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| Professional Service | No of Audits YTD (Jan-Mar 2019) | No of Audits planned for 2019 | No of Safety Committee Meetings YTD (Jan-Mar 201 | No of Safety Committee meetings planned for 2019 | Action plan produced | Number of incidents YTD (Jar Mar 2019) | Number of incidents YTD (Jar Mar 2019) | Incident rate per 1,000 staff | No. of staff receiving training Y (Jan-Mar 2019) | % Planned audit carried out 2019 | % Planned Safety Committee Carried Out 2019 | Notes |
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Data from May 2019 - Data period Jan to Mar 2019

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manage all gas safety related functions. The intention of this document is to enable Loughborough University to fulfil their obligations under the Gas Safety (Installation and Use) Regulations 1998 as well as to maintain minimum standards of safety and quality across the gas related operations.

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Introduction;

The purpose of this section is to provide guidance for all University employees to follow when dealing with a reported gas escape or fumes from a customer or property user. This procedure is to be adopted by all involved in the process.

Normal working hours process;

On receipt of a call, the Helpdesk will complete the Reported Gas Escape/Fumes form

- ensure access to the premises is possible

2.06 Under all circumstances, details of the call and information obtained is to be passed to the ESP by the University by telephone ESP 0800 111 999.

- record the name of the ESP clerk and the 'Reference Number' received on the appropriate Reported Gas Escape/Fumes form

2.07 Contact the call out Mechanical Fitter for them to attend site, they will go immediately to site and wait for guidance and instruction from the ESP. The Mechanical Fitter may have to escalate to a higher level depending on the severity of the situation.

2.08 A copy of the completed 'Reported Gas Escape/Fumes form' is to be sent to the Gas DAP and Mechanical Services Manager.

Important Notice;

"If it has been reported by the customer, ESP or contractor that the occupants have received medical attention or has confirmed levels of carbon monoxide (CO), an inspection of the appliances must not be undertaken".

Before proceeding or instructing contractors to attend the University Health & Safety team MUST be informed.

If the above scenario has occurred then the gas supplier / shipper will be instructed by the Health & Safety Executive to carry out a formal investigation, only on completion of this, will any engineer or contractor be allowed to undertake any rectification work.

Note! The University will take instruction from the HSE.

2.05 Copies of all documentation raised should be stored on the database system under the relevant address file, namely;

- Reported gas escape / fumes form
- Engineers job report
- Any warning / advice notices

