Safety Warning Notice the Gas Operative will ensure the appliance and/or installation is disconnected from the gas supply and sealed with an appropriate fitting.
ii	The Gas Operative will be responsible for informing their relevant Supervisor/Foreperson. Thereafter the Supervisor/Foreperson shall contact the Direct Works Manager who will inform the Premises Owner or their representative that the appliance and/or installation has been disconnected.
iii	The Gas Operative and / or Direct Works Manager should highlight that failure to take such action would have presented an immediate danger to life and/or property.
iv	The Gas Operative will issue a 'Warning / Advice Notice' Form to the Customer/User or the Premises Owner or their representative and attach a Gas Safety Warning Label to the appliance and/or installation and complete the procedure contained in Appendix 5.
v	Where the Gas Operative has been unable to disconnect the gas appliance and/or the Customer/User and / or the Premises Owner or their representative declines permission the Gas Operative will inform the Direct Works Manager who will liaise with the Customer/User and / or the Premises Owner to resolve the matter.
6.3.2	<b>At Risk</b>
	Where a gas appliance and/or installation is considered by the Gas Operative to fall within the category of 'At Risk' on the Warning Notice the following should be applied;
i	The Gas Operative must isolate the gas supply for the appliance and/or installation and attach a Gas Safety Warning Label to the gas appliance and/or installation;
ii	Request authorisation from the Customer/User and / or the Premises Owner or their representative to disconnect the gas appliance and/or installation from the gas supply and seal with an appropriate fitting.
iii	The Gas Operative will inform the respective Supervisor/Foreperson that the appliance



	and/or installation if left connected may present a potential risk to life and/or property.
iv	The Gas Operative will issue the Gas Safety Warning Notice to the Customer/User and / or the Premises Owner or their representative and complete the procedure contained in Appendix 4.
<b>6.3.3</b>	<b>Not To Current Standard</b>
	Where a gas appliance and/or installation is considered by the Gas Operative to fall within the category of 'Not To Current Standard' on the Warning Notice the following should be applied;
i	Any gas appliance and/or installation which does not satisfy the current legislative and/or industry standard although not constituting either 'Immediately Dangerous' or 'At Risk' will be considered as 'Not To Current Standard'.
ii	The Gas Operative will inform their respective Supervisor/Foreperson and the Customer/User and / or the Premises Owner or their representative that the appliance and/or installation requires some remedial work to achieve the required standard whilst remaining safe for use until remedial work is completed. The Gas Operative will not raise a Warning Notice nor attach a Warning Label but will clearly indicate the particular details on the Gas Safety Certificate.
<b>6.4</b>	<b>Warning Notice Report Form (GS2)</b>
6.4.1	The 'Warning Notice Report Form' (GS2) (Appendix 6) ensures that E.S.S. complies with legislative duties relating to gas safety. Warning notice documentation will be retained, by the Direct Works Manager within the Gas Safety File, for a period of not less than 7 years.
6.4.2	The Warning Notice Report Form (GS2) is an internal document designed to ensure that Warning Notices issued are checked, recorded, authorised and removed. A 'Gas Safety Warning Letter' (Appendix 7) will be issued to the Customer/User and / or the Premises Owner or their representative as part of this procedure by the Gas Operative.
<b>7.0</b>	<b>Gas Supply Emergencies</b>
7.1	The role of the Emergency Services Provider for the Gas Industry is 'National Grid, and as such, it is not the wish of E.S.S. to perform any of the functions of National Grid. E.S.S. relies upon National Grid to fully discharge their duties in accordance with relevant Gas Safety Regulations and accompanying standards as necessary to protect life, property and to ensure safety.
7.2	Appendix 10 outlines the duties to be discharged by any E.S.S. gas operative who receive a report of a suspected gas leak.