

# **Gas Safety Procedure**

Date of last review: Jun 2023 Date of next review: Jun 2024

Version: 6.0

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Date	Version	Amended by
June 2020	4.0	Phil Scott
Jan 2022	5.0	Tom Keaveney/Lincoln Sampson
Jun 2023	6.0	Tom Keaveney/Lincoln Sampson/Earl Richards

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#### 1.0 Aims of Procedure

1.1. The purpose of this policy is to ensure that Lambeth complies with its legal obligations on gas safety. It is the operational guide to explain to officers how to comply with Lambeth's Gas Safety Policy

### 2.0 Who is this procedure for?

2.1. Council officers and contractors involved in gas safety and compliance.

### 3.0 Legal Framework

- 3.1. The Gas Safety (Installation and Use) Regulations 1998 GSIUR places a duty on landlords to maintain the safety of all gas appliances, flues and pipe work they are responsible for. Landlords have a legal obligation to ensure that all gas appliances and flues provided in their properties are checked within 12 months of the previous Gas Safety Check.
- 3.2. Lambeth must ensure that all remedial action required is carried out using a gas installer who is registered with Gas Safe or class of persons approved by the HSE.
- 3.3. This procedure should be read in conjunction with
  - The Health and Safety at Work etc. Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Gas Safety (Management) Regulations 1996
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - The Landlord and Tenant Act 1985
  - The Building Regulations
  - The Housing Act 1985
  - The Housing Act 2004
  - Building Safety Act 2022
- 3.4. Further details are in Appendix 2.

# 4.0 Overarching principles

- 4.1. Lambeth Housing Management is aware of the risk of serious injury from gas and the dangerous fumes released in its use. It accepts its responsibilities to ensure the highest standards are maintained with regard to;
  - Managing installations and services
  - Servicing, repair and replacement of appliances
  - Maintenance and renewal of any gas pipes or pipe networks.
- 4.2. The The Chief Executive retains the overall responsibility for the implementation of this procedure.
- 4.3. Strategic Executive Director Adult Social Care and the Director of Housing are responsible for ensuring:
  - That adequate resources are made available to enable the objectives of this
    policy be met.
  - Responsibility for ensuring monitoring, review; policy development are undertaken and ensuring risks associated with electrical compliance are managed safely and effectively

- 4.4. Day to day management of the service is led by the Head of Compliance and the Mechanical Engineering Manager Lincoln Sampson who will ensure:
  - Operational delivery of and compliance with this procedure.
  - Responsibility for ensuring monitoring, review; policy development and ensuring risks associated with Gas compliance are managed safely and effectively.
  - Identify and manage the risks associated with gas safety in residential properties, including gas supplies fed from Lambeth owned bulk gas supplies;
  - Appoint competent persons to assist in providing a gas service
  - Provide relevant gas safety information and maintain dialogue with relevant parties;
  - Ensure that council owned gas fittings, appliances, associated pipework and flues are maintained in a safe condition;
  - Ensure that each council owned appliance is checked for safety and serviced within 12 months of being installed and at intervals of no more than 12 months since the last check for safety;
  - Ensure that tenant owned gas appliances (eg cookers) are visually assessed.
  - Ensure that all safety checks, inspections, maintenance operations and repairs are carried out by competent, trained and properly accredited persons holding current membership of the Gas Safe Register;
  - Ensure that written records are kept giving details of all appliances checked, including details of which appliances were checked, what checks were completed, the date(s) of checks, and details of any defects identified, and remedial actions required/taken;
  - Keep a written copy of checks for a period of not less than two years;
  - Provide a copy of the written record to the tenant within 28 days of the check and provide a copy of the most recent check to any new tenant;
  - Management will invite contractors to quarterly strategic meetings. These meetings will be high level and will look at performance issues surrounding the contract;
  - Invite contractors to monthly operational meetings to discuss all levels of operational performance and review the statistics for servicing. All meetings will be minuted and where any performance concerns cannot be resolved they will be escalated to the monthly strategic meetings. See Appendix 1 for typical agenda.
  - Escalate and gas related issues to the Housing Health and Safety Board that meets on a quarterly basis.
- 4.5. The Compliance Team will take the lead on contract management for the main service areas

#### 5.0 Procedures

#### **Annual Service Checks**

- 3.1. The gas serving team instructs contractors to carry out gas appliance servicing and Landlords Safety Checks to ensure that gas appliances and fittings are in a safe condition. This duty does not extend to tenants' own appliances. The selected Contractor will programme service works via Northgate.
- 3.2. The following process will be followed to gain access to complete the works, please also see the flowchart in Appendix 3.

