

## **Introduction**

This Gas Safe Policy applies to all natural gas and liquefied petroleum gas works conducted by Trent Control Panels Limited. As a registered gas member of the Gas Safe Register, Trent Controls is committed to complying with the rules of the registration and all associated policies and guidelines.

## **Purpose**

The purpose of this policy is to establish effective management arrangements for controlling the risks associated with the leakage of flammable gases and combustion by products.

## **Scope**

This policy covers all works performed by Trent Controls, its employees, and subcontractors on customers premises. Although Trent Controls current premises does not house any gas equipment, this policy ensures compliance with relevant regulations, including IGEM/UP/19, DW172 and BS6173:2009 for products manufactured by Trent Controls.

## **Competence and Responsibilities**

In accordance with the Health and Safety at Work Act: 1974 and the Gas Safety (Installation and Use) Regulation: 1998, Trent ensures that only competent individuals carry out gas work. This requirement extends to subcontractors engaged by the company. Richard Raizada is responsible for business registration, operating centres and all gas work controlled under the GIUSP registration.

Competency is demonstrated through a combination of trained personnel who adhere to the Gas Industry Unsafe Situations Procedure, relevant British Standards, IGEM publications and building regulations.

Trent Controls maintains appropriate levels of insurance, such as Public Liability Insurance (PLI) for all activities undertaken.

## **Undertaking Gas Works**

All gas works must be performed by Competent Persons. Engineers may only