



## Sussex Road School Gas Safety Policy

### Introduction

The Gas Safety (Installation and Use) Regulations 1998 applies to this policy

All three blocks at Sussex Road School have access to a gas supply which is fed from the mains to 5 heating and hot water boilers housed in three locked plant rooms. The school does not have any additional gas appliances on site. Propane gas is not stored on site. The effects of poor or faulty installation, misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important to consider potential risks when dealing with the gas installation and gas fuelled equipment.

The risks associated with the use of gas are:

- Fire
- Explosion
- Poisoning by the by-products of combustion, such as carbon monoxide

A 'gas appliance' is defined as an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purpose for which gas can be used.

### General Requirements

The main requirements of regulations are:

- To **design** gas installations safely and with a view to anticipated use.
- To **maintain** gas installations in a safe condition.
- To have an **annual safety-check** on fixed gas appliances.
- To allow only **engineers** (those who are on the Gas Safe Register) to work on gas installations and appliances of the categories for which they are competent.

Other requirements which gas engineers must comply with are:

- To supply gas equipment which complies with current manufacturers' standards.
- To use safe systems of work when installing and maintaining gas equipment.

### Competent Engineer

All work on gas pipe work and appliances must only be carried out by **Gas Safe Registered** engineers and hold a valid certificate of competence relevant to the particular type of work involved.

Prior to an engineer undertaking any work involving gas appliances a check to ensure they are fully qualified to undertake the task must be made. The school will inspect registration cards; including the reverse of the card which will confirm which specific jobs the person is competent to undertake.

Health and Safety Executive (HSE) Gas Safe Register <http://www.gassaferegister.co.uk/>

**If any engineer is unable or unwilling to show proof of registration they will not be permitted to undertake any work on site and the school will contact the LA remises helpdesk to report the incident.**

### Responsibilities

#### The Local Authority

KCC as the "Duty Holder" is required to meet The Gas Safety Regulations 1998. KCC ensures through contract management arrangements, that sites that contain gas, LPD and oil and gas fire appliances are regularly inspected and maintained by a competent person, as per the regulations. KCC ensures that a competent person services the school's fixed gas appliances every 12 months. Records will be kept of the date of inspection, defects identified, and remedial action undertaken. A commissioning certificate will be sought before re-use.

Written	By	review
November 2022	SBM	3 Years or earlier

### Headteacher

The school is responsible for remedial works based upon the agreed financial thresholds and maintenance criteria. Schools will make arrangements for gas related installation falling within the delegated budget, ensuring work is undertaken by a competent Gas Safe registered contractor on the Gas safe register. Details of any work carried out by the school will be retained by the school

All gas boilers will be examined before use. Ensuring all ventilation grilles/air bricks are free from obstruction.

Any incident involving a gas leak fire, carbon monoxide poisoning, or explosion should be reported to the LEA/HSE immediately

### Employees

Employees are required to report any concerns where they smell gas or have reason to believe the school's gas infrastructure has been or may have been compromised. They will ensure the emergency procedure is initiated where a leak is suspected.

### Emergency Procedure

#### Classrooms staff

- Evacuate the building using the normal Fire Drill protocol.
- Ensure pupils are accounted for then moved to the second assembly point and then on to the place of safety if appropriate.

#### Other staff members to be detailed to carry out the following whilst evacuation proceeds.

- Turn off main gas control valve.
- Open all doors and windows to ventilate the area.
- Eliminate all sources of ignition.
- Do not operate electrical equipment or switches either on or off.
- Contact Emergency Services 999 and the National Gas Emergency Service 0800 111 999

This policy must be read in conjunction with the Critical incidents policy and in an emergency situation the school will follow the procedures laid out in the SEMBCP.

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