



Health & Safety Standard for Gas Safety

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1. Scope

This Standard applies to buildings or areas within buildings managed by the Charity that has a gas supply and any gas appliance provided by YMCA for use; and specifies the responsibilities of nominated managers and staff-members (including agency staff).

2. Purpose

Health and Safety Standards form part of The Charity's Safety Management System and outlines the responsibilities and arrangements for assessing and mitigating risks associated with gas fittings in the Charity controlled properties. This standard will assist the Charity to comply with the following legislation:

- a. The Health and Safety at Work etc Act 1974
- b. The Management of Health and Safety at Work Regulations 1999
- c. Gas Safety (Installation and Use) Regulations 1998 and the (Amendment) Regulations 2018

3. Definitions

For the purpose of this standard, the following definitions apply:

- **Gas fittings:** Pipework, valves (other than emergency controls), regulators and meters, and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used.
- **Appropriate fitting:** a fitting which (a) has been designed for the purpose of effecting a gas tight seal in a pipe or other gas-way; (b) achieves that purpose when fitted; and (c) is secure, so far as is reasonably practicable, against unauthorised opening or removal.
- **Responsible person:** The Charity's nominated senior manager who will have the overall responsibility for the management of the implementation of this Standard.

4. Managing Property Compliance & Remedial Actions

Effectively managing property safety is vital to ensure the safety of staff, residents and visitors and demonstrates a positive approach to health and safety.

External contractors are engaged as the competent persons to undertake specific compliance inspections, surveys or assessments, in line with the Health & Safety Standard for 'Selecting & Managing Contractors'

The procedures for managing the compliance programme and resulting remedial actions that arise from the inspections, assessments and/or surveys is available in the [health and safety guidance folder](#) on The Charity's intranet site.

5. Responsibilities

The Charity is responsible for managing the risks associated with the installation and use of gas fittings in properties under the Charity's control. It must ensure that the installation, and use of gas fittings are assessed and appropriate controls in place to minimise the risk of gas related incidents. This will include nominating a 'Responsible Person' who will have overall management responsibility for the implementation of this Standard.

5.1 Responsible Person – The Group Director of Property & Places

The Charity's nominated responsible person for gas safety is the Director of Property & Places, who shall have overall responsibility for ensuring the implementation of this Standard; by providing adequate resources to the Head of Property Management and by monitoring the overall gas compliance.

5.2 The Head of Property Management

The Head of Property Management will be responsible for overseeing the operational implementation of this Standard and must ensure:

- a. A record of the location and type of all gas installations, within each property, is maintained and available as necessary.
- b. Gas fittings are installed and maintained in a safe condition; and are serviced in accordance with the manufacturer's recommendations and as a minimum, annually by a Gas Safe Registered engineer.
- c. Engage the services of competent gas safety contractor(s), [registered with the Gas Safe Register Scheme](#) to assist The Charity manage its gas safety responsibilities; whom will:
 - i. Only permit installation and/or work on gas fittings by competent persons that are registered with the Gas Safe Register Scheme.
 - ii. Follow the [principles of safe installation and use of gas](#).
 - iii. Maintain and provide a register of all gas fittings to the relevant Property Manager.
 - iv. Maintain all gas fittings through responsive maintenance, planned preventative maintenance and periodic safety checks, including annual safety inspections and carbon monoxide testing.
 - v. Provide a Landlord Gas Safety Record (LGSR), using an agreed template and within five-working days of an inspection.

- vi. Ensure the LGSR includes all appliances tested, including the carbon monoxide detectors and confirms if appliances are safe to use or identify where remedial work may be required.
- d. Prohibit any alteration to premises in which a gas fitting is installed, which causes the fitting to no longer comply with the Gas Safety (Installation and Use) Regulations 1998 and (as amended) 2018.
- e. Ensure suitable work practices are in place to support compliance with the requirements of this standard; and [emergency procedures](#) to deal with any gas safety issues, (such as gas escapes).
- f. That compliance with this Standard is regularly monitored, reviewed and audited and any recommendations following such activities are implemented.

5.3 Planned & Cyclical Programme Manager

The Planned & Cyclical Programme Manager will support the Responsible Person and the Head of Property Management in the implementation of this Standard. They are responsible for managing planned works including replacement or major upgrade to gas systems in accordance with current legislation (inc CDM) and ensuring a system is in place for the planned and cyclical inspections to be managed effectively, and:

- a. For appointing a YMCA-SPG approved contractor that is Gas Safe Registered for the installation of new appliances or flues and the annual programme of gas safety inspections ([Landlord Gas Safety Records -LGSR](#)) to be conducted within 12 months of the installation, and annually thereafter.
 - i. The annual gas safety check on each appliance or flue may be carried out up to two months before the annual 'due date' but still retain the original due date, as if the check had been carried out exactly 12 months after the previous check.
- b. To ensure the gas contractor is aware that the LGSR is to be received within five working days from completion of the checks, even if defects are identified.
- c. For the LGSRs to be reviewed and [remedial works from the LGSRs to be recorded](#) on The Charity's database and available to Property Managers, Project Managers and other key staff members within five-working days of receipt.
- d. Appoint a YMCA-SPG approved gas contractor to undertake periodic servicing and [remedial measures](#) identified in line with remedial action priority due dates.
- e. Notifying the Head of Property Management, Property Manager and Project Manager of any appliance deemed to be (or suspected to be) unsafe to enable the appliance(s) that has been identified to be turned off and not available for use, until a Gas Safe registered engineer has confirmed it to be safe and an updated LGSR issued.
- f. To ensure the LGSR and other [gas safety records](#) are retained for at least two years and:
 - i. are secure from loss and interference
 - ii. they uniquely identify the gas operative who carried out the safety check
 - iii. are available via The Charity's intranet Property Compliance folder within 28-days of the inspection being completed
- g. The implementation and monitoring the management of the LGSR programme and remedial actions are monitored monthly in conjunction with the Property Managers.

