

Natural Gas Installations Policy

The University of Warwick is committed to providing a safe environment for all its staff, students, and visitors. As an employer and landlord, the University has a duty to comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998 (as amended 2018) to ensure the safe installation, maintenance, and use of natural gas installations, including gas fittings, appliances, and flues, within its buildings. This policy sets out the core principles, responsibilities, and procedures to be followed to ensure compliance with the regulations and maintain the safety of all natural gas installations across the University's campuses. This Policy is supported by regulations, standards, and approved codes of practice for natural gas safety management.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with supporting arrangements, instructions, and guidance on natural gas safety management, forming part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

Scope

This Policy applies to all relevant buildings across the University's campuses, including Gibbet Hill, Westwood, and Stratford Innovation Campus, and all accommodation, academic, administrative, commercial, and public access buildings owned by the University of Warwick. The Policy applies to all natural gas installations within or connected to these buildings, including Liquefied Petroleum Gas (LPG) systems. This Policy **does not** cover other buildings not owned by the University.

This Policy **does not** apply to laboratory or pressurised gases such as Nitrogen, Oxygen, Argon, CO₂ or other self-contained bulk stored gases used for or in campus educational or research facilities.

Core Principles

1. The Gas Safety (Installation and Use) Regulations (GSIUR) are the relevant statutory provisions and set out general and detailed requirements dealing with the safe installation, maintenance and use of natural gas systems.
2. The Regulations apply to systems downstream of the first emergency control on a Service Pipe distributing gas to premises from a Distribution Main: it is the duty of the Responsible Person to identify and maintain records and drawings of all such systems and to liaise, cooperate and coordinate accordingly with the owners and operators of Service Pipes and Distribution Mains (the gas 'Transporter') and secondary Mains (University owned network)
3. The University as a Landlord of 'relevant premises has to ensure that all gas appliances, fittings and flues installed for the use of tenants are routinely inspected, serviced, maintained and operated in a safe condition so as to prevent risk of injury to tenants and others.

Definitions

- **Distribution Main**
The main gas supply network owned and operated by the Gas “Transporter”
- **Secondary Mains**
The internal gas network owned and operated by the University of Warwick.
- **Supply Points**
These are the points at which the Distribution Main supplies the Secondary Main.

Responsibilities

The Vice-Chancellor is ultimately accountable, however responsibility is delegated to the Estates Director, as Duty Holder, for the implementation of this Policy, related arrangements, instructions, written schemes and guidance and for ensuring that the necessary resources are available, with support from the nominated and appointed Responsible Person

Group Finance Director: Delegates responsibility to the Estates Director, ensuring that necessary resources and governance structures are in place and any contractors who they engage.

Director of Maintenance: supported by **Head of Maintenance** is responsible for implementing this policy, ensuring resources are available, and overseeing compliance with gas safety management and tested to the required standard by staff and any contractors who they engage.

Estates Director is required to appoint a Responsible Person(s) to ensure along with the **Director of Capital Programmes** that all natural gas systems are designed, installed, commissioned, maintained and inspected to the required standard: where there is any suspicion that a system (or part thereof) may be dangerous, the Responsible Person or inspecting competent person must ensure that steps are taken so that the system (or part thereof) cannot be used until the required remedial work and testing has been completed.

Heads of Departments (HoDs) are responsible for the implementation of this Policy insofar as any work on natural gas systems within their respective Departments must only ever be carried out under the control of the Estates Department.

Mechanical Maintenance Manager (Estates) is responsible for supporting the Estates Director and Director of Maintenance in relation to the day-to-day gas safety management and for the maintenance and communication of the detailed arrangements, instructions and guidance. They will also act as the competent person for the University Gas related issues. The Mechanical Maintenance Manager is also responsible for ensuring that in relation to the day-to-day natural gas system safety management and for the maintenance and communication of the detailed records, arrangements, instructions and guidance and, through close work with departments, ensuring that Gas records are also maintained. They are also responsible for ‘first line’ of assurance (such as supervisory checks and inspections) of work carried out on such systems and for ensuring that remedial works are carried out in a timely fashion.

Head of Assurance, Risk and Property is responsible for carrying out ‘second line’ audit spot checks of work and records, escalating any issues to the Mechanical Maintenance Manager (The Responsible Person) the Director of Maintenance and the Director of Health and Safety.

Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University’s Health and Safety website up to date with the related policy documents, linking to any relevant arrangements, instructions and guidance. They are also responsible for ensuring that spot checks and audits

(including any external audits) are carried out to provide 'third line' assurance that activities are being carried out in compliance with this Policy and escalating any issues to the Executive Team.

Training and Competence

The University will ensure that all Gas Engineers working on University Gas Systems, whether direct employees of the University or contracted individuals, have the required levels of training, knowledge, experience and practical skills to carry out works to gas systems and be of a 'class of persons' approved by the HSE, as per the regulations this is currently GAS SAFE registration.

Review and Evaluation

This gas safety policy and associated arrangements, instructions and guidance will be reviewed regularly to ensure that they remain relevant, effective and compliant with the latest legislation and industry best practice.

The University will evaluate the effectiveness of the gas safety management system through regular audits, inspections and spot checks, and through monitoring and analysis of incident reports and other relevant data.

Conclusion

The University of Warwick is committed to ensuring the safety of all natural gas installations within its buildings and to complying with all relevant legislation and industry best practice. This policy sets out the core principles, responsibilities and procedures for the safe installation, maintenance and use of gas systems, and is supported by detailed arrangements, instructions and guidance. The policy applies to all relevant buildings across the University's campuses, and to all staff, students, contractors and other relevant persons who work with gas systems. The University will provide training and resources to ensure that all persons involved in gas safety management are competent and able to carry out their tasks safely and effectively. The gas safety policy will be reviewed and evaluated regularly to ensure that it remains effective and up to date.

Review

This policy will be reviewed when any legal requirements change or at least once every three years.

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