


| | |
|------------------------------------|--|
| School / Department |  |
| Policy Name | <u>NASAT: Gas Safety Policy</u> |
| Policy Reference Number | NASAT 012e |
| Date of Issue | April 2016 |
| Date reviewed | October 2018 |
| Next review | October 2021 |
| Version Number | V2 |
| Policy Lead | Managing Director, NAS Education and Children's Services and NAS Academies Trust |
| Date version approved by directors | Pending Ratification |
| Responsible governor (signed) | Effectiveness of Leadership & Management |

Scope

This policy deals with the arrangements necessary to maintain the safety of gas appliances in NASAT buildings. This policy does not extend to the risk management required for associated hazards e.g. hot surface temperatures and fire. Separate policies are available and must be followed.

Policy Summary

The purpose of this policy is to ensure that gas appliances are properly maintained in buildings where the NASAT has responsibility. Poorly maintained appliances can lead to Carbon Monoxide (CO) poisoning, fire and/or, explosion as well as loss of function, such as heating.

Responsibilities

Managers of Buildings

Where School Business Managers have responsibility for the day-to-day operation of buildings they are also responsible for the safe operation and associated equipment such as gas appliances.

Gas Appliances

Gas appliances include equipment such as gas cookers, room heaters, gas tumble driers, etc, as well as boilers. These must be installed and commissioned in accordance with the Gas Safety (Installation and Use) Regulations 1998. They must be subject to annual servicing, test and inspection by a Gas Safe engineer who should also check any associated expansion vessels (some may be located remote from the main plant). Every gas engineer carries a Gas Safe Register ID card with their own unique licence number, showing the type of gas work they are qualified to do. Before any gas work is carried out, a check must be made of their Gas Safe Register ID card.

This policy and the regulations apply to liquefied petroleum gas (LPG), but only in part for bottled gas for BBQs etc. For this reason Appendix 1 deals with bottled LPG.

Carbon Monoxide Detection and Ventilation

Ventilation provided for the safe use of gas equipment must not be blocked. CO, often referred to as “the silent killer”, is a product of incomplete combustion. In buildings where there is an unacceptable risk of carbon monoxide poisoning then CO detectors should be fitted. Well maintained room-sealed (balanced flue) boilers and appliances present minimal risk. Where CO detectors are deemed to be necessary then they must be located as per the manufacture’s guidance, maintained and tested at least once every month.

Emergency Procedures

School Business Managers must know the location of the main gas valve and instruct staff on the procedure in case of a gas escape. Emergency gas cut-off valves, where fitted (e.g. in large kitchens), should be tested at least once a month.

Immediate Action to be taken in the event of a gas escape:

1. Turn off meter/emergency control immediately and leave off until escape has been repaired.
2. Ventilate the premises by opening doors and windows.
3. Do not operate any electrical switches or mobile phones
4. Phone National Gas Emergency Number. Telephone: 0800 111 999 (24 hours)
5. Immediate access to premises will be required by the gas provider.

Information that should be reported:

1. Customer’s name, address and telephone number.
2. Where the smell of gas is most noticeable.
3. When the smell of gas was first noticed.
4. Whether the gas has been turned off.
5. Is there any smell of gas outside?
6. Are there any special instructions for access?

Records

The following records must be held at the location to which they relate. Where the Landlord has responsibility for the annual inspection then the local NASAT manager must keep a copy of the record.

- Annual servicing, test and inspection of gas appliances.
- Maintenance and monthly testing of CO detectors.
- Monthly testing of emergency gas cut-off valves.

Key Management Actions

- Ensure that all installed gas appliances are serviced every 12 months
- Ensure that users of bottled gas are made aware of the requirements in appendix 1
- Know what to do in an emergency
- Keep accurate records

Appendix 1 – Bottled Liquefied Petroleum Gas (LPG)

This appendix deals with the casual use of bottled gas for BBQs, small greenhouse heaters etc. It does not cover larger fixed installations relying on large canister or tank supplied gas.

The same risks from CO poisoning, explosion and fire exist for bottled gas as well as for the installations shown in the body of this policy, and the same basic precautionary measures should be taken by the user.

In addition the following must be observed:

When using LPG do...

- treat a cylinder with care to ensure that the valve is not damaged
- always use cylinders in the upright position
- return the cylinder when empty or when not in use for long period
- read the instructions and labels provided with your appliance and keep them handy for the future reference
- keep your appliance clean and have it serviced regularly
- ensure there is an adequate supply of fresh air in the room where the appliance is being used
- try to exchange full for empty cylinders out of doors
- be careful when lifting cylinders

When using LPG don't...

- subject a cylinder to heat as the pressure inside could build up to exceed the safe limit
- attempt to disconnect or unscrew a regulator from any cylinder if the flame does not go out when the cylinder handwheel is turned off
- when using a 4.5kg cylinder use the rubber washer from the protective black cap as a sealing washer
- store or use cylinders in cellars or below the ground level
- attempt to force a regulator of one size on to a cylinder's valve of another size. If you have any difficulties contact your stockist and have the appliance checked
- improvise or modify your gas appliance
- obstruct access to cylinders