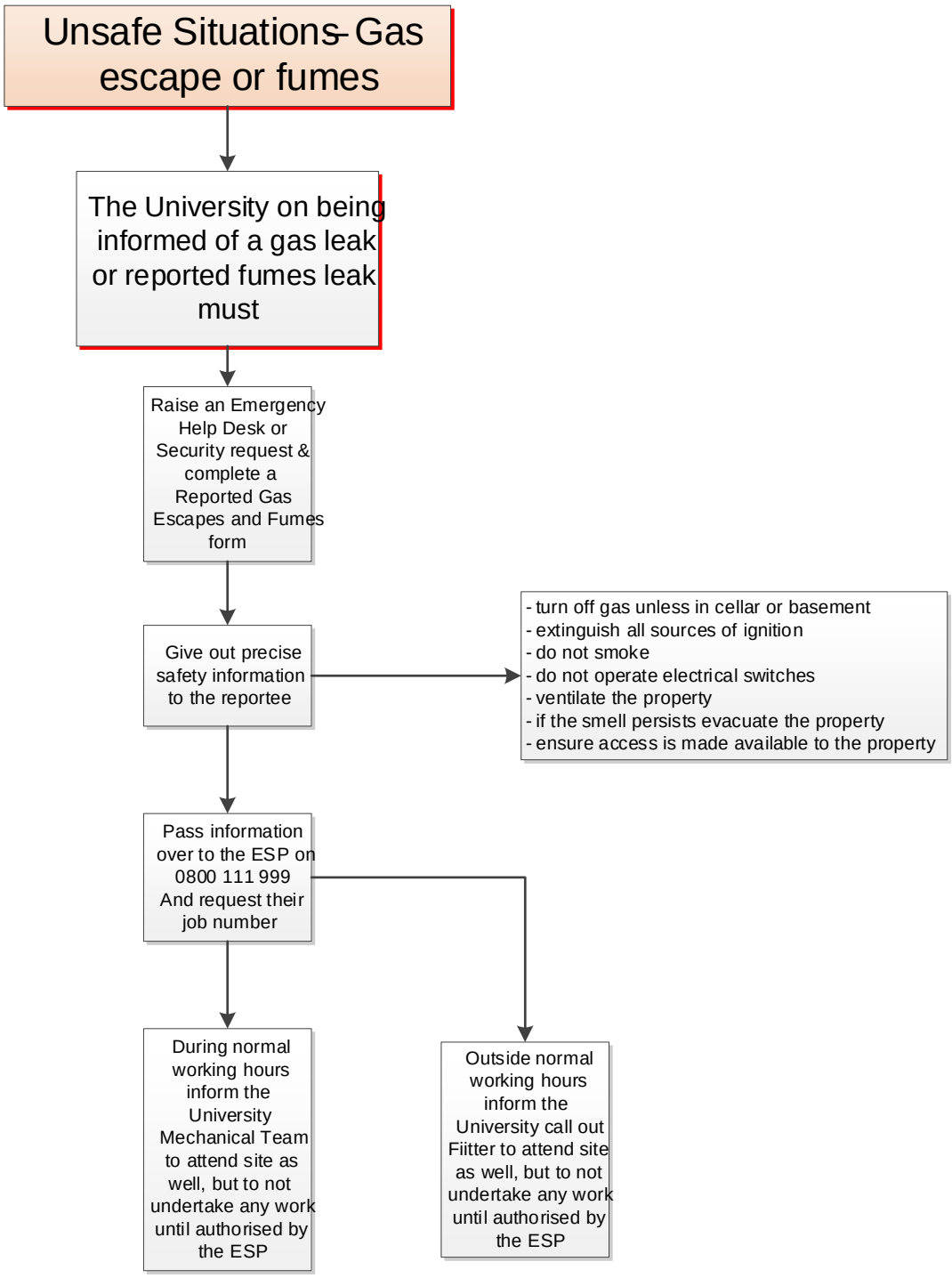
Unsafe Situations – Gas escape or fumes
The University on being informed of a gas leak or reported fumes leak must
Raise an Emergency Help Desk or Security request & complete a Reported Gas Escapes and Fumes form
Give out precise safety information to the reportee
- turn off gas unless in cellar or basement
- extinguish all sources of ignition
- do not smoke
- do not operate electrical switches
- ventilate the property
- if the smell persists evacuate the property
- ensure access is made available to the property
Pass information over to the ESP on 0800 111 999 And request their job number
During normal working hours inform the University Mechanical Team to attend site as well, but to not undertake any work until authorised by the ESP
Outside normal working hours inform the University call out Fiitter to attend site as well, but to not undertake any work until authorised by the ESP

Figure 4

# *DV ,QGXVWU\ 8QVDIH 6LWXDWLRQV 3URFHGXUH

Introduction;

Gas Safe registered engineers have a responsibility to advise the responsible person for a property when they find dangerous gas installations or appliances.

What actions they take is determined by the requirements of the Gas Safety (Installation and Use) Regulations 1998 and the guidance given in the "Gas Industry Unsafe Situations Procedure" (GIUSP).

When a registered gas engineer identifies an unsafe situation they should try to find the cause and repair any faults. Where this is not possible they should explain that the fault(s) should be repaired before the installation is used again. If it can't be corrected immediately they should make the installation safe, after first seeking permission from the user / responsible person to do so. This is normally done by disconnecting or by turning off the gas to the affected part of the installation. This will be dependent upon how serious the defects are.

When the gas engineer has identified a gas related danger is present within a property they will attach a warning label to the dangerous gas fitting and issue a written warning notice.

The warning notice will identify what classification of 'safety defect category' the engineer

(complete the gas escapes and fumes form to record all information) then follow the guidance given from the ESP.

It must be noted that the activation of an alarm is not to be taken as “just the batteries need changing” or “the alarm is faulty”.

The contractor must confirm if the alarm has activated, for how long, at what frequency and in what circumstances, they must confirm if the alarm is working in accordance with the alarm instructions. If the alarm activation is indicating the presence of CO they must follow the guidance given in BS 7967 to investigate.

Safety principles;

2.21 All reports of fumes, smells, spillage/leakage of combustion products and CO detector activation described in this process shall be adhered to following the basic rules:

- Protect life
- Protect property
- Locate all fuel burning appliances
-

service contractor. The Universities Health and Safety team are to be kept informed and participate in the decision making process.

