



# Health and Safety

## Gas Systems

### Minimum Standard

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<b>Author/s</b>	Lee McGurty
<b>Approver</b>	ELT Operating Committee
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## 1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken by the department responsible for the gas system and/or appliances to ensure that the risks posed by them are adequately controlled to prevent harm and applies to all GoJ premises, including residential properties.

This Minimum Standard sets out the requirements for departments with responsibility for gas systems and appliances or premises fitted with gas systems, to ensure that they are only worked on by competent persons and that no other works take place, such as building work, which could affect the safety of the gas system.

The Minimum Standard does not provide information to those who work on gas systems and appliances as this work will usually be carried out by competent contractors engaged by GoJ departments. Arrangements for ensuring that only competent persons are engaged to work on gas systems and appliances is included in this Minimum Standard.

Departments responsible for managing the risks posed by gas systems and appliances must develop their own procedures which detail the specific arrangements to be implemented. The procedures must meet the standards set out in this document or be of an equivalent or higher standard.

The checklist in Appendix A should be used to provide assurance that the correct action is being taken when purchasing, installing, maintaining or inspecting gas appliances and associated pipework etc.

## 2 Legislation and Guidance

### a) Applicable Legislation and Approved Code of Practice

Health and Safety at Work (Jersey) Law, 1989

Safe Work with Gas Systems and Appliances – Approved Code of Practice (ACoP 13)  
(Gas Systems ACoP)

Public Health and Safety (Rented Dwellings – Minimum Standards and Prescribed Hazards) (Jersey) Order 2018 (Article 5(2))

### b) Guidance

Gas Safety index (UK HSE)

Gas Safe Register

### 3 Definitions

#### Gas Fitting

Any gas pipework, valves (other than emergency controls), regulators and meters, and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used.

It does not mean:

- Any part of a service pipe (e.g. as in a network supplying mains gas)
- Any part of a distribution main or other pipe upstream of the service pipe
- A gas storage vessel
- A gas cylinder or cartridge designed to be disposed of when empty

#### Gas Appliance

An appliance designed for use by a consumer of gas for heating, lighting, cooking or other purpose for which gas can be used. It does not include a portable or mobile appliance supplied with gas from a cartridge that is non-refillable such as a blow lamp but would include a mobile or portable space heater that is supplied via a cylinder

Further definitions are available in the Jersey [Gas Systems ACoP](#).

### 4 Who this Minimum Standard Applies to

- All Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

### 5 Links to other GoJ Policies, Minimum Standards and Guidance

#### a) Policies

Government of Jersey - Health and Safety Policy

#### b) GoJ Minimum Standards

Risk Assessment

Permit to Work

Control of Contractors

Managing Construction Work – Client

## 6 Roles and Responsibilities

The department's arrangements must clearly set out the roles and responsibilities of those required to manage the risks to employees and others from gas systems.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

## 7 Overview

The use of gas for heating, lighting or cooking in the workplace is covered by the Jersey [Safe Work with Gas Systems and Appliances - Approved Code of Practice \(ACoP 13\)](#) (Gas Systems ACoP)

**The Gas Systems ACoP is primarily aimed at ensuring that work on gas systems and appliances is only carried out by competent persons and details the standards to which these persons are required to work.**

**However, the department responsible for the gas systems has a responsibility to ensure that it is maintained properly, that no work is carried out which could affect its safety and that suitable arrangements are in place for dealing with emergencies. This Minimum Standard provides a summary of these requirements.**

**The Gas Systems ACoP contains further details of the expected standards and must be consulted in conjunction with this Minimum Standard.**

**Following the standards set out in the ACoP will help to ensure compliance with the Health and Safety at Work (Jersey) Law, 1989.**

## 8 Design and Construction

All gas fittings installed in any GoJ workplace must:

- Be of good construction and sound material
- Be of adequate strength and size to secure safety
- Be type appropriate for the gas being used.

New gas appliances purchased should be marked UKCA (UK Conformity Assessment) or CE (Conformité Européenne). This should be checked when purchasing new appliances.

When purchasing or installing any new gas fittings, a competent gas engineer (see Section 11)

should be consulted.

A building permit is not required for the installation or removal of a fixed gas burning appliance. However, there is a requirement under Building Bye-laws that within 30 days of completion of the work, the competent gas engineer must provide:

- The occupier of the building with a certificate confirming that the work complies with all applicable Building Bye-law requirements
- The Planning Department with notification of the work which has been carried out

Where a gas appliance is replaced or newly installed, a check should be made that the signed and dated certificate is received from the installing engineer.

## 9 Maintenance

Departments with responsibility for any gas appliance, installation pipework or flue must ensure that they are properly maintained at regular intervals by a competent person (Ref: Section 11) and that a planned preventative maintenance schedule is in place.

Maintenance should include:

- Examination of the physical condition and safe functioning of appliances, installation pipework, ventilation and flue
- Carrying out performance tests
- Completing of any remedial action as necessary.

Reference should be made to manufacturer's maintenance instructions when preparing maintenance schedules and a competent gas engineer should be consulted.

The competent person carrying out any maintenance on a gas appliance, including servicing, should provide a signed and dated record of the work that has been carried out.

## 10 Annual Gas Safety Inspections (rented dwellings)

In accordance with legislation relating to public health (Ref: Section 2), Departments with responsibility for any gas appliance, installation pipework or flue installed in any rented dwelling, must ensure that an annual gas safety inspection is carried out by a competent person registered on the UK Gas Safe Register. **The inspection must take place whether the supply is in actual use or not.**

The inspection must include:

- Any installed pipework for the supply of gas
- Any gas appliances provided in the dwelling by the person having control of the dwelling;

- and
- Any alarms for the detection of gas,

It does not include any appliances installed by the occupier or any flues connected by the occupier to the appliances.

A report of the findings of the inspection must be provided to the Department responsible for the dwelling which should be kept for a period of 2 years or until two further gas safety inspections have been carried out, whichever is sooner. The occupier of the premises must also be provided with a copy.

## 11 Competency of Persons Working on Gas Fittings

The over-riding principle of the Gas Systems ACoP is for any work on gas fittings and gas appliances to be carried out by competent persons only, in a safe manner and in accordance with the relevant standards.

Competence is a combination of practical skills, training, knowledge and experience and must be evidenced by completion of a relevant Approved Certification Scheme for gas work. The current approved body is the UK Gas Safe Register.

It should be recognised by the department instructing the work to be carried out, that as well as the contracting company, individual engineers must also be certified as competent and be included on the UK Gas Safe Register.

Whilst the company will have provided evidence of its registration when applying to be included on the GoJ Approved Contractors List, the department instructing the work to be carried out will need to ensure that the engineer carrying out the work is registered with Gas Safe UK for the specific type of work to be carried out and the type of system e.g. domestic or commercial.

This information can be quickly and easily checked by accessing [Find an Engineer or Check the Register](#) on the [UK Gas Safety Register](#) website.

## 12 Works not to Affect Existing Gas Fittings

No alteration should be made to any premises in which a gas fitting is present which would adversely affect the safety of the fitting.

Examples of alterations which could affect the safety of existing gas fittings include:

- Installation or removal of windows, air-bricks or extractor fans
- Fitting a flue liner or terminal
- Enclosing a flue terminal

- Installing cavity wall insulation
- Any other work which blocks or obstructs an air supply vent or flue

Any proposed work to a premises which could affect any gas fittings must be carefully considered and where necessary, a competent gas engineer should be consulted.

### 13 Leaks, Emergencies and Carbon Monoxide Detection

#### Leaks and Emergencies

The location of any emergency controls (shut-off valves) to both appliances and the incoming gas supply should be brought to the attention of relevant persons and documented as required, to ensure that in the event of a gas leak or other emergency, the supply to the appliance or building can be quickly and easily isolated.

Should a gas leak be suspected, the incoming supply shut-off valve should be isolated and [Island Energy](#) should be contacted immediately.

Windows and doors should also be opened to aid ventilation and any sources of ignition e.g. naked flames should be extinguished.

If in doubt, the building should be evacuated and the emergency services should also be contacted.

The gas supply must not be turned back on until the leak has been dealt with by a competent person.

[Island Energy](#) will carry out investigations into gas leaks free of charge.

#### Carbon Monoxide Detection

If there is insufficient oxygen present during the combustion of gas, carbon monoxide, which is a poisonous gas, can be produced instead of carbon dioxide. This can be caused by defects such as insufficient ventilation being present or a blocked flu but should not occur if the premises and appliances are properly designed and the gas system is maintained properly.