5.4 Property Managers

The Property Manager is responsible for managing The Charity's properties within a specific region. They will support the Responsible Person and the Head of Property Management in the day-to-day implementation of this Standard and shall, within their area of responsibility:

- a. Undertake any training as required by the Responsible Person to fulfil their responsibilities.
- b. Be aware of the location and type of all gas installations, including the gas safety shut-off valve, for each property, within their area of responsibility.
- c. Liaise with the Head of Property Management and the Head of Health and Safety regarding gas safety concerns.
- d. Ensure only YMCA-SPG approved gas contractors are permitted to access and/or work on gas fittings.
- e. Ensure an annual safety check has been completed, by a Gas Safe Registered engineer.
- f. Ensure a carbon monoxide detector is installed in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers)
- g. Review the LGSR and any [remedial measures required](#).
- h. Ensure any appliance(s) that have been deemed to be (or suspected to be) unsafe are turned off and not available for use, until a Gas Safe registered engineer has confirmed it to be safe
- i. Appoint an YMCA-SPG approved contractor that is [Gas Safe registered engineer](#) to conduct the remedial works required.
- j. Notify the relevant Project Manager to confirm when contractors will be attending site to conduct the works and expected duration.
- k. Ensure that all gas safety incidents are reported onto [The Charity's accident database 'Report It' on the intranet](#).

5.5 Project/Scheme Managers

Project/Scheme managers are based on site and will support the implementation of this Standard by:

- a. Ensuring a system is in place that only permits authorised personnel to access/conduct works on gas fittings/appliances.
- b. Ensure key staff members are aware of the site emergency procedures and key contact details in the event of an actual or [suspected gas leak](#), including where the emergency shut-off valve is and how it is operated.
- c. Ensure any appliance(s) that have been deemed to be (or suspected to be) unsafe are turned off and not available for use, until a Gas Safe registered engineer has confirmed it to be safe
- d. Provide a copy of the current LGSR to residents upon request.

6. Principles of Safe Installation/Use

[The Gas Safe registered contractor](#) must adhere to the principles of safe installation and use of gas including the annual maintenance checks and any subsequent repairs. As a minimum, procedures for the installation and/or use of gas should include:

- a. Where gas is first supplied to the premise, ensure an emergency control is provided which is readily accessible to all gas users at that premise. This will enable the gas supply to be shut off should there be a gas escape.
- b. Leave the manufacturer's instructions for use of any gas appliance installed with the premise's occupier
- c. Prominently post an emergency notice at the primary meter giving the procedure to be adopted in the event of a gas escape.
- d. Specify measures to be taken by any person working on a gas fitting against danger from gas release.
- e. Ensure gas meters (including their compartments) and pipe work are installed in a safe position, to avoid, so far as is reasonably practicable, an adverse effect on safety and means of escape
- f. Ensure that all gas fittings are suitable for the purpose for which they are to be used
- g. Ensure that all gas appliances installed are done so in a readily accessible position that allows operation, inspection, and maintenance
- h. Ensure gas fittings are protected from damage, including corrosion, and from blockage by a foreign body, e.g., dirt/dust.
- i. Ensure electrical continuity is maintained during work on a gas fitting, where necessary to avoid dangers, such as the production of a spark.
- j. Ensure that all flues are suitable and in a proper condition for safe operation of the appliance which it serves.
- k. Include the arrangements for reporting and where necessary making safe any gas appliance that is considered dangerous.

7. Actual or Suspected Gas Leaks

As the landlord The Charity must provide a carbon monoxide alarm in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).

If you suspect, there is a gas leak you should immediately:

- Shut off the gas supply at the meter control valve
- Open all the doors and windows
- Call National Grid's Gas Emergency Freephone number: 0800 111 999
- Notify the relevant Property Manager and/or Head of Property Management
- If a gas leak is still suspected, after the supply has been switched off, then the emergency evacuation procedures should be applied.

If a gas appliance has been switched off by a Gas Safe registered engineer, it is unsafe and should not be used. If a heating appliance has been disconnected, then emergency heating must be provided whilst arranging for appropriate remedial work by a Gas Safe registered engineer.

8. Hiring or Leasing Premises

The Charity must ensure all contracts for hire/lease of premises identifies the key gas safety responsibilities.

9. Document Control

This document is maintained, updated and controlled through the Charity's intranet site. Documents printed from this site and kept as a hard copy should not be considered as

current when referred to later.

Appendix 1 – Frequently Asked Questions

1. How can I check whether an engineer is qualified to undertake a gas safety check in my property?

All registered engineers must carry ID cards that identify the appliances on which they are qualified to work. It is strongly encouraged to check the ID card before letting anyone begin work on their gas appliances.

2. Should I always follow the advice of a Gas Safe registered engineer?

If your engineer recommends that more work needs to be done on an appliance, always follow the advice given. If you have doubts over the advice, contact [Gas Safe Register website](#) for further advice.

3. Why are ventilation and flues important?

To help operate safely, all gas appliances need:

- an adequate supply of air to help the complete combustion of gas.
- efficient operation of their flue to remove any combustion products, including carbon monoxide (CO), that are produced.

Without these safety precautions, dangerous levels of carbon monoxide can build up with the possibility of fatal consequences. There are some easy ways to help avoid the build-up of carbon monoxide poisoning:

- never block ventilation.
- ensure that flues are always kept clear.
- have the appliances regularly maintained and annually serviced by a Gas Safe registered engineer and IDs checked prior to commencing work on gas appliances.