Action	Days from previous	Total Davs	Days to Anniversary of Gas Check (all actions to be
	• · . · · · · ·	Days	•
	stage		completed by these

Contractor issues 1st access communication letter to resident.	0	0	-70
Out of hours call, text 1	7	7	-63
Contractors sends 1 <sup>st</sup> lettered appointment	7	14	-56
Contractor 2 <sup>nd</sup> access letter	7	21	-49
Contractors sends 2 <sup>nd</sup> lettered appointment	7	28	-42
Contractor sends LBL 3 <sup>rd</sup> access letter	7	35	-35
Contractors 3rd lettered appointment	7	42	-28
If no reply, process comes back to LBL internal team. If communication is unsuccessful legal proceedings start. Court letter with court date delivered to resident via post.	14	56	-14
Court attendance/Warrant granted	14	70	0
Forced entry date agreed with Contractor	7	77	+7
Forced entry completed	7	84	+14

#### **Guidelines for contractors**

- 3.3. When arranging annual gas safety checks with tenants, contractors will ensure that they:-
  - Offer four appointment slots during a weekday, 08:00-13:00, 10:00-14:00, 13:00-18:00 and 18:00-20:00. On Saturdays the last two slots will not be offered
  - Keep appointments and arrive on time
  - Give the resident enough time to get to the door
  - Introduce themselves and provide proof of identity or use any special passwords that may have been set up by the resident
  - Be polite and respect the resident and their home
  - Listen carefully and be helpful
  - Leave a calling card if the nobody is present, providing contact details

#### **Management arrangements**

- 3.4. The council maintains a register, known as the Lambeth Gas Service Plan which includes all the known properties with boilers, gas fires and gas carcasses. Cookers are the responsibility of the resident. There are regular reviews of the Gas Service Plan to ensure all tenanted homes in Lambeth, which have individual gas heating or gas carcasses, are listed.
- 3.5. The council ensures that there are clear contractual conditions for gas contractors, with specific requirements relating to the Gas Safety Regulations.
- 3.6. Independent gas consultants check the records of competency of the gas fitters carrying out the work. They randomly check 20% of Landlord Gas Safety Records. The independent consultants are Gas Safe registered and carry out a full technical post inspection. Monthly audit reports are produced by the gas consultants. Issues are raised and discussed with term contractors. Following the report outcomes are actioned. The audit reports are stored on SharePoint.
- 3.7. Reports from their inspections will indicate whether or not the servicing has been carried out to the required standard. In order to do this they effectively repeat the stages that the servicing engineer has already carried out. They also report on the quality of the LGSR.
  - For the full process, please refer to the "Compliance Process Flow Chart", Tab "Gas-Gas Carcass Process".
- 3.8. Any issues should be raised with the gas contractor at the monthly contract meetings, ensuring that any failures identified by the independent gas consultant are addressed.
- 3.9. The contract with the independent gas consultant means that at any time they can be requested to investigate any incidents involving carbon monoxide
- 3.10. The Council insurers (Zurich) will inspect installation within all Council communal boiler houses annually.

#### **Gas Carcass Testing**

- 3.11. We are required to carry out gas safety checks on the gas pipework within the properties even where there are no landlord gas appliances or gas meter within the dwelling. The common situations are where the tenant has a gas cooker but gas appliances within the dwelling do not provide heating and hot water.
- 3.12. The gas carcass test should be checked on a programme every year as a minimum. The programme should be based on a risk assessment philosophy.
- 3.13. Contractors will follow the process timeline laid out above when seeking access to properties to carry out gas carcass testing.

#### **Gas Riser Pipework**

- 3.14. Gas riser pipework up to the meter is generally the responsibility of Southern Gas Network / Cadent. The Council is responsible for pipework within the dwelling beyond the gas meter. Lambeth Housing gas servicing team may be asked to assist Southern Gas Network / Cadent to gaining access to carry out checks to fulfil their responsibilities.
- 3.15. A small number of homes are on **the bulk gas networks (7 in total)** owned and operated by Lambeth, known as the Lambeth Gas Safety Case. These are listed below. The council regularly reviews the Gas Safety Case and carries out any required maintenance.

