

HS18 Gas Safety | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure details the processes to ensure gas safety at SOAS University of London.

1.2. Roles and Responsibilities

1.2.1. Regulations: SOAS University complies with the following regulations regarding gas safety. A key summary of the university's responsibilities in line with the regulations is included below.

- Health and Safety and Work etc Act 1974.
 - The general duties of the Act cover work on gas fittings in factories, mines, quarries, agricultural premises, construction site huts, sewage works and gas-fitting testing premises.
 - In these premises, work on gas fittings must be carried out by a competent person. If any part of these premises is used as domestic, residential or sleeping accommodation, work on gas fittings must be carried out by someone on the Gas Safe Register.
- Gas Safety (Installation and Use) Regulations 1998.
 - These Regulations cover work on gas fittings, both natural and LPG in other premises, e.g. domestic properties, shops, restaurants, schools and hospitals. In these premises, the work on gas fittings must be carried out by someone on the Gas Safe Register.
 - If gas appliances, such as ovens, cookers and boilers, are not properly installed and maintained, there is a danger of fire,

explosion, gas leaks and carbon monoxide (CO) poisoning.

- Employers need to comply with the relevant regulations to help ensure worker and public safety. You can do this by following our advice on maintaining and servicing gas appliances, by using a Gas Safe registered engineer or by a competent person.
- The university must
 - Use a competent engineer to install, maintain or repair appliances.
 - Ensure that pipework, appliances and flues are regularly maintained.
 - Check that all rooms with gas appliances have adequate ventilation – air inlets must not be blocked to prevent draughts, and flues and chimneys must not be obstructed.

2. Main Content

2.1. Appliances and Pipework Guidelines

2.1.1. Guidance for safe installation and maintenance is as follows:

- Use a competent engineer to install, maintain or repair appliances.
- Ensure that gas pipework, appliances and flues are regularly maintained.
- Don't use any appliance known or suspected to be unsafe.
- Check that the room has adequate ventilation – air inlets must not be blocked to prevent draughts, and flues and chimneys must not be obstructed.

2.2. Industrial and Commercial Plant Guidelines

2.2.1. Guidance for industrial and commercial plants is as follows:

- Explosions can be caused by the ignition of unburnt gas.
- Consider the need for explosion relief and/or flame-failure protection as necessary.
- Make sure that the gas supply is interlocked with the ventilation of the appliance.
- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced. It should not be used in poorly ventilated spaces.

- There should be enough ventilation to remove combustion products.
- Make sure operators are fully trained – use a safe procedure for purging, lighting up and shutting down the plan.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue