



ABERDEEN
CITY COUNCIL

Policy on Gas Safety

November 2010

Index

- 1.0 Aims and Objectives
- 2.0 Policy Reference
- 3.0 Gas Safety Statement
- 4.0 Responsibilities
- 5.0 Safe System of Work
- 6.0 Implementation and Guidance
- 7.0 Legal Reference
- 8.0 Review of Policy

1. Aims and Objectives

Aim

The Aim of Aberdeen City Council's Gas Policy is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities for gas and gas related appliances.

Objectives

The Objectives supporting the Council's Aim are to

Ensure that gas inspections and services are completed in accordance with current law and best practice.

Ensure that installations in Council owned or maintained properties are carried out to the highest registered standards whilst preserving best value for the Council

Survey customers' views on the service they receive; take action to remedy any problems and use the results to continually improve its policies and procedures

Ensure the proper records and certification is maintained to meet gas safe regulatory requirements

2. Policy Reference

2.1 This policy document refers to the following aims and objectives outlined in the Council's general statement of Health & Safety policy as agreed on 9 February 2010

The standard will be achieved by:

- a) Gaining, and maintaining, the commitment and participation of all employees in creating and maintaining a positive health and safety culture;
- b) Meeting it's responsibilities to employees, and others in a way which recognises that legal requirements are the minimum standard – Aberdeen City Council will always strive to go further than minimum standards;
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure, so far as is reasonably possible

- i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - ii) arrangements are in place for the safety (and absence of risks to health) in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of its employees and other persons;
 - iv) that any place of work under the Council's control provides safe access and egress, without risks to health;
 - v) the provision and maintenance of a working environment for employees that is safe, without risks to health , and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating sufficient resources to meet the requirements of this policy;
- f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing meaningful performance standards;
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained and improved;
- h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and , where elected, non trade union representatives of employee safety, as appropriate resources, including time off to enable them to carry out their functions;
- i) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees of clients share premises, facilities or activities with persons working in other organisations; and
- j) Ensuring that the demands of activities do not exceed the capabilities of staff and clients to carry out work without risk to themselves or others.

3. Gas Safety Statement

- 3.1** All reasonable steps will be taken to secure the health and safety of employees, tenants, and others who use or operate gas appliances supplied by mains, tanked or bottled gas.
- 3.2** In order to reduce the risks associated with the use of appliances and installations using gas, the Council will ensure:
- a) That gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.
 - b) That gas installations are maintained in a safe condition by carrying out annual safety checks, regular maintenance and Landlords certification safety check undertaken every year.
 - c) That gas appliances are inspected and tested to an agreed schedule to meet current legislation.
 - d) Safe systems of work for maintenance, inspection or testing are promoted and implemented.
 - e) Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.
 - f) That contractors and persons who carry out work on gas installations and appliances are competent to do so.
 - g) Suitable personal protective equipment is provided if required to include special tools, protective clothing and gas detection devices and such equipment is maintained in good condition.
 - h) Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the Council's health and safety arrangements.
 - i) Develop effective communication of relevant gas related information between key stakeholders.
 - j) Detailed records required by the regulations and in relation to the above are maintained.
 - k) Corporate procurement policies and procedures will be followed in tendering gas related work. Robust framework for the management of contractors will be undertaken.

- l) Those involved in gas related work will be competent and have received the identified information, instruction training and supervision.

4. Responsibilities

4.1 The Chief Executive shall be responsible for carrying out his/her obligations as contained within Aberdeen City Council's Health and Safety Policy as it relates to Gas Safety Management.

4.2 Directors shall be responsible for ensuring that:

Adequate resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the management structures within the housing and non housing services.

- a) They have undertaken suitable and sufficient Risk Assessments within the properties where they have employees and tenants or where they are responsible for performing a delegated Council function where gas or gas installations are present in property/dwellings under their control.
- b) They have established a process for evaluating, prioritising and financing any works that require to be undertaken in regard to the elimination, reduction or management of identified risks from gas or gas installations, in consultation with colleagues in the corporate Health and Safety Team.
- c) They have established procedures to implement the Corporate Gas Safety Management System as it impacts on their Service to ensure adequate management of residual or existing risks resulting from gas or gas installations present in properties under their control.
- d) All of delegated responsibilities can be met in an evidenced and structured manner.
- e) That all incidents or accidents concerning gas or gas installations are properly reported and investigated with suitable preventative measures implemented.

4.3 The Director of Corporate Governance shall be responsible for ensuring that:

- a) The corporate Health and Safety Team consult with client representatives on a regular basis to review and provide advice in the carrying out of risk assessments.
- b) The corporate Health and Safety Team carry out regular inspections on the premises to ensure that the agreed management systems and procedures are adequate and are being implemented.
- c) The corporate Health and Safety Team provide periodic reports to client services and others on the findings and recommendations of their inspections.
- d) As Monitoring Officer under the Local Government and Housing Act 1989 - Section 5, arrangements are established to provide the Director of Corporate Services with any reports on cases of contravention of legal requirements and statutory codes.

4.4 The Head of Service Housing Investment and Regeneration (Housing Properties) and Head of Service Asset Management and Operations (Non Housing Properties) shall be responsible for ensuring that:

- a) This corporate policy, and any relevant Service policies, for the management of risks from gas or gas installations present in properties within their area are monitored and implemented.

