

GAS SAFETY POLICY

Learning Academies Trust

Version: 1.0

Approved by: Board

Last review date: 12 November 2020

Ratified date: 12 November 2020

Next review date: Autumn 2023



CONTENTS

1. Statement of intent.....	3
2. Policy Statement	3
3. Legal Obligations.....	3
4. Definitions.....	4
5. Roles and responsibilities.....	5
6. Procedures	6
7. Planning for accidents, incidents, and emergencies.....	6
8. Training of staff	7
9. Monitoring and review	7

CHANGES

Policy date	Summary of change	Author	Version	Review date
12/11/2020	Policy has been created.	Duncan Baldie, Estates Manager	1.0	12/11/2020

1. STATEMENT OF INTENT

At Learning Academies Trust we understand the importance of protecting the Health and Safety of all our employees, pupils, parents and members of the public.

The Gas Safety Policy details how Learning Academies Trust meets the requirements of the Gas Safety (Installation and Use) Amendment Regulations 2018. In addition to this, the policy provides assurance to occupants and Building Owners that measures are in place to ensure compliance with the regulations and to identify, manage and/or mitigate risks associated with gas fittings, appliances and flues.

The policy is relevant to all Learning Academies Trust employees, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon Learning Academies to maintain a safe environment for occupants and employees within all non-domestic premises or areas of buildings.

Learning Academies Trust will follow a systematic approach to the management of gas safety to ensure it meets the requirements set out in the Gas Safety (Installation and Use) Amendment Regulations 2018 and other relevant legislation relating to gas safety. This is to ensure the safety of occupants, employees and members of the public.

2. POLICY STATEMENT

The Trust recognises its duty to comply with the Gas Safety (Installation and Use) Amendment Regulations 2018 and other relevant legislation and guidance. It is our objective to ensure that gas is managed effectively, and employees understand their duty to contribute to the robust management of gas safety.

The key objectives of this policy are to establish:

- Gas Safety Principles
- Inspection Testing Regime
- Record Keeping
- Competent Person
- Training

3. LEGAL OBLIGATIONS

This policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work etc. Act 1974
- The Gas Safety (Installation and Use) Amendment Regulations 2018

This policy will also have due regard to the following guidance:

- HSE 'Gas Safety' Guidance: <https://www.hse.gov.uk/toolbox/gas.htm>

The schools will implement this policy in conjunction with our Health and Safety Policy.

The Gas Safety (Installation and Use) Amendment Regulations 2018 impose duties on building owners and managers to protect user's safety in the buildings with respect to gas safety. The main duties of employers are set out in Regulation 35:

"It shall be the duty of every employer or self-employed person to ensure that any gas appliance, installation pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person."

4. DEFINITIONS

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

- Gas: Gas is defined as Natural Gas supplied via pipework by the Local Statutory Transporter, currently Wales and West Utilities and purchased from a Licensed shipper such as Npower and regulated by Ofgem.
- *Liquified Petroleum Gas (LPG) is not utilised currently on any Learning Academies Trust site.*
- Gas Pipework: Gas Pipework is defined as any pipework for the transportation of Gas or LPG from the point of entry to the School Site beyond the Gas Meter.
- Gas Appliance: Any Appliance utilising Gas, is defined as a Gas Appliance irrespective of its size and use.

5. ROLES AND RESPONSIBILITIES

Note: Prince Rock Primary School currently does not utilise Gas on site, however the Site Manager and Head Teacher should familiarise themselves with this policy should they be required to assist at another site where Gas is used.

Note: CATERed provide Kitchen Services to ALL Learning Academies Trust schools and relevant staff should make themselves aware of CATERed Policy and Procedure as well as CATERed being aware of this policy.

5.1 The Headteacher is responsible for:

- The day-to-day implementation of this policy and ensuring that all staff are aware of their roles and responsibilities, as well as the necessary control measures, they need to undertake.
- Ensuring that members of staff receive effective and relevant training.
- Conducting risk assessments where Gas is utilised and ensuring effective control measures are in place.
- Ensuring that an up-to-date record is kept of all Gas Appliances which are used in each school.
- Ensuring all relevant servicing and repairs are undertaken in line with Gas Safety (Installation and Use) Amendment Regulations 2018.