	Network	Ref
1	1 – 39. Witchwood House	BGN01
	1 – 12 Blacktree Mews	
2	Southwyck House – All and 1,3 & 5 Somerleyton	BGN02
	road	
3	1-25 Kennedy House	BGN03
4	1-68 Falmouth House, 1-5 Tavy Close and 10 & 1	1BGN04
	White Hart Street	
5	19-52 Coventry Hall	BGN05
6	1-66 Penryn House	BGN06
	•	
7	Hyland Road	BGN08
	•	

#### Leaseholders

- 3.16. The obligation to carry out the gas safety check in respect of a gas appliance in a leaseholder's property lies with the leaseholder and not with the council. Where such a safety check shows a problem with an obstructed chimney flue then the leaseholder should advise the council and the council will arrange for appropriate work to be carried out to the flue.
- 3.17. The council responds to concerns arising from such inspections but is not legally required proactively to check such flues. To do so would require a programme of access to the interior of all leasehold properties and the detachment of the leaseholder's own open flued appliance from the flue.
- 3.18. Leaseholders can use the council's gas servicing contract to carry out their annual safety checks. The contractors are not permitted to charge leaseholders more than 10% over the contracted price.
- 3.19. The council will publicise to leaseholders their responsibilities under their leases and as landlords where they are sub-letting. This information will include the option to use the council's contractors to carry out this work. The Gas Safety Team will liaise with homeownership services to include documentation on an annual basis when service charge estimates / actuals are sent out.
- 3.20. The council is prepared to respond and intervene if necessary where we have information that an appliance in a leaseholder's property may be dangerous.

#### **Voids**

- 3.21. The voids teams will advise Lambeth Housing gas servicing team immediately they become aware that a property has become void and where keys are stored.
- 3.22. Compliance Team will check records to determine if the property has a gas heating installation, only a gas carcass or no gas installation.
- 3.23. If the property is identified as having no gas installed Lambeth Housing gas servicing team will advise the Voids team of this and no further action will be taken. If during the voids process the voids team discover gas present or arrange to have gas/gas heating installed then they are to advise Technical Services who will take action as required.
- 3.24. If the property is identified as having individual gas central heating:

- a) Compliance Services will raise a 'Test and Turn Off' order on Northgate as SoR INDGAS03 with 'reason' set to VOID.
- b) The contractor will attend, check the system for faults, make the system is safe and advise of any works required. A certificate will be issued and the works order completed to reflect the date of the test.
- c) Where works are approved they are to be completed during the void process and varied to the 'Test and Turn Off' order taking care not to remove the SoR INDGAS03.
- d) As soon as the void is let the Voids team will inform Lambeth Housing gas servicing team who will raise a 'Turn on and Re-commission' as SoR IGAS03PLND this time with 'reason' set as Planned.
- e) The contractor will attend the property, complete the re-commission and issue a certificate. The works order will be completed to reflect the date of the re-commission.
- 3.25. Where the property is identified as only having a gas carcass installed:
  - a) Lambeth Housing gas servicing team will check the property records to see if there is an outstanding order for a pressure test. If an order exists the contractor will be instructed to attend as at the earliest possible time, cap off all outlets (including removal of the cooker bayonet fitting) and carry out their pressure test and issue a Certificate.
  - b) If there is not an unused test order, Lambeth Housing Gas servicing team will raise a pressure test order as SoR CB06PLND for the contractor to attend carry out the works and issue a Certificate.
  - c) When the void is completed and re-let no action will be required by either Lambeth Housing gas servicing team or the Gas Contractor.
- 3.26. Any gas cookers left in properties MUST be removed during the voids process. The contractor will remove any gas bayonet connections and cap the pipework on their first visit to site.
- 3.27. The contractor must carry out any minor repairs needed at the time of the visit and advise the Housing Area Office of the outcome.
- 3.28. As a matter of policy Lambeth Housing gas team requires the above check(s) on all voids where there is a gas supply, regardless of whether the property has been let for a short period or a full service has recently been carried out. This also includes where mutual exchanges have taken place.
- 3.29. The housing area office must also ensure that they do not re-let a void with a gas appliance that discharges products of combustion into an open flue (most commonly a gas fire or back boiler floor standing boilers) if:
  - The void is allocated on the basis of someone sleeping in the same room as the appliance and
  - The appliance doesn't have a safety control device (only fitted to gas fires routinely since January 1996)
- 3.30. The position is straightforward in bed-sits. Any appliance that is not room sealed must be less than 14 kilowatts and must have the safety control. The complication is that under the allocation policy, a 1-bed void could end up being let on the basis that someone will be sleeping in the lounge. To ensure that there is no risk of a property being let in contravention of the regulations, the void gas check must include:

- Removal or Replacement of any gas fire without the safety control for a gas fire
  with the safety control where there is no adequate central heating system (Install
  C/Heating decent homes requirement)
- Notification by the contractor to the NHO or TMO of any other non-room sealed appliance
- 3.31. The carbon monoxide detectors and smoke alarms will be tested for those properties that have a gas appliance during the landlord's gas safety check and a record of this will appear on the gas safety report.

#### **New Tenants**

3.32. The housing office must give new tenants a copy of a new Landlord Gas Safety Record. (Within 28 days of occupancy). This is a statutory requirement and must be completed before the tenant takes up occupation for the first time. Gas Safety Certificates are handed to the tenant at the point when the 'Turn on and Test' or commissioning of the gas services are completed by the Gas Contractor. This normally takes place after the tenancy sign-up has been carried out and the keys handed over to the new tenant. The new tenant should also be advised to keep it until it is replaced at the following servicing. This will also apply where mutual exchanges have taken place.

#### **Squatters**

3.33. The Council carries out no repairs for squatters. The priority is to ensure their removal as soon as possible. Where it is possible to cut off the gas supply or close down appliances, this might assist.

#### **Unauthorised occupants**

3.34. It is appropriate to carry out works to properties occupied by unauthorized occupants that affect their health and safety. Under the contract the contractor should service and repair appliances in such properties at no extra cost.

#### Mutual exchange

5.34. A new gas safety check must be carried out, and the new certificate handed to the new tenant, as part of the mutual exchange process. Within 28 days.

#### **Asset Addition/Alteration**

5.35. Visual inspection and testing are carried out on resident's own gas appliances as per gas regs. I.e., Gas cooker. The asset report for gas plan is run weekly - figures go up and down as properties are added/taken away. If Newbuild properties contain gas supply the LGSR will be uploaded to Northgate. If properties are removed. I.e., Sold these will be removed from Northgate.

#### Safety Observations – tenant owned appliances

5.38. Contactor will safety check all applicable appliances including residents gas cooker. If Tenants owned appliance requires attention due to faults that are not a safety concern, then this is brought to the tenant's attention. If the appliance does

have a safety concern e.g. unsafe ,then IGEM/G/11 – The Gas Industry Unsafe Situations Procedure is followed with regards to unsafe situations.

5.39. Safety logs received from contractors highlight if the property has no CO or smoke detectors. The concerns with evidence are sent to Responsive Repairs to action.

#### **Domestic Gas / Properties fed from the Bulk Gas Networks**

5.40. The **Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022** are in effect for England and Wales from 1st October 2022. These regulations make specific changes to the requirements for social housing providers and landlords in relation to smoke and carbon monoxide alarms in their properties.

- At least one smoke alarm installed on each storey of the property where there is a room used as living accommodation. (This has been a legal requirement for private rented housing since 2015)
- One carbon monoxide alarm installed in all rooms used as living accommodation which contain a fixed combustion appliance (excluding gas cookers)

# **Appendix 1 Typical Agenda**

Gas Contract Meeting Agenda for...

Date, time and venue

- 1 Introductions/Apologies
- 2 Matters Arising/Minutes
- 3 Legacy Issues
- 4 Monthly update Repairs
- 5 Monthly update Voids
- 6 Complaints
- 7 KPI Suite review
  - 7a Resident Satisfaction
  - 7b Quality Post Inspections
  - 7c Time Actual/Plan (compliancy) completion in priority time
  - 7d Appointments Made and Kept
  - 7e Cost
  - 7f Sustainability
- 8 Early warning notices/Risk Register
- 9 H&S Update
- 10 Method statement implementation
- **11 AOB**
- 12 Date of Next Meeting

NB: The meetings should be minuted and the minutes copied to all parties present.

