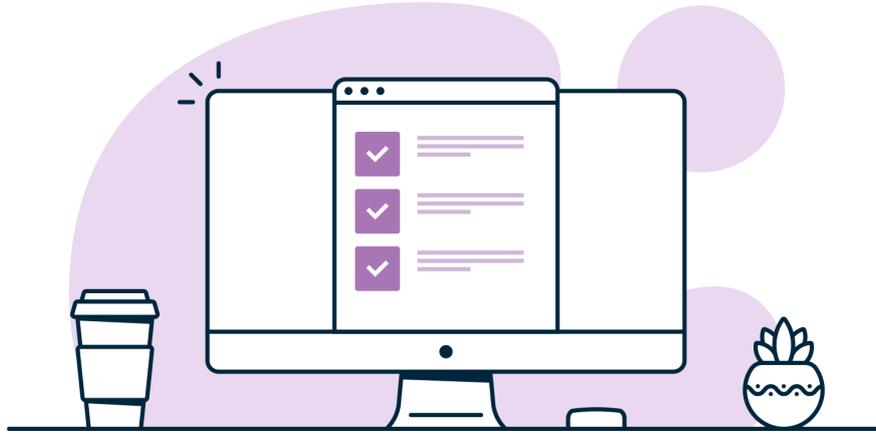


# THE ULTIMATE GAS SAFETY CHECKLIST



In the different industry sectors that we operate in there are specific responsibilities relating to Gas Safety. These differ according to the risks and responsibilities associated with the inherent operations present in those industries. Here we have presented a list of actions and duties for each sector in a checklist that is easy to keep and refer to as required.

## Commercial Landlords

- The landlord is responsible for the safety of gas installations in communal areas. This includes regular service and maintenance of gas boilers and hot water systems by a Gas Safe-registered engineer.
- The landlord must keep records of service and maintenance visits and make them available to the tenant.
- All commercial landlords require a Gas Safety Certificate.
- Depending on the agreement in place, gas appliances supplied by the tenant may be their responsibility.
- Tenants should maintain the gas appliances according to the manufacturer's instructions. This includes ensuring a registered Gas Safe engineer inspects the property and equipment on a regular basis.

## Residential Landlords

- The landlord must ensure an annual gas safety check is carried out on each appliance and flue by a Gas Safe engineer.
- All residential landlords require a Gas Safety Certificate.
- The landlord must keep a record of each safety check and make these available to tenants along with any information relating to the property's Energy Performance Certificate.

## Retail & Cultural Sectors

- Employers and facilities managers must carry out comprehensive annual risk assessments to cover the operation of gas-served systems and equipment at these premises, and act upon all control measures identified.
- Employers and facilities managers must ensure that all gas systems such as boilers and hot water systems must be serviced and maintained by a Gas Safe-registered engineer and records are retained.
- Employers should ensure regular health checks of employees are carried out.
- Employers should ensure that adequate training is provided for employees exposed to gas systems and equipment.
- Employers should ensure that employees are aware of health and safety procedures relating to identifying problems with gas systems and emergency procedures for raising the alarm for customers and members of the public for exiting the building.
- Employers should ensure there are adequate first aid provisions on site for employees, and members of the public, and appropriate arrangements are in place regarding appointed competent people.

## Hospitality & Leisure

- Employers must have a suitable maintenance programme in place for gas systems and appliances, which is carried out by a Gas Safe engineer and retains all records for inspection where necessary.
- Employers must only use a competent Gas Safe-registered engineer to install and maintain gas systems and appliances.
- Employers must ensure that manufacturer's instructions are followed for all gas appliances.
- Employers must train their employees to use gas equipment safely.
- Employers must ensure that gas appliances are inspected annually by a competent Gas Safe registered engineer.
- Employers should ensure that employees are aware of health and safety procedures relating to identifying problems with gas systems, and emergency procedures for raising the alarm for customers and members of the public for exiting the building.
- Employers should ensure there are adequate first aid provisions on site for employees, and members of the public, and appropriate arrangements are in place regarding appointed competent people.

## Education

- Facilities managers must use a competent and Gas Safe-registered engineer to install, maintain and repair gas appliances and systems.
- Facilities managers should ensure that their gas pipework, appliances and flues are regularly maintained.
- Facilities managers must carry out risk assessment checks to ensure that all rooms with gas appliances have adequate ventilation, and no air inlets, flues or chimneys are blocked.
- Facilities managers should have emergency procedures in place involving all staff, students and members of the public, these should be well-practiced for identifying gas leaks, raising an alarm and safely evacuating buildings.
- Where laboratories have gas supplies for equipment and appliances, these systems shall be adequately checked, maintained and serviced on a regular basis by Gas Safe-registered engineers.

## Healthcare

- Employers should ensure there are procedures in place for the safe handling, storage, use and transportation of medical gases.
- Employers should carry out comprehensive risk assessments for the use of medical gases and any gas systems or appliances.
- Facilities managers must use a competent and Gas Safe-registered engineer to install, maintain and repair gas appliances and systems.
- Facilities managers should ensure that their gas pipework, appliances and flues are regularly maintained.
- Facilities managers must carry out risk assessment checks to ensure that all rooms with gas appliances have adequate ventilation, and no air inlets, flues or chimneys are blocked.
- Facilities managers should have emergency procedures in place involving all staff, patients and members of the public, and these should be well-practiced for identifying gas leaks, raising an alarm and safely evacuating buildings.