## Carbon Monoxide Alarm Activation

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## *DV 6DIH 5HJLVWUDWLRQ

### ,QWURGXFWLRQ

Since April 2009, Gas Safe Register is the official body for gas safety and gas safe registered installers in the United Kingdom, Isle of Man and Guernsey. To work legally on gas appliances and installations a business must be on the Gas Safe Register.

Gas Safe Register deals with all aspects of the downstream gas industry covered by the following regulation;

- The Gas Safety (Installation and Use) Regulations 1998

These regulations cover both piped natural gas and liquefied petroleum gas (LPG). It is law that anyone carrying out gas work that is within the scope of these regulations is on the Gas Safe Register.

### *DV 6DIH 5HJLVWHU ZLOO

- Raise public awareness of gas safety and the gas register of installers
- Manage inspection and enforcement
- Provide technical support and standards updates to registered engineers

### *DV 6DIH 5HJLVWUDWLRQ

Gas Safe registration is for a period of twelve months, on renewal each business will received for each year registered a business registration certificate, plus each engineer will receive their own individual licence card.

Examples of the front and back of the Gas Safe ID card;

# $SSHQGL[ 8VLQJJW HUQDO JDV FRQWUDFWRUV

Introduction;

This section should be followed when recruiting businesses or individual gas engineers to undertake domestic and non-domestic gas work. This guidance should be used in conjunction with any standard procurement criteria that is utilised by the University.

This process does not attempt to replace any existing Procurement policies but should be used as an extra guide when recruiting a gas engineering business. The aim is to ensure that the University recruits businesses and engineers that are suitably qualified and experienced for the work they will be expected to undertake.

A systematic approach should ensure that the process is transparent, easily understood and achieves the desired end; that being the most suitable organisation is offered the work.

Note (1)

Gas Safe registration is only valid for a twelve month period before renewal is required.

Note (2)

Accredited Certification Scheme (ACS) engineer specific assessment qualifications are only valid for a five year period, before renewal is required.

Initial selection;

4.1 Advertisements should be placed in the relevant format; they should reference the type of work to be undertaken e.g. Domestic, Non Domestic or LPG.

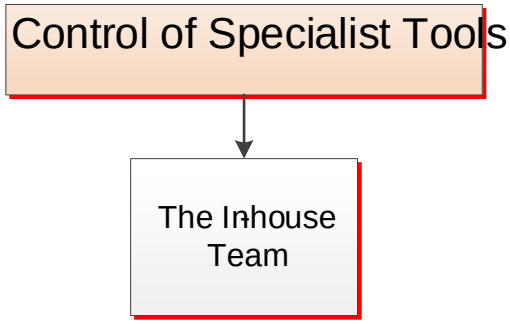
4.2 The advert must specify that all applicant businesses must be registered with 'Gas Safe' for the work elements that they are intending to cover.

4.3 The advert should specify the minimum qualification levels acceptable on the contract, these being ACS gas fitting qualifications, and the qualifications should also be combined with additional work experience.

4.4

5.6 The Mechanical Asset Care Services Manager will be responsible for organising that the recalibration of equipment takes place with the right service provider and within the designated cyclical dates.

5.7 The in-house engineers will be responsible for only using up-to-date equipment.



- any appliances and chimney / flues serving ‘relevant premises’ (such as central heating boilers not installed in customers’ accommodation, but used to heat them) are covered

The landlord’s duty to maintain and carry out safety checks applies to fixed as well as portable appliances, such as LPG cabinet heaters. The gas contracting engineers will need to be vigilant when checks are made as to the ownership and use of mobile cabinet heaters and LPG potable appliances. Where such appliances are provided on an emergency provision, the appliance will need to be checked in accordance with the manufacturer’s installation and use instructions.

The Landlord Gas Safety Record;

