



Gas Safety Policy

Contents

Purpose	3
Scope	3
Legal Framework	3
Responsibilities	3
Procedures	3
Document Information.....	5
Amendment History	5

Purpose

To ensure the safe installation, maintenance, and use of gas systems in Fair Deal's premises, protecting employees, visitors, and property from gas-related hazards.

Scope

Applies to:

- All office buildings with gas appliances (e.g. boilers, heaters, cookers)
- Staff areas, kitchens, and communal spaces
- Maintenance and contractor activities involving gas systems

Legal Framework

- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Responsibilities

Role	Duties
Landlord	Arrange and oversee annual Gas safety checks/maintenance
Employer / Facilities Manager	Ensure annual gas safety checks and maintenance
Gas Engineer	Must be Gas Safe registered
Employees	Report faults and follow emergency procedures

Procedures

Installation & Maintenance

- Only Gas Safe registered engineers may install or service gas systems
- Maintain appliances per manufacturer guidelines

Annual Safety Checks

- Schedule inspections every **12 months**
- Keep records for at least **2 years**

Emergency Response

In case of suspected leak:

- Evacuate the building
- Call **National Gas Emergency Service: 0800 111 999**
- Do not re-enter until cleared by a competent person

Record Keeping

Maintain:

Gas Safety Policy
Published 10/07/2025
Page 3 of 5

- Gas Safety Certificates
- Maintenance logs
- Engineer credentials

Ventilation

- Ensure adequate airflow in rooms with gas appliances
- Never block air inlets or flues

Staff Training

Train staff to:

- Recognize signs of gas leaks or carbon monoxide
- Follow evacuation and reporting procedures

Document Information

Document Ref:	Gas Safety Policy
Version:	1
Date of Version:	10/07/2025
Created By:	Fiona Dunwoodie
Approved By:	Fiona Dunwoodie
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
10/07/2025	1	Fiona Dunwoodie	Initial Release