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| **ES14** | **Gas Safety Risk Assessment** | | |
| **Unit Name** |  | **Unit Number** |  |
| **Assessment Completed** | Date | Signed | |
| **1st review** | Date | Signed | |
| **2nd review** | Date | Signed | |
| **3rd review** | Date | Signed | |

**Note** - Assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

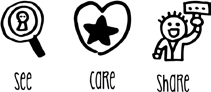
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| **Part 1 – General Gas Safety** | | | |
| **Matters to Consider** | **Y/N or N/A** | **Possible Management Action** | **Actions/ Comments** |
| Are all gas installations, connections and equipment installed, inspected, maintained and serviced by competent persons who are GAS SAFE Registered? |  | Schedule routine inspection and servicing in accordance with manufacturers recommendations, and at least annually.  Keep records of inspection and servicing. |  |
| Does every gas appliance have a conveniently accessible isolating valve that will permit it to be turned off whilst not affecting other equipment? |  | Report the issue to the client or approved equipment maintenance provider and ask them to review and rectify.  Keep records of inspection and servicing. |  |
| Are all gas appliances fitted with flame failure devices, which cut off the supply of gas to the burner if the flame is extinguished thereby preventing asphyxiation or explosion? |  | This should be noted on the Gas Safety Certificate for the equipment.  If they do not, then the equipment should be replaced. |  |
| Is there mechanical extraction, which can adequately ventilate areas to ensure correct combustion and removal of the waste products from combustion, in all work area in which gas equipment is used? |  | Install mechanical extraction that can achieve adequate ventilation.  Ensure natural ventilation is sufficient where mechanical ventilation is temporarily not available. |  |

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| Classification | **Internal Use** | Version No | **1.0** |

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| **Part 1 – General Gas Safety, continued** | | | |
| **Matters to Consider** | **Y/N or N/A** | **Possible Management Action** | **Actions/ Comments** |
| Are all employees who use equipment trained in the use of equipment, correct selection of equipment for the tasks undertaken, lighting, cleaning and emergency procedures. |  | Train all employees before they use gas equipment.  Supervise employees to ensure that they follow training. |  |
| Where equipment is lit manually are tapers used and are they used correctly? |  | Train employees in correct procedures:   * The taper must be lit and presented to the burner at arm’s length immediately the gas is turned on * If the appliance fails to light the equipment must be ventilated for at least 3 minutes before attempting to light it again so that any residual gas has had time to disperse |  |
| Do all employees know where the main gas isolating valve is situated so that the gas can be turned off in an emergency? |  | Install signage to highlight the location of the main gas isolating valve.  Ensure that the man shut of valve is always freely accessible. |  |
| Are all employees trained what steps should be taken If a gas leak is suspected? |  | Train employees in correct procedures:   * All appliances should be turned off * Light switches and electrical equipment must not be switched on or off * If possible, the room should be ventilated to the outside air. * Vacate the room and call a competent gas engineer to investigate |  |
| Are correct steps taken where gas equipment faults pose a risk of injury? |  | Ensure that faulty equipment is turned off at the isolating valve and disconnected by a GAS SAFE Engineer and labelled ‘do not use’ until it has been repaired by a competent person. |  |
| Wherever appropriate, are gas appliances turned off at the end of the day? |  | Carry out checks to ensure that gas appliances are turned off where appropriate at the end of the day. |  |

Continued overleaf

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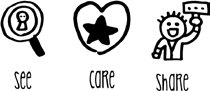


