

Gas Safety Management Procedure

TABLE OF CONTENTS



[PROCEDURE OVERVIEW.](#)

[GLOSSARY OF TERMS.](#)

[PROCEDURE.](#)

[1. Legislation.](#)

[Changes to the legislation.](#)

[Gas Safety \(Installation and Use\) Regulations 1998 \(GSIUR\) as amended by the Gas Safety \(Installation and Use\) \(Amendment\) Regulations 2018.](#)

[Pipeline Safety Regulations 1996 \(PSR\).](#)

[2. Responsibilities.](#)

[3. Gas Hazards.](#)

[4. Gas Safety Strategy.](#)

[5. Emergency Actions and Procedures.](#)

[6. Monitoring.](#)

[7. Instruction and Training.](#)

[8. Key Performance Indicators.](#)

[9. Monitoring and Review.](#)

[RELATED DOCUMENTS and Authorised Professional Practice.](#)

[DATA PROTECTION AND FREEDOM OF INFORMATION.](#)

[HUMAN RIGHTS AND EQUALITY IMPACT.](#)

[REVISION HISTORY.](#)

PROCEDURE OVERVIEW.

The purpose of the procedure is to provide an unambiguous statement of Gas Safety Management and minimise the risks to all staff, visitors and others accessing sites owned by the Office of the Police and Crime Commissioner for Wiltshire.

The Gas Safety Management Procedure sets out the process for managing the risks from Gas at all sites owned and managed by the Office of the Police and Crime Commissioner for Wiltshire Police. It should be used by members of the organisation who have responsibility for ensuring Gas Safety within the organisation.

GLOSSARY OF TERMS.

Term	Meaning
GSMAR	Gas Safety (Management) Regulations 1996 (Amendment) 2023

Term	Meaning
GSUR	Gas Safety (Installation & Use) Regulations 1998 as amended by the Gas Safety (Installation & Use) (Amendment) Regulations 2018
PSR	Pipeline Safety Regulations 1996
CNG	Compressed Natural Gas
HSE	Health & Safety Executive
LNG	Liquefied Natural Gas
COSHH	Control of Substances Hazardous to Health Regulations 2002
DSEAR	Dangerous Substances & Explosive Atmosphere Regulations 2002

PROCEDURE.

1. Legislation.

The Health and Safety at Work Act 1974.

The Health and Safety at Work Act 1974 requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of their employees and anyone else affected by their undertakings.

The Management of Health and Safety at Work Regulations 1999.

The Management of Health and Safety at Work Regulations 1999 require Wiltshire Police to:

- undertake a systematic general examination of all work activities.
- identify the significant risks arising out of work.
- assess the risks to the health and safety of those in our employment.
- assess the risks to the health and safety of persons not in our employment who are working on our premises or affected by our business.
- implement control measures to reduce these risks as far as is reasonably practicable.
- record and review our assessments if we have reason to suspect that they are no longer valid or there has been a significant change in working practices.

Gas Safety (Management) Regulations 1996 (GSMR).

apply to the conveyance of natural gas (methane) through pipes to domestic and other consumers and cover 4 main areas:

1. the safe management of gas flow through a network, particularly those parts supplying domestic consumers, and a duty to minimise the risk of a gas supply emergency.
2. arrangements for dealing with supply emergencies.
3. arrangements for dealing with reported gas escapes and gas incidents.
4. gas composition.

Changes to the legislation.

The changes to GSUR, which do not relax regulatory requirements or reduce safety standards, are to:

- introduce a degree of flexibility to the timing of landlords' annual gas safety checks. This change means that landlords can carry out the annual gas safety check in the two months before the due date and retain the existing expiry date. This avoids landlords waiting until the last minute and not gaining access or having to shorten the annual cycle check to comply with the law. There is no change to the legal requirement for an annual gas safety check or for maintenance to be carried out
- incorporate an existing exemption into law to carry out alternative checks in situations where there is no meter to directly measure the heat input and it is not possible to measure the operating

pressure, and extend the scope slightly to include situations where the meter is not accessible or the meter display is not working

- disapply most of the requirements of GSIUR for installations fed by a dedicated gas supply, which are primarily used to supply compressed natural gas (CNG) to vehicles and which incorporate at least one gas compressor with an electric motor input power rating exceeding 5 kilowatts, bringing them in line with other industrial premises. Other more appropriate regulations already apply to these premises

Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018.

This guidance is for anyone who may have a duty under the Gas Safety (Installation and Use) Regulations 1998, including those who install, service, maintain or repair gas appliances and other gas fittings. Landlords also have duties under these regulations.

Gas Safety (Management) Regulations (Amendment) 2023 (GSMAR)

The Gas Safety (Management) (Amendment) Regulations 2023 (GSMAR) amend the 1996 regulations so that a wider range of gas specification may be injected into a gas network. This is primarily through reducing the lower Wobbe Index limit set out in Schedule 3, with this change coming into force on 6 April 2025.

These also amend the 1996 Regulations to:

- allow gas with an oxygen content up to $\leq 1.0\%$ (molar), where the gas is conveyed in a pipe operated at a pressure of ≤ 38 barg, and $\leq 0.2\%$ molar, where the gas is conveyed in a pipe operated at a pressure of > 38 barg.
- bring pipes used to convey gas from biomethane production facilities and liquified natural gas (LNG) facilities within the definition of a gas "network" for the purposes of those Regulations.
- require there to be a sole emergency reporting service provider for each network and sets out the functions of that provider - an emergency reporting service provider is a person who has prepared a specific safety case that is accepted by HSE.
- make clear that operators of LNG facilities must co-operate with a person conveying gas in a network, a national emergency co-ordinator and an emergency reporting service provider.

Pipeline Safety Regulations 1996 (PSR).

While GSMR deals with the management of the flow of gas through the network, the [Pipelines Safety Regulations 1996 \(PSR\) \[OPSI\]](#) are principally concerned with pipeline integrity and aimed at securing safety in the design, construction, installation, operation, maintenance and decommissioning of pipelines. PSR imposes general duties in relation to all relevant pipelines and additional duties regarding major accident hazard pipelines (for example, for the gas transportation and distribution network, major accident hazard pipelines are defined as those operating at pressures in excess of 7 barg).

The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (as amended) requires the employer to control exposure to hazardous substances to prevent ill health. The employer must also:

- Carry out a suitable and sufficient assessment of the risk to employees from substances hazardous to health.
- Prevent or control exposure to hazardous substances in the workplace.
- Establish procedures to ensure control measures are appropriate and working properly.
- Ensure all control measures are adequately maintained.
- Ensure suitable monitoring of exposure, where required.
- Provide appropriate health surveillance where required.
- Provide suitable information, instruction, training and supervision.
- Ensure suitable arrangements are in place to deal with accidents and emergencies.

Employees Responsibilities:

- Co-operate with the employer to enable the employer to meet their obligations under law.

- Make full and proper use of any control measures including PPE and report any defects.
- Ensure the equipment is returned after use to any storage place provided and report any defects in this equipment immediately.
- Attend, where appropriate, medical examinations and health surveillance.
- Report any accident or incident which has or may have resulted in the release into the workplace of a biological agent which could cause harm to human health.

Other Legislation

- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

2. Responsibilities.

The Duty Holder is the owner of the site(s) or the person or organisation that has clear responsibility for the maintenance or repair, for example through an explicit agreement such as a tenancy agreement or contract. The Duty Holder is responsible for ensuring all relevant regulations are complied with.

Duty Holder: The Police and Crime Commissioner for Wiltshire (OPCC)

The Responsible Person is the person responsible for ensuring gas safety is maintained at all relevant sites. The nominated Responsible Person must have the sufficient level of authority, resources and competence to effectively fulfil this role.