5.2 The Site Manager is responsible for:

- Ensuring all relevant servicing and repairs are undertaken in line with Gas Safety (Installation and Use) Amendment Regulations 2018 in co-ordination with the Head Teacher.
- Ensuring regular check of all Gas Appliances are undertaken and reporting any issues in a prompt and formal manner.
- Ensuring that the controls used are necessary, safe, and regularly reviewed.

5.3 Other staff members are responsible for:

- Familiarising themselves with this policy and the procedures they must follow.
- Ensuring no alterations are made to any Gas Appliance without written authority.
- Attending relevant training and awareness sessions (or online equivalents).
- Reporting any health and safety concerns to the Site Manager or Head Teacher immediately.
- Communicating the procedures and control measures to pupils where relevant.

5.4 Pupils are responsible for:

- Following the procedures as stated by their class teacher.

5.5 Contractors (CATERed) are responsible for:

- Servicing and maintenance of all appliances utilising Gas within their area of work, namely Kitchen areas.
- Ensure awareness of this Policy.
- Ensure communication with relevant Staff to ensure compliance and reporting of incidents.

6. PROCEDURES

In order for the Trust to be compliant with the GSAR 2018 we recognise the following important procedures which need to be followed to ensure effective provision of Gas at each of our schools:

- Gas appliances must be serviced in accordance with the manufacturer's instructions. If these are not available, it is required that they are serviced annually unless advised otherwise by a Gas Safe registered engineer.
- Ensure the annual safety check is carried out on each gas appliance and flue within 12 months of the previous safety check.
- Have all installation, maintenance and safety checks carried out by a Gas Safe registered engineer.
- Keep a record of each safety check for at least two years as well as any other maintenance or intervention required.
- Gas pipework will be marked in accordance with BS1710 (Yellow Ocre) and regular intervals as defined by Health & Safety (Signs and Signals) Regulations 1996 Part 3.
- Contractors are to issue a copy of the latest safety check record to Site Managers within 28 days of the check being completed, to then be recorded on Trust Wide Databases and a copy issues to Central Estates Team.

7. PLANNING FOR ACCIDENTS, INCIDENTS, AND EMERGENCIES

The Trust will aim to effectively manage every identified risk that is involved with the use of Gas; however, we recognise that there may be instances when accidents, such as spillages, could occur and may be damaging to an individual's health and safety.

A detailed emergency plan will be established prior to the use of any gas, by the site manager as part of the risk assessment, who is responsible for communicating this to all those involved with the use of Gas.

The following procedures are in place:

- The Gas Safety Emergency Procedure for each site is to be clearly marked on each Gas Meter.
- The Site Manager and Headteacher are to ensure they are familiar with all Gas Isolation points including the primary meters.
- Incidents will be responded to promptly, and where relevant reported to Wales and West Utility Services.
- Emergency services will be contacted immediately where the incident cannot be resolved by a trained member of staff. Via 0800 111 999 or 999.
- Any incidents that occur should be reported to the headteacher immediately.
- The emergency procedure will be regularly practiced as part of a 'safety drill' method, to ensure all individuals at each school are aware of the steps that must be followed. No isolation is to be undertaken without authorisation.

8. TRAINING OF STAFF

The Headteacher will ensure training for staff is undertaken on a regular basis and will ensure that all staff are aware of:

- The use of Gas within relevant buildings.
- The appropriate precautions and control measures that they are expected to take to protect themselves, pupils and others at the school.
- The emergency procedures which need to be followed.
- The Estates Manager will ensure the policy is reviewed regularly.

Training will also be conducted in response to any changes required to the provision of Gas e.g. additional information required on risk assessments, new PPE equipment, etc.

9. MONITORING AND REVIEW

This policy will be reviewed on a 3 year basis by the Trust in conjunction with the Estates Manager, who will make any necessary changes and communicate this to all staff.