

## Natural Gas Installations Policy

The University of Warwick is committed to providing a safe environment for all its staff, students, and visitors. As an employer and landlord, the University has a duty to comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998 (as amended 2018) to ensure the safe installation, maintenance, and use of natural gas installations, including gas fittings, appliances, and flues, within its buildings. This policy sets out the core principles, responsibilities, and procedures to be followed to ensure compliance with the regulations and maintain the safety of all natural gas installations across the University's campuses. This Policy is supported by regulations, standards, and approved codes of practice for natural gas safety management.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with supporting arrangements, instructions, and guidance on natural gas safety management, forming part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

### Scope

This Policy applies to all relevant buildings across the University's campuses, including Gibbet Hill, Westwood, and Stratford Innovation Campus, and all accommodation, academic, administrative, commercial, and public access buildings owned by the University of Warwick. The Policy applies to all natural gas installations within or connected to these buildings, including Liquefied Petroleum Gas (LPG) systems. This Policy **does not** cover other buildings not owned by the University.

This Policy **does not** apply to laboratory or pressurised gases such as Nitrogen, Oxygen, Argon, CO<sub>2</sub> or other self-contained bulk stored gases used for or in campus educational or research facilities.

### Core Principles

1. The Gas Safety (Installation and Use) Regulations (GSIUR) are the relevant statutory provisions and set out general and detailed requirements dealing with the safe installation, maintenance and use of natural gas systems.
2. The Regulations apply to systems downstream of the first emergency control on a Service Pipe distributing gas to premises from a Distribution Main: it is the duty of the Responsible Person to identify and maintain records and drawings of all such systems and to liaise, cooperate and coordinate accordingly with the owners and operators of Service Pipes and Distribution Mains (the gas 'Transporter') and secondary Mains (University owned network).
3. The responsibility for the operational delivery of the relevant requirements of this Policy sits with a nominated Responsible Person, who is the Director of Estates.
4. Assurance is provided to the Executive Team through 'three lines of defence' incorporating operational checks and supervision, compliance checks and inspections and internal/external audit.
5. The term "Works" shall be deemed to include any activity carried out by a Competent person to install, maintain service, permanently adjust, reposition, repair, or renew a fitting or purging it of air or gas.
6. The term Fitting shall be deemed to include gas pipes, regulators, meters, fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting and other purposes for which gas can be used.

7. Employers of such Gas Engineers, including the University, must also be an approved business and be able to demonstrate that persons employed to carry out any work in relation to any gas fitting or service pipework shall be a member of a class of persons approved for the time being by the Health and Safety Executive.
8. The University as a Landlord of 'relevant premises' has to ensure that all gas appliances, fittings and flues installed for the use of tenants are routinely inspected, serviced, maintained and operated in a safe condition so as to prevent risk of injury to tenants and others.
9. All works must be carried out in accordance with the Regulations and the supporting HSE Approved Code of Practice (ACOP), with particular attention to testing to ensure 'gas tightness' of systems and operational testing of appliances and flues.
10. In addition to regular maintenance and testing of gas systems annual safety checks must be carried out on appliances and flues by a competent person in line with current regulations and the manufacturer's instructions and documented accordingly.
11. Instances of appliances, installations or any other part or component becoming "At Risk" or "Immediately Dangerous" shall be managed following IGEM/G/11 Edition 2 - Gas industry unsafe situations procedure (current edition) This Procedure is for use by Gas Safe registered businesses/engineers when dealing with unsafe situations in domestic and non-domestic premises supplied with Natural Gas or Liquefied Petroleum Gas (LPG).
12. All engineers and/or contractors shall be subject to technical and quality audit procedures.
13. All audits shall be recorded using a suitable and relevant format and shall be kept for a minimum of 5 years.

### **Gas Safe Registration**

The University of Warwick is a Gas Safe Registered business. This allows for intrusive audit under core principles point 12. Also refer to training and competence.

The registration shall be reviewed, maintained, and updated by the Maintenance Engineering Manager (Gas) who is named under the Gas Safe registration.

The university shall ensure that relevant insurances are in place for the carrying out of works to gas appliances and installations (Public Liability) on university property.

### **Responsibilities**

The Vice-Chancellor is ultimately accountable, however responsibility is delegated to the Director of Estates, as Duty Holder, for the implementation of this Policy, related arrangements, instructions, written schemes and guidance and for ensuring that the necessary resources are available, with support from the nominated and appointed Responsible Person and the Deputy Responsible Person.

The Director of Estates is required to appoint a Responsible Person(s) to ensure along with the Capital Programme Director that all natural gas systems are designed, installed, commissioned, maintained and inspected to the required standard: where there is any suspicion that a system (or part thereof) may be dangerous, the Responsible Person or inspecting competent person must ensure that steps are taken so that the system (or part thereof) cannot be used until the required remedial work and testing has been completed.

Heads of Departments (HoDs) are responsible for the implementation of this Policy insofar as any work on natural gas systems within their respective Departments must only ever be carried out under the control of the Estates Department.

The Operations Director, Head of Maintenance, Site Manager at Stratford Innovation Campus and Director of Student and Staff Accommodation are responsible for supporting the Director of Estates and Responsible Person(s) in relation to the day-to-day natural gas system safety management and for the maintenance and communication of the detailed records, arrangements, instructions and guidance. They are also responsible for 'first line' of assurance (such as supervisory checks and

inspections) of work carried out on such systems and for ensuring that remedial works are carried out in a timely fashion.

The Head of Assurance, Risk and Property is responsible for carrying out 'second line' audit spot checks of work and records, escalating any issues to the Maintenance Engineering Manager (Gas) (The Responsible Person) the Director of Estates and the Director of Health and Safety.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents, linking to any relevant arrangements, instructions and guidance. They are also responsible for ensuring that spot checks and audits (including any external audits) are carried out to provide 'third line' assurance that activities are being carried out in compliance with this Policy and escalating any issues to the Executive Team.

### **Training and Competence**

All staff, students, contractors and other relevant persons who work with gas systems must have appropriate training and be competent to carry out the tasks assigned to them.

The University will provide gas safety training to all relevant staff, including those who have operational or supervisory roles, and to students and contractors as required. The training will cover the relevant legislation, roles and responsibilities, gas system design, installation and maintenance, gas safety procedures and emergency response.

The University will also ensure that all Gas Engineers working on University Gas Systems, whether direct employees of the University or contracted individuals, have the required levels of training, knowledge, experience and practical skills to carry out works to gas systems and be of a 'class of persons' approved by the HSE (i.e. GAS SAFE registered).

### **Review and Evaluation**

This gas safety policy and associated arrangements, instructions and guidance will be reviewed regularly to ensure that they remain relevant, effective and compliant with the latest legislation and industry best practice.

The University will evaluate the effectiveness of the gas safety management system through regular audits, inspections and spot checks, and through monitoring and analysis of incident reports and other relevant data.

### **Conclusion**

The University of Warwick is committed to ensuring the safety of all natural gas installations within its buildings and to complying with all relevant legislation and industry best practice. This policy sets out the core principles, responsibilities and procedures for the safe installation, maintenance and use of gas systems, and is supported by detailed arrangements, instructions and guidance. The policy applies to all relevant buildings across the University's campuses, and to all staff, students, contractors and other relevant persons who work with gas systems. The University will provide training and resources to ensure that all persons involved in gas safety management are competent and able to carry out their tasks safely and effectively. The gas safety policy will be reviewed and evaluated regularly to ensure that it remains effective and up-to-date.

## Review

This policy will be reviewed when any legal requirements change or at least once every three years.

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