## **Appendix 2 The Statutory / Regulatory Framework**

#### Legislation:

- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Pipeline Safety Regulations 1996
- The Gas Appliances (Safety Regulations)1995
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Control of Asbestos at Work Regulations 2012
- The Asbestos (Licensing) Regulations 1983
- The Control of Pollution (Special Waste) Regulations 1980Building Safety Act 2022
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

#### The Gas Act 1986 and Gas Safety Regulations

The Gas Act 1986 is a major piece of legislation covering the safety of gas installations. Under the Act, the Secretary of State may publish safety regulations, the latest set of regulations being the Gas Safety (Installation and Use) Regulations 1998 that came into force on 3 October 1998. These regulations are particularly important in the way they control maintenance and regular inspection of landlord owned appliances and flues.

The Gas Safety (Installation and Use) Regulations 1998, as amended, contain provisions that, amongst other obligations:

Persons who let premises must ensure that all landlord-owned equipment installation pipe work, gas appliances and flues - are maintained in a safe condition
so as to prevent the risk of injury to any person in lawful occupation.

#### [Regulation 36(2) (a) & (b)]

- In addition, landlords must undertake an annual safety check on all gas flues and appliances (except those owned by the tenant) [Regulation 36(3)(a)&(b)]
- A dated record of the annual check must be kept (Gas Safe recommend use of Form LGSR) and the landlord must keep these records for 2 years from the date of the last check. The record must set out the results of the inspection, noting any defects identified and action taken, and must identify the person who carried out the check. [Regulation 36(3)(c)]
- The record must be available for inspection on request and on reasonable notice by any person in lawful occupation of the premises who may be affected by the use of the appliance to which the record relates [Regulation 36 (5)]
- In addition, the record of the annual inspection must be copied to the tenant within 28 days of the installation or appliances being checked. [Regulation 36(6)(a)]
- In the case of a new letting, the landlord must ensure that a safety check was carried out in the 12 months prior to the letting and provide a copy of the relevant record to the tenant before the tenant occupies the premises. [Regulation 36 (3) (b) & (6) (b)], Landlords must ensure that gas fittings/appliances are safe before re-letting.
- Landlords must ensure that any check or work carried out on gas appliances and flues, is carried out by an employee of, or if self-employed, a member of a class of persons approved for the time being by the HSE [Regulation 3(3)]

- Landlords must ensure that any appliance of 14 kilowatt or more gross heat input used for water heating, space heating or central heating are not installed in any rooms intended to be used for sleeping: (unless it is a room sealed appliance) landlords must also ensure that any appliance of less than 14 kilowatt gross heat input used for water heating, space heating or central heating is not installed in any rooms intended to be used for sleeping (unless it incorporates a safety device to shut off the appliance in the event of a dangerous build up of fumes). The requirements do not apply to properties let before the regulations came into force (3/10/98). [Regulation 36 (11) (12)]. It is good practice to accommodate the regulations in retrospect.)
- All gas businesses and self employed persons who carry out work on gas appliances etc. are required to be in membership of 'a class of persons' approved by the HSE. [Regulation 3(3)]
- Any person engaged on work on a gas pipe work, etc. who knows or suspects a
  faulty installation/appliance must notify the person responsible for the premises
  or, if unreachable, the gas supplier of that defect and ensure that the installation
  is not used. [Regulation 34(3)]
- Where there is no relevant appliance in any room occupied by the tenant (i.e. in the case of communal appliances), the landlord can display a copy of the relevant gas safety check record in a prominent position in the premises (within 28 days of the check) with statement endorsed on it that the tenant is entitled to have their own copy of the record on request to the landlord at an address specified on the statement; and on receipt of such requests, the landlord shall give to the tenant a copy of the record as soon as practicable [Regulation 36 (7)].

# Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994

Details secure tenants' right to repair and right to compensation under section 121 and 122. Part of that detail which prescribes repairs and time scales includes the following:

- Total or partial loss of space or water heating between 31 October and 1 May
- Total or partial loss of space or water heating between 30 April and 1 Nov

#### The Building Act 1984

Another substantial piece of legislation controlling the standard of new gas installations is the Building Act 1984 and the Building Regulations 1991. The relevant Approved Documents are: B - fire safety, F - ventilation, and J – heat producing appliances, including air supply, flues and the protection of the building from heat when installing appliances.

#### Health and Safety at Work etc. Act 1974

The Health and Safety at Work Act 1974 has significant impact on gas safety, Section 6 of the act imposing responsibility on designers, manufacturers, installers and maintenance staff involved with gas appliances to ensure that all installations or equipment are as far as practicable, safe for use.