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| **Part 2a – General LPG Gas Safety** | | | |
| **Matters to Consider** | **Y/N or N/A** | **Possible Management Action** | **Actions/ Comments** |
| Are LPG cylinders and connections maintained in good working order by competent persons at regular specified intervals? |  | Keep records of maintenance and inspection. |  |
| Are pipework and/or flexible hoses from cylinders to the point of use protected from accidental damage and properly supported? |  | Flexible hoses should be no longer than  1.5m and should be yellow cataflex hosing.  Stainless steel pipework should be located behind equipment and secured to the wall or flooring suitably. |  |
| Where underground pipework is installed, is its location and route known and are step taken so that nothing is permitted to be put into the ground, which may damage the pipework? |  | Consult with the client or a suitable GAS SAFE Engineer for further information. |  |
| Are steps taken to ensure vehicles (except LPG delivery vehicles), electrical equipment, bonfires, waste accumulations or other sources of ignition are not allowed near LPG cylinders? |  | The only exceptions are items of equipment purpose-designed for use with LPG, e.g. gas fired barbecues. |  |
| Are employees trained to follow the operating instructions and emergency procedures before handling and using LPG in cylinders? |  | Train employees in correct procedures:   * In the event of any equipment failure or damage, the LPG cylinder and installation must not be used * It must be reported to the LPG supplier without delay and rectified before the LPG can be put back into use * In the event of an LPG fire, call the Fire Brigade and evacuate the area. Do not attempt to extinguish the fire |  |
| Are suitable trolleys or sack trucks used to avoid manual handling of large capacity cylinders? |  | Provide LPG Cylinder trolleys or suitable roll cages and ensure individuals are trained on manual handling risk assessment controls in the Essentials Manual Handling Risk Assessments ES04a and ES04b. |  |

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| **Part 2b – Safe Storage of LPG Gas** | | | |
| **Matters to Consider** | **Y/N or N/A** | **Control Measures** | **Actions/ Comments** |
| Are LPG cylinders stored outside?  **Storing LPG inside buildings should be avoided wherever possible.** |  | If no and indoor storage cannot be avoided the following must be implemented:   * Under no circumstances must LPG be stored in cellars or below ground level, near drains, in passageways, on stairs or near fire exits * A designated storage area must be provided which is at least 1.5 metres away from sources of ignition and combustible materials * The designated storage area must provide good ventilation at high and low levels to prevent any build-up of gas in the event of a leak * A MAXIMUM quantity of 70kgs of LPG may be stored inside buildings provided that there are no more than 5 cylinders of between 3kg and 20kg capacity or no more than 20 cylinders of less than 3kg capacity * In buildings with living accommodation a MAXIMUM quantity of 15kgs may be stored unless the separation between living accommodation and storage has 60 minutes fire resistance partition, in which case the 70kg limit above applies |  |
| Is the quantity of LPG stored in within the permitted limits? |  | Guidance for storage:   * A MAXIMUM quantity of 400kgs of LPG can be stored at least 1 metre away from buildings, boundaries or fixed ignition sources * Between 400kgs and 1000kgs must be stored at least 3 metres away from buildings, boundaries or fixed ignition sources * Between 1000kgs and 4000kgs must be stored at least 4 metres away from buildings, boundaries or fixed ignition sources * If the buildings, boundaries or fixed ignition sources are protected by a firewall, up to 400kgs of LPG may be stored at less than 1 metre distance; and between 400kgs and 4000kgs may be stored at least 1 metre distance |  |

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| **Part 2b – Safe Storage of LPG Gas, continued** | | | |
| **Matters to Consider** | **Y/N or N/A** | **Possible Management Action** | **Actions/ Comments** |
| Are LPG cylinders that are not part of fixed installations stored in a well-ventilated place, in an upright position; and secured to prevent anyone tampering with them and to prevent them falling over? |  | LPG Cylinders should be located in a locked well-ventilated location, ideally a specific Gas cage on level hard standing ground. |  |
| Are LPG all cylinders located outside in a secure place, at least 2 metres away from drains, gullies and openings to cellars and other areas below ground level. |  | LPG Cylinders should be located in a locked well-ventilated location, ideally a specific Gas cage on level hard standing ground. |  |
| Is the area around LPG cylinders kept clear of combustible materials? |  | Weeds and grass should be cut down; chlorate-based weed killers should not be used because they can be a fire hazard.  No waste storage should be located within 2m of LPG Storage locations |  |
| Is warning signage displayed prominently |  | Display signage that prohibits naked flames and smoking in the area around the LPG storage. |  |
| Are suitable trolleys or sack trucks used to avoid manual handling of large capacity cylinders? |  | Provide LPG Cylinder trolleys or suitable roll cages and ensure individuals are trained on manual handling risk assessment controls in the Essentials Manual Handling Risk Assessments ES04a and ES04b. |  |

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