- **Commercial premises**

Whilst it is not a requirement to install carbon monoxide detectors in non-residential premises, consideration should be given to doing so, particular when a new gas system is installed or existing systems are upgraded.

- **Rented residential properties**

Under legislation relating to public health (Ref: Section 2), a carbon monoxide detector is required to be fitted in all habitable rooms in the property where there is a facility for the combustion of gas.

## 14 Provision of Training to Users of Gas Systems and Appliances

Departments should ensure that any employees working with gas appliances have received suitable training and instruction covering the following:

- The risks associated with gas
- The safe operation of the gas appliance including the starting-up and shutting down procedure
- Any user checks required to ensure the continued safe operation of the equipment
- The importance of ventilation features such as airbricks or vents
- The action to take in the event of an emergency



## Gas Safety Checklist

This checklist should be used to provide confirmation that the necessary actions have been taken to ensure safety of gas appliances and installations. Only the sections relevant to the works being carried out need to be completed as shown.

<b>Department/ Section:</b>		<b>Location:</b>	
<b>Date:</b>		<b>Completed by:</b>	
		<b>Signature:</b>	
<b>Details of system/ appliance</b>			
<b>Reason for completing this checklist (✓)</b>	Purchase of new gas appliance		<b>Complete sections 1 &amp; 2</b>
	Installation of new/replacement gas appliance		<b>Complete sections 1 &amp; 3</b>
	Maintenance		<b>Complete sections 1 &amp; 4</b>
	Annual Gas Safety Inspection (residential)		<b>Complete sections 1 &amp; 5</b>

### SECTION 1

<b>Choosing a Competent Gas Engineer</b>			
One of the key elements to ensuring gas safety is to confirm that any person consulted for advice or to carry out work on a gas appliance is competent to do so.			
<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Have you obtained the name of the gas engineer who will be providing advice or carrying out the work?			
Is the gas engineer registered on the UK Gas Safety Register? <a href="#">Find an Engineer or Check the Register</a>			

## APPENDIX A

### SECTION 2

<b>Purchasing a New Gas Appliance</b>			
When purchasing new gas appliance, competent advice should be sought and checks should be made that it is suitable for its intended purpose.			
Action	Yes	No	Comments
Has a competent gas engineer been consulted?			
Is the appliance suitable for its intended purpose?			
Is the appliance of good construction and sound material?			
Is the appliance of adequate strength and size to secure safety?			
Is the appliance appropriate for the type of gas being used?			
Does the appliance conform with UKCA (UK Conformity Assessment) or CE (Conformité Européenne)?			

### SECTION 3

<b>Installation of a New/Replacement Gas Appliance</b>			
The installation of any gas appliance needs to be carefully planned and advice should be sought from a competent gas engineer. Evidence should be obtained to confirm that the works will be carried out safely and a certificate of compliance with Building Bye-Laws must also be obtained from the gas engineer.			
Action	Yes	No	Comments
Has a competent gas engineer been consulted?			
Is the area suitable for a gas appliance to be installed?			
Can the installation be carried out safely?			
Will there be sufficient room for maintenance work to be carried out on the appliance following its installation?			
Have a risk assessment and method statement been obtained for the installation works?			
Has a certificate* been provided by the gas engineer which confirms that the work complies with all Building Bye-law requirements? (*required within 30 days of completion of the work)			

## APPENDIX A

### SECTION 4

<b>Maintenance</b> Any gas appliance and associated pipework and flues etc. must be subject to a regular maintenance to ensure they continue to operate safely. All maintenance work must be carried out by a competent gas engineer.			
<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has a competent gas engineer been appointed?			
Has a planned preventative maintenance schedule been prepared?			
Does the maintenance include examination of the physical condition of the appliances and associated pipework?			
Have performance checks been carried out if necessary?			
Has any remedial action identified been carried out?			
Has a signed and dated record of the work, including servicing, been provided by the gas engineer?			

### SECTION 5

<b>Annual Gas Safety Inspection</b> Annual gas safety inspections are required to be undertaken in domestic rented properties, <b>whether the gas installation is in use or not.</b>			
<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has a competent gas engineer been appointed to carry out the work?			
Has a report of the findings been provided by the engineer?			
Has the occupier of the premises been provided with a copy of the report?			
Has the report been retained on file? (must be kept for 2 years)			