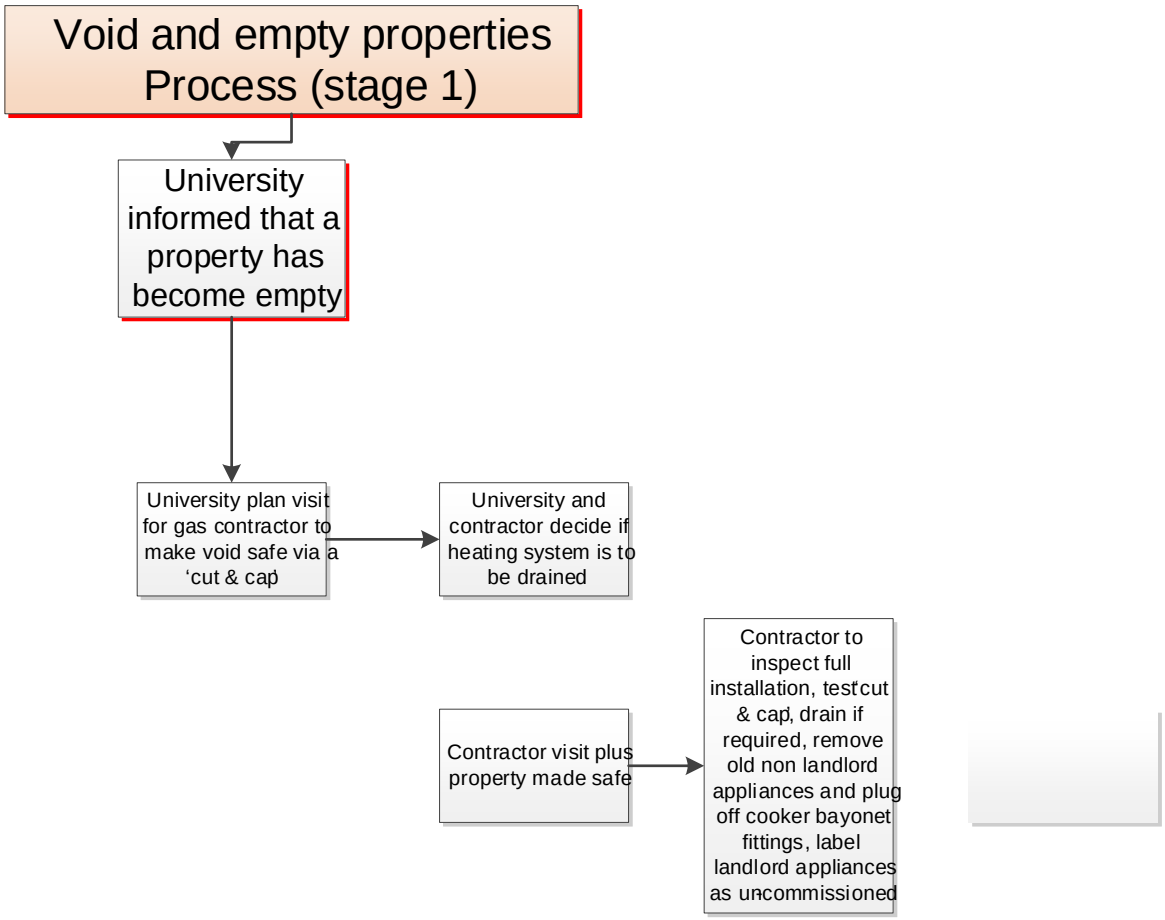
6.3 The LGSR is a legal document and is therefore to be completed in accordance with the conditions below;

- the gas engineer is to complete ALL relevant sections on the form in clear legible writing only or where applicable by electronic systems
- no alterations should be made to any information entered on the form by the engineer / contractor, the use of correcting fluid or other materials for deletion of incorrect entries is not permitted
- all information entered onto the form should be clear, concise, ‘jargon’ free and plain enough to be understood by the customer and other ‘non-experts’ who may view the record
- in the boxes for details of “Any Faults” and “Remedial Action Taken” the gas engineer/ contractor is to state clearly if he has carried out the noted rectification work or if it is still outstanding
-

- the address of the premises at which the pipework, appliance chimney / flue is installed. In the case of University owned properties, this will include the unique building number reference.
- the name and address of the landlord of the premises at which the pipework, appliance or flue is installed
- location details and description of each appliance or flue checked
- any defect identified
- any remedial action taken
- confirmation that the check undertaken complies with the requirements of the Gas Safety (Installation and Use) Regulations, which state, “Where a person performs work on a gas appliance, he/she shall immediately thereafter examine;
  a) the effectiveness of the chimney / flue
  b) the supply of combustion air
  c) its operating pressure or heat input, or where necessary both
  d) its operating pressure so as to ensure its safe functioning
- the name and signature of the individual carrying out the check
- the ‘’Gas Safe’’ Registration number of the individual, or employer

  Note! Where applicable and the manufacturer requires the check to be carried out, i9f.3 (e)-3 (r )103.6 (m)-3(02 Tc -10.7 (m12 (er)1.4 (b)2.)1. (d)2.2 (p)2.3 ((is)-1. ( p)2.3 (re)2.2 (p)2.l

In addition, the University feel it is important to recognise duty of care and the need to


Void and empty properties Process (stage 1)
University informed that a property has become empty
University plan visit for gas contractor to make void safe via a 'cut & cap'
University and contractor decide if heating system is to be drained
Contractor visit plus property made safe
Contractor to inspect full installation, test cut & cap, drain if required, remove old non landlord appliances and plug off cooker bayonet fittings, label landlord appliances as uncommissioned

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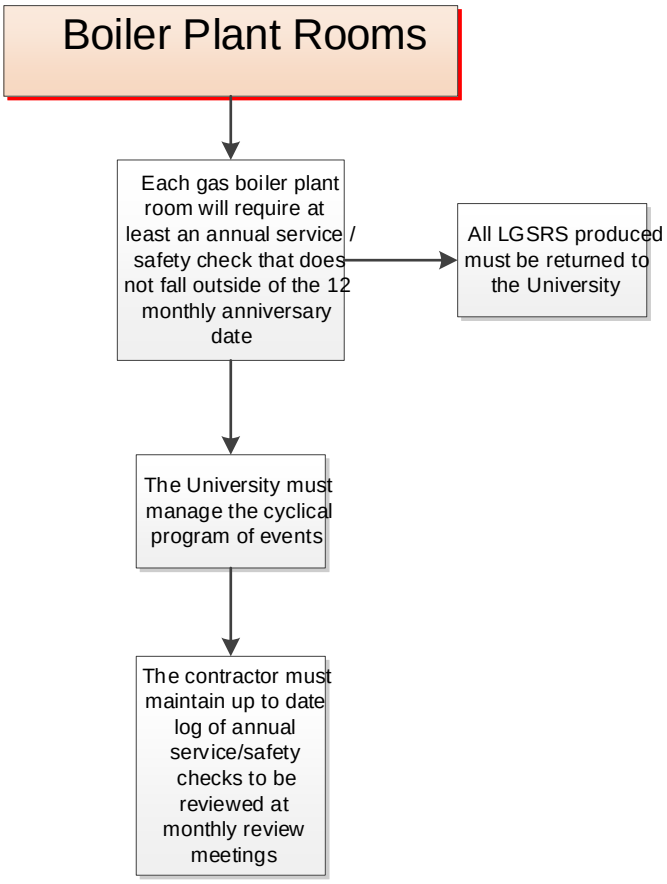
Introduction;

Under the Gas Safety (Installation and Use) Regulations 1998 the landlord is responsible for only relevant gas appliances (ones that they own). Customers (including tenants and residents) may have their own appliances installed into the property; this section explains the process that the Universities contractors should take when encountering an appliance that is customer owned.

The process;

9.1 Customers own appliances receive a visual inspection as part of the annual gas safety check. A visual inspection of the customers cooker is to be carried out and any “at risk” (AR) or “immediately dangerous” (ID) issues are to be recorded on the landlord gas safety record and fed back to the University as the landlord. Where necessary and with the users permission the appliance / installation will be made safe by isolation or disconnection. Where any none gas safety none standa(k)-2.l [(C)2(C)rt i


Boiler Plant Rooms
Each gas boiler plant room will require at least an annual service / safety check that does not fall outside of the 12 monthly anniversary date
All LGSRS produced must be returned to the University
The University must manage the cyclical program of events
The contractor must maintain up to date log of annual service/safety checks to be reviewed at monthly review meetings

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Introduction;

Regulation 35 and 36 of the Gas Safety (Installation and Use) Regulations places the onus for undertaking mandatory 12 monthly maintenance and safety checks firmly on the shoulders of the University. So as to be in a position of being able to demonstrate compliance with these regulations, correct control of information is essential.

The Universities Facilities Information Team utilise an EXCEL file where data is entered, stored and uploaded onto a central system so as to control this very important information. The information is shared with the contractor so as to form a live working document where the cyclical programme of events can be managed from.

The process;

11.1 All boiler plant room and domestic gas appliance cyclical programmed events must be entered onto the live database. This database will form the basis of future access dates so close management is essential.

11.2 The database should be shared with the contractor, so that they can plan suitable resource in a timely manner so as to ensure that all visits are completed within the allotted timeframe.