Detailed guidance is given in **L20 ACOP**, Standards of training in safe gas installation, and **L56 ACOP** Safety in the installation and use of gas systems and appliances. The management of Health and Safety at Work Regulations, impose a duty on employers and self employed persons to make a suitable and sufficient assessment to the risks to the health and safety of employees and others who may be affected by their actions (this links closely with specific duties on gas safety installers and suppliers).

# Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These Regulations came into force on 1 April 1996, replacing the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985. The Regulations apply to events that arise out of or in connection with work activities covered by the HSW Act. These occurrences must be reported by the "responsible person", who is normally the employer of an injured person, or self employed person, or someone in control of premises where work is carried out.

They should report the incident to the local neighbourhood office and to the HSE where applicable. Certain injuries and occurrences must be reported to the Health and Safety

Executive immediately - e.g. death, serious injury or a dangerous accident or incident - whereas other occurrences, such as an employee absent from work due to an accident in the workplace, may be reported within a certain time.

#### **Reporting of Gas Incidents**

In addition to the requirements outlined above, the Reporting of Gas Incidents is now extended to any registered installation business if it finds that there is, in any premises, a gas fitting or associated flue or ventilation arrangement that could be dangerous in a way as specified in Regulation 6(2).

The following are examples of the kinds of fault that the HSE have given guidance on which, if likely to cause death or a major injury, would be reportable to the HSE:

- A dangerous gas leak arising, for example, from the use of unsatisfactory materials or bad workmanship
- A gas appliance which for any reason is spilling its products of combustion.
- A gas appliance which shows clear signs of incomplete combustion
- A gas appliance which shows signs of combustion problems due to inadequate provisions for ventilation
- A gas appliance that is not suitable for use with the gas supplied
- A gas appliance in use on which a safety device, such as a flame-failure device, has been made inoperative
- An appliance connected to a gas supply by a flexible connection made of an unsatisfactory material, such as a garden hose
- An appliance or installation which has become, or remains dangerous because of faulty servicing
- All reports of gas incidents must be made to the local HSE office using the report form F2508G, which is available from HSE Books or Gas Safe.

#### **L20 Approved Code of Practice (ACOP)**

Titled 'Standards of training in safe gas installation' an Approved Code of Practice provides practical guidance on the requirements of Sections 2(1), 2(2)(c) and 3(1) and 3(2) of the Act and Regulation 3 of the Gas Safety (Installations and Use) Regulations 1998 with regard to standards of training in safe gas installation.

Although failure to observe any provision of this Code is not in itself an offence, a Court may take that failure in criminal proceedings as evidence that a person has contravened the Sections of the Health and Safety at Work, etc. Act 1974 of the Regulation. It would then be up to the person to satisfy the Court that he has complied in some other way. The **ACOP** explains competence in gas installation as requiring enough knowledge, practical skill and experience to carry out the job in hand safely, with due regard to good working

practice. Knowledge must be kept up to date with changes in law, technology and safe working practice.

#### The **ACOP** further states that:

- every gas installer should be aware of the relevant current legal requirements, codes of practice, standards and guidance documents
- the installer should have passed a full training course, or in the case of an experienced installer have should have passed an appropriate assessment test following, if necessary, a suitable refresher training course
- the person should be trained to the standard appropriate for the type of work undertaken
- In order to remain up to date installers should be re-assessed on their own range of work. If necessary they will need to attend refresher courses
- these re-assessments should be undertaken at five year intervals and should include any changes in law, technology or safe working practice

#### **56 ACOP**

This Approved Code of Practice (ACOP) and guidance gives practical advice to those with responsibilities under the Gas Safety (Installation and Use) Regulations 1998 (SI 1998 No. 2451) [GSIUR]. It has been drawn up in consultation with representatives of the Confederation of British Industry, The Trades Union Congress, local authorities, government departments, consumer organisations and the Health & Safety Executive (HSE).

#### **GAS SAFE**

Gas Safe are the official gas registration body for the United Kingdom, Isle of Man.

The main focus of the Register is on improving and maintaining gas safety to the highest standards. Gas Safe is run by Capita Gas Registration and Ancillary Services Limited, a division of Capita Group Plc.

# **Appendix 3 – Gas Servicing Flow Chart**