Responsible Person: Head of Facilities and Estate

Contact Number: 02382 125015

Email: kim.glenister@wiltshire.police.uk.

Services provided by the Managed Building Services Consultant and Measured Term Contract in compliance with the Management of Contractors Procedure, will provide advice to assist the Duty Holder in their role. All Contractors instructed in the undertaking of gas related services must be suitably qualified to perform this role, they will be required to be as follows:

- Can demonstrate independence, impartiality and integrity.
- Have adequate training and experience in such work.
- Gas Safe Registered
- Suitably insured to undertake relevant tasks
- All parties must also be fully aware that although some duties have been delegated to the Gas Safety Contractor, the legal responsibility cannot be delegated and remains with the Duty Holder.

3. Gas Hazards.

Hazards normally associated with gas include the risk of explosion and fire resulting in an escape of gas and/or asphyxiation by carbon monoxide gas that is the by-product of combustion. This may be a danger due to inappropriate ventilation of the combustion flue gases from gas fired equipment. Gas can be inherently dangerous if the distribution pipe system and gas fired equipment is not installed and maintained correctly.

Good operating procedures and management should minimise these risks. Gas does not pose a concern if the appropriate control measures are in place and maintained.

4. Gas Safety Strategy.

Gas Installation, Maintenance, and Safety Inspections.

All installation, maintenance and safety inspections will be carried out by Gas Safe registered engineers through the Measured Term or other approved Contracts. Gas safety inspections will be carried out on each gas appliance and flue at all OPCC owned and managed sites within 12 months of the previous safety inspection. Where staff are located on sites owned or managed by partner agencies e.g. Wiltshire

Council and Swindon Borough Council Properties, a copy of the relevant compliance information should be supplied on an annual basis.

Gas Safety Management.

The Head of Facilities and Estate delegates the following tasks to the Managed Building Services Consultant:

- To maintain an up-to-date asset register of all gas equipment to include the type of equipment, age, condition and estimated remaining life.
- To ensure that all installations, maintenance and safety inspections are carried by a competent and Gas Safe registered engineer.
- To hold and maintain accurate records on relevant qualifications of all engineers undertaking gas works.
- To ensure all gas detection systems and automatic gas isolation systems are routinely physically tested and work efficiently, and that statutory records of inspections are maintained aligned with annual inspection requirements.
- To maintain a library of health and safety maintenance manuals and operating instructions provided for each item of equipment and to ensure users receive adequate instruction on the routine operation of individual items of equipment. This will normally be in the form of a "user's manual" supplied with the equipment.
- To ensure that all statutory safety signage is provided and maintained in relation to gas installations, (mains and stored gas).
- To ensure adequate maintenance programmes are initiated for all gas fired equipment and work is undertaken at appropriate frequencies by competent persons in accordance with the Gas Safety Regulations.
- To liaise with all premises to ensure planned maintenance work on gas equipment is undertaken at times to cause minimum disruption.
- To ensure a "Permit to Work System" for any isolation of the gas mains distribution system.
- To maintain all records of installations, maintenance and repairs undertaken on gas equipment in such a form to allow easy retrieval and inspection.
- To maintain an up-to-date record of the location and route of all gas mains and service pipes including locations of all isolation valves, primary meters and check meters.
- To ensure gas service pipes above ground level are appropriately identified with appropriate British Standard markings or banding.
- For properties managed by other organisations the Managed Building Services Consultant will review the arrangements in place relating to the management of the gas systems, to ensure their suitability.

Exclusions

Excluded from this procedure are any gases stored in cylinders for portable equipment used by operational teams e.g. portable cylinders, blow torches, FGas and fire suppression systems.

Safety Data Management.

All Gas Safety inspections will be arranged by the Managed Building Services Consultant. All records will be kept for a period of at least two years. Compliance safety certification will be uploaded to RiskBase.