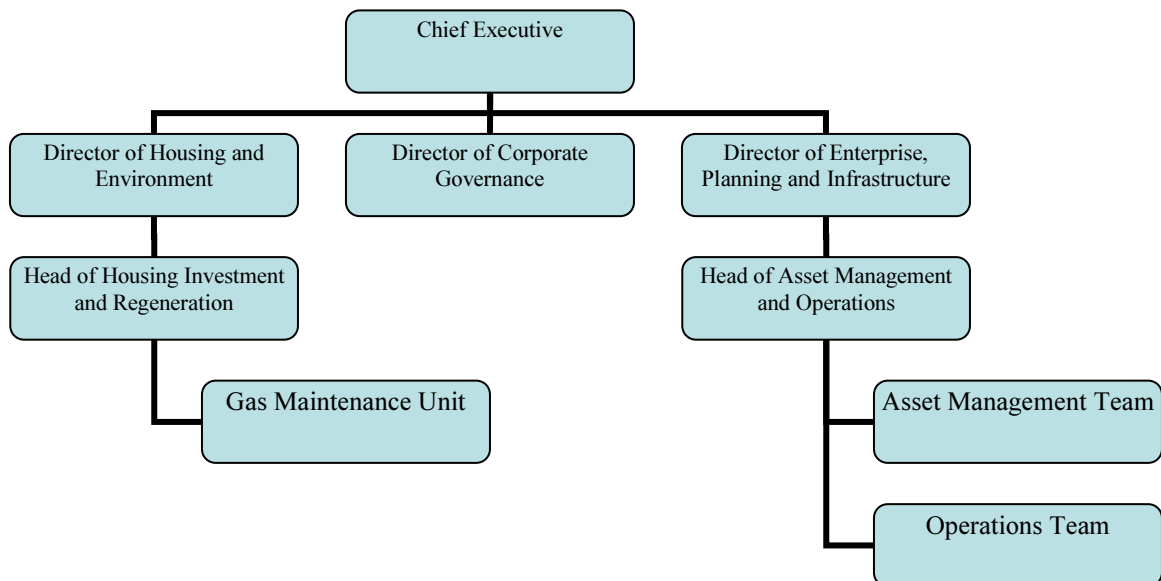
4.5 These Heads of Service shall be responsible for ensuring that a Corporate Gas Safety Management System is established and maintained, and that:

- a) All contract and engineering works shall be undertaken in accordance with best practice and in a manner that eliminates, reduces or controls identified risks from gas or gas installations present in properties owned, operated by or under the control of, Aberdeen City Council.
- b) Property and Architectural staff will meet with client representatives on a regular basis as part of the contract monitoring arrangements to assist in the provision of property advice or related matters regarding implementation of the Corporate Gas Safety Management System where gas or gas installations are present in property under their control.
- c) Property and Architectural staff carries out regular recorded monitoring of the Corporate Gas Safety Management System to ensure that it operates

satisfactorily and that properties with gas installations are performing to legislative standards.

- d) Property and Architectural staff arranges to compile and manage an “outstanding” works list of any identified gas defect items and ensure that client representatives are made fully aware of the issues and the manner by which residual or existing risks from such outstanding works can be managed.
- e) Clear lines of communications are maintained between all stakeholders. All employees involved in management of gas have received the necessary information, instruction and training in undertaking their duties.
- f) Regular meetings will take place to ensure consistency in communication, monitoring and quality between housing and non housing sections.

Responsibility Flowchart



5. Safe System of Work

- 5.1** Accidents involving gas can have very serious consequences arising from either burns or explosion and carbon monoxide poisoning from waste products.
- 5.2** Any gas related incident shall be thoroughly investigated (either as the result of an HSE request after a RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) or resulting from day to day monitoring). All responsible persons shall be made aware of such incidents and have the relevant input into the investigation, reporting and reviewing process.
- 5.3** A Corporate Gas Safety Management System will:
- a) Identify key senior managers with overall responsibility for ensuring that the gas safety policy implementation, and ongoing policy development is carried out.
 - b) Establish responsibilities of individual managers in relation to employer and landlord duties where gas installations are present in premises under their control.
 - c) Commits senior managers to the provision of appropriate financial resources to ensure that annual gas safety checks and maintenance are carried out.
 - d) Expresses commitment to maintaining effective systems of communication on gas related health and safety matters.
 - e) Express commitment to planning regular review and development of the gas safety policy.
 - f) Includes written statements of organisation and arrangements for planning, monitoring, and auditing of the management system to ensure its effectiveness.
 - g) Include procedures, flowcharts and management structure
 - h) Arrangements in dealing with an F2508G flammable substances and gas incident.

6. Implementation and Guidance

- 6.1** Guidance will be issued to provide more detailed information on and assist in the implementation of the following aspects of this policy. More detailed information on implementation and guidance is available in the Gas Safety Management Procedure

7. Legal Reference

- 7.1** This policy further develops the provisions the Council will make in relation to the following statutory requirements:
- a) The Health & Safety at Work etc Act 1974
 - b) The Gas Safety (Installation and Use) Regulations 1998
 - c) The Management of Health and Safety at Work Regulations 1999.

8. Review of Policy

Review of policy to be undertaken on a regular basis in line with legislative and guidance changes.