11.3 The contractor must report back on the following;

- access date
- failed access date
- number of attempts to gain access
- work completed
- any outstanding work
- any appliance that has been isolated or disconnected due to safety reasons

11.4 It will be the responsibility of the Facilities Management team to update the database with the information provided by the contractor.

Training Requirements.

Only Gas safe trained and approved persons are permitted to work on natural gas systems and services Registration must be :

a) Current i.e. in date

b) Relevant to the task they are carrying out

This does not limit the more regular review and audit of training records to ensure compliance is maintained.

It is the responsibility of line managers to ensure all training in their team is kept up to date. If in doubt ask!

Location of records

At Loughborough University, all Gas records are stored in electronic format in the 'Maintenance Services' folder in Workspaces. In addition records are kept and maintained by the University approved contractor for maintenance.

How long are records kept?

All gas service records shall be retained for not less than a period of 3 years.

Asset tagging/labelling

All gas appliances, associated emergency isolation valves, solenoid valves and gas proving systems should have Archibus bar code labels fixed to them. Any new, replacement or disposal of assets should be notified to the Facilities Information Team as per the Asset Numbering Policy.

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Introduction;

The purpose of this section is to ensure that the University and their contractors are aware of the effects of alterations to properties that could affect the safety of existing gas fittings. These property alterations or refurbishments could be any of the following, please note that this is not an exhaustive list:

- x window replacements
- x cavity wall insulation
- x replacement ventilation
- x fitting extract fans
- x reducing chimney heights
- x enclosing an existing flue / appliance
- x building extensions
- x installing cladding
- x extending existing flues
- x conversions from flat to pitched roofs
- x rooms converted to sleeping accommodation
- x kitchen upgrade / replacement

Before any significant alteration is made to any premises where a gas appliance, installation, chimney or flueway is installed any implications for the gas appliance installation safety needs to be properly addressed. If followed it could be demonstrated that the University have exercised due diligence prior to and during the works process.

Legislation guidance

The above works must be undertaken with due regard to the current Gas Safety (Installation and Use) Regulations; Regulation 8 (Existing Gas Fittings)

Regulation 8 (1) Existing gas fittings states:

> ‘No person shall make any alterations to any premises in which a gas fitting or gas storage vessel is fitted if that alteration would adversely affect the safety of the fitting or vessel in such a manner that, if the fitting or vessel had been installed after the alteration, there would have been a contravention of, or failure to comply with, these regulations.’

This regulation embraces a wide range of physical alterations to premises that may affect the safety of an existing gas fitting installed in the premises where the alteration is to be made. Before a significant alteration is made to premises where a gas appliance or gas fittings are installed their safety needs to be properly assessed.

Regulation 8(2) Existing gas fittings, states:

> ‘No person shall do anything which would cut off a gas fitting or flue or means of ventilation used in connection with the fitting in such a manner that the subsequent use of the fitting might constitute a danger to any person, except that this paragraph does not apply to an alteration to premises.’

This regulation applies to everyone, not just gas installers. It supplements Regulation 8(1), by prohibiting other activities (i.e. except alterations to premises) which have potential to compromise safety; this might for instance include modifications which cause blockage/obstruction of an air  ( )0.5 6(t)8 (a.3 (s.( w)4r(s)-1.3 (t)8 (a.3h)-0.7 5.3 (p)5.2 )7.4 (h)2.3 (i)]TJ -0.;)4

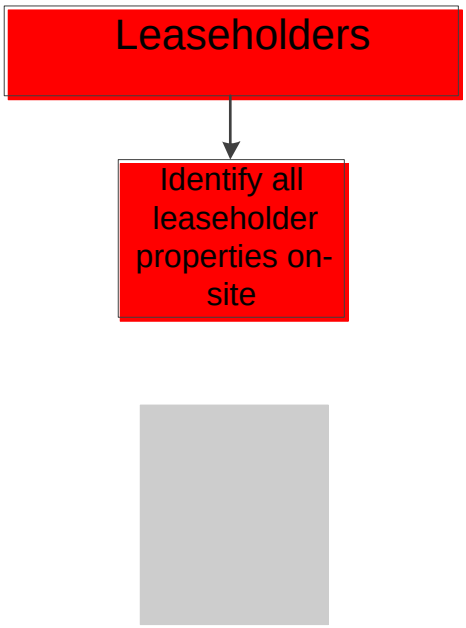
content and extent of these checks must include but not be limited to the requirements of Gas Safety Regulation 26.9.

