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## 1. Code of Practice Statement

Northumbria University is committed to the safe operation and maintenance of the gas systems. In order to do this it will, monitor this code of practice, ensure its effectiveness, and ensure all gas systems are managed without giving rise to danger.

This Code of Practice is in accordance with the requirement of: -

The Health and Safety at Work etc. Act 1974 and,  
Gas Safety (Installation and Use) Regulations 1998;  
Gas Safety (Management) Regulations 1996;  
Gas Safety (Rights of Entry) Regulations 1996;  
Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2013;  
Workplace (Health, Safety and Welfare) Regulations 1992.

It is the duty of all persons, who may be concerned with the operation of, or work upon the gas systems and equipment of Northumbria University to: -

- a) Comply with this Code of Practice and;
- b) Be thoroughly conversant with all legislation governing the work they may be called upon to undertake.

Where appropriate, safety training and instruction will be given, together with the provision of safety devices, equipment and instruments to carry out the work in a safe and proper manner.

## 2. Introduction

The Gas Safety (Installation and Use) Regulations 1998 require all persons 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 Gas Safe Register. The Gas Safe Register is run by Capita Gas Registration and Ancillary Services Limited, a division of Capita Group PLC, and its operation is now regulated by HSE.

## 3. 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 license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. Campus Services must ensure that any contractor engaged to work on gas fittings is Gas Safe registered and appropriately qualified for the work to be done.

All contractors are required to be registered with the Contractors Health & Safety Scheme (CHAS) which carries out the pre-qualification safety checks on behalf of the University.

## 4. Monitoring

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.

## 5. Roles and Responsibilities

### 5.1 Director of Campus Services

The Director of Campus Services is the Designated Person and is required to appoint a Duty Holder and Deputy Duty Holder.

### 5.2 Maintenance & Engineering Manager

The Maintenance & Engineering Manager is the Duty Holder and has imposed duties in connection with safety in The Gas Safety Regulations and is responsible for ensuring that:

- a) All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property;
- b) Only persons authorised to work on gas installations do so. All such authorised persons shall have the technical knowledge and experience to prevent injury unless such persons are under such degree of supervision as may be appropriate having regard to the nature of the work;
- c) The maintenance contract for the inspection and testing of the University's gas installations is carried out in accordance with the maintenance contract;
- d) Those who undertake supervision of others, whose technical knowledge or experience is insufficient for them to undertake the work safely, are aware of their responsibilities. The degree of supervision and the manner in which it is exercised is for the Duty Holder to arrange to ensure that danger or injury is prevented;
- e) All the above duties are discharged subject to sufficient resources being available and responsible for alerting the line management if resources are insufficient to discharge these duties.

### 5.3 Mechanical and Electrical Maintenance Coordinator

The Mechanical & Electrical Maintenance Coordinator assumes the responsibilities of the Duty Holder in their absence.

### 5.4 Faculties/Service Departments

Under no circumstances must Faculties or Service Departments interfere with gas appliances or infrastructure. This includes research or academic activities or instructions to any contractor concerning any work on the gas distribution system. All works must be directed by Campus Services.

## 6. Modification to Gas Fittings and Refurbishments

Any alterations to gas fittings in any premises (whether owned or leased by the University) may only be made after a suitable risk assessment has been undertaken by a competent Gas Safe registered engineer. The responsibility for ensuring that an appropriate risk assessment is carried out rests with the person(s) placing a given contract.

Gas safety must be considered before any refurbishment commences and must be included in the project risk assessment. Campus Services are responsible for refurbishment projects, where the project includes alterations to gas fittings, the Project Officer must notify the Director of Campus Services. Project Officers appointed must ensure that where gas work is undertaken, a suitable risk assessment is prepared and the work executed by Gas Safe registered contractors.

## 7. Maintenance

Regulation 35 of Gas Safety (Installation and Use) Regulations 1998 requires employers to ensure that gas appliances, flues, pipe work and safety devices are maintained in a safe condition. The Duty Holder will ensure they are inspected by a competent person in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

## 8. Accommodation

The Gas Safety Regulations deal with gas work in domestic and certain commercial premises and place specific duties on landlords. Where the University is the Landlord, (owned premises) the Director of Campus Services assumes responsibility for fulfilling the specific duties. Where the University is not the Landlord (leased premises e.g. residential accommodation), the Director of Campus Services assumes responsibility for obtaining the necessary certificates from the Landlord.

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 inform tenants 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 two years by Campus Services.

## 9. Review

This Code of Practice shall be reviewed annually by Campus Services and approved by the University Health and Safety Management Group.

## Appendix 1

### Gas Safety Code of Practice Nominated Persons

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<b>TITLE</b>	<b>APPOINTEES</b>
Designated Person	Director of Campus Services – Damon Kent
Duty Holder	Maintenance & Engineering Manager – David Ballantyne
Deputy Duty Holder	Mechanical & Electrical Maintenance Coordinator – Rob Hossack
Competent Persons	Appointed Gas Safe Registered Contracting Engineers - Integral