5. Emergency Actions and Procedures.

Emergency Action Plan.

It is the responsibility of the person who manages the premises or the most senior person on site to take immediate reasonable steps which may include evacuation of a building whenever they suspect that gas or fumes are escaping into the premises. To contact Wales and West Utilities Emergency contact number and shutting off the gas supply at the meter/emergency control valve when appropriate and to ventilate the property. Only a competent Gas Safe engineer is allowed to reinstate the supply and re-commission the installation.

All suspected faults on gas fired equipment where there is no gas escape evident should be reported in line with the defects reporting process using Halo. For out of hours emergency support, staff should contact the Control Room.

Gas Leaks or Carbon Monoxide Emergencies.

To report a gas leak or carbon monoxide emergency call:

Wales & West: 0800 111999

6. Monitoring.

The Head of Facilities and Estate in collaboration with the Managed Building Services Consultant is responsible for monitoring and actioning of the compliance requirements detailed above.

The Head of Facilities and Estate in collaboration with the Managed Building Services Consultant will provide monthly compliance reporting and raise any key issues of non-compliance or performance. This will ensure full visibility in relation to compliance within this area.

Should any non-compliance be found the Managed Building Services Consultant will immediately contact the nominated Gas Safety compliance contractor to understand the reason for failures and ensure a plan is in place to rectify any non-compliance as soon as possible.

7. Instruction and Training.

The duty holder in collaboration with the Managed Building Services Consultant, through the Management of Contractor Procedure must ensure that all Contractors instructed in the undertaking of gas related services must be suitably qualified to perform this role and hold appropriate gas competence and safety awareness training for the management of gas safety.

8. Key Performance Indicators.

To ensure the gas safety is managed effectively monthly reporting via monthly contractual reporting processes will be undertaken. The key performance indicators will be:

- Maintain updated asset register via monthly reports/management information.
- 100% attendance required each month for servicing.
- Reporting of all Reportable incidents.
- Notify the Authority of a breach under the contract or a Performance Failure at the earliest practicable opportunity for each breach and/or has reason to be aware of the breach and/or Performance Failure.
- Compliance with agreed programme.
- Urgent non-conformities report to be provided to the Authorised Representative (via email and phone) immediately once results are known to the Contractor.

9. Monitoring and Review.

Review and amendments will be coordinated by the Policy Unit. The document owner has overall responsibility for ensuring the content of the procedure is appropriate and up to date. This procedure will be reviewed annually or when changes to the business arise to ensure that all requirements are in place and procedures are being followed.

The Head of Facilities and Estate in collaboration with the Managed Building Services Consultant is responsible for monitoring and actioning of the compliance requirements detailed above within the procedure.

The Head of Facilities and Estate in collaboration with the Managed Building Services Consultant will provide monthly compliance reporting and raise any key issues of non-compliance or performance. This will ensure full visibility in relation to compliance within this area.

Any non-conformities with the key performance indicators and monitoring schedule will be reported to the Head of Facilities and Estate and actioned appropriately.

RELATED DOCUMENTS and Authorised Professional Practice.

All other Wiltshire Police Health and Safety Policy's and Procedures.

DATA PROTECTION AND FREEDOM OF INFORMATION.

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

This document has been assessed as suitable for public release.

HUMAN RIGHTS AND EQUALITY IMPACT.

This procedure has been drafted to comply with the principles of the Human Rights Act and Equality Act 2010. Members of Wiltshire Police administering this procedure are responsible for ensuring that in its application, those to whom the procedure applies, shall not receive less favourable treatment because of their age, colour, disability, ethnic or national origin, gender re-assignment, marital status, nationality, race, religion, sex or sexual orientation.

This policy has been subject to an equality impact assessment and has been graded Low Impact.

^ **Revision History**

Version	Date	Summary of changes
1.0	24.11.2023	First publication.
1.0	01.02.2024	Adapted onto the new SharePoint procedure template.