Certificates and testing; 2–.1I5.01 2313.99 5<</29r. W n BTP

- service
- repair

The quality control process will include an element of external third party inspection. The external reporting mechanism will ideally include national benchmarking statistics so as to allow the University to assess its contractors own performance in comparison to other housing providers.

The process will retain its flexibility in direct proportion to the findings of any audit. The procedure will allow for trends and individual performance to be monitored and documented in such a way that would clearly demonstrate that the University are taking all


Leaseholders
Identify all leaseholder properties on-site

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Loughborough University
Organisational Chart for Gas Management
Director of Facilities Services
David Howell
Duty Authorised Person (Gas)
Gavin Noon
H&S and Risk Manager
Neil Bulkwoth
H&S (FM)
Mick Commons
H&S Campus Living
Bill O Connell
Contract Managers
Nigel Worth & Dave Clayton
Senior Mechanical Engineer
Gavin Noon
Property Office
Paul Watson & Clare Atkin
Nominated Persons for Schools Represented by:
Director of Development
David Fulford

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6FKRRO GHSDUWPHQW DUH FXUUHQWO\ XVHG WR FDSWXUH DQG VWRUH GDWD RQ
ERWK SK\VLFDO DQG LQWHOOHFWXDO DUH SURWHFWHG

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## ,QFLGHQW 'DWD 1RWHV

### ,QWURGXFWLRQ

### *HQHUDO FRPPHQWV

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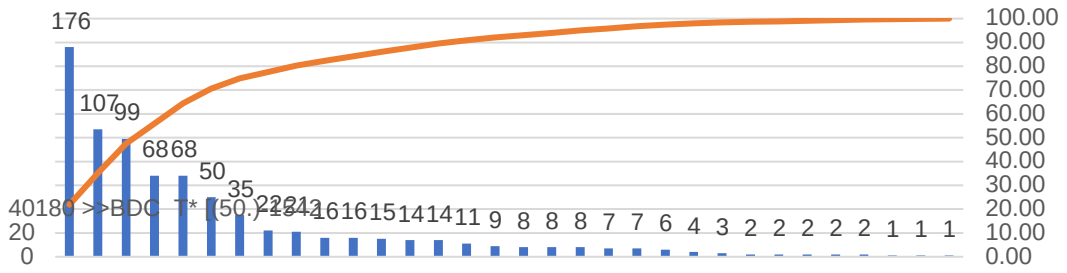

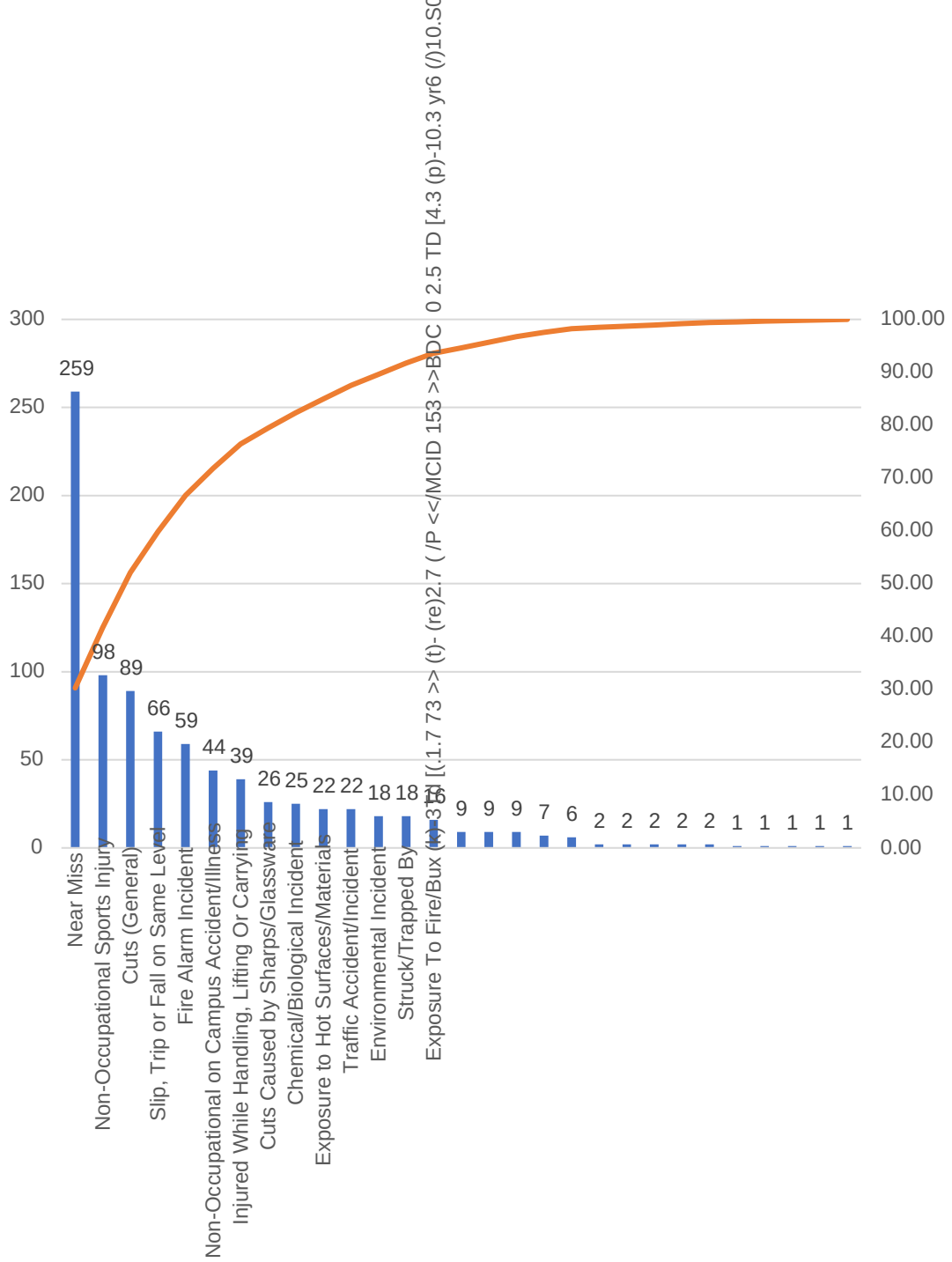
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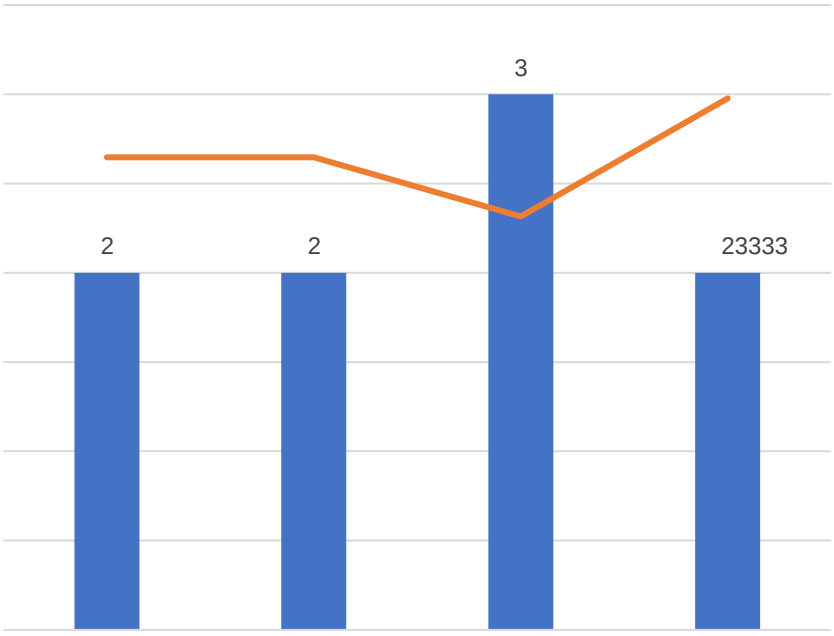
Near Miss
Non-Occupational Sports Injury
Cuts (General)
Slip, Trip or Fall on Same Level
Fire Alarm Incident
Non-Occupational on Campus Accident/Illness
Injured While Handling, Lifting Or Carrying
Cuts Caused by Sharps/Glassware
Chemical/Biological Incident
Exposure to Hot Surfaces/Materials
Traffic Accident/Incident
Environmental Incident
Struck/Trapped By
Exposure To Fire/Bux (t) -3 T] [(.1.7 73 >> (t)- (re)2.7 ( /P <</MCID 153 >>BDC 0 2.5 TD [4.3 (p)-10.3 yr6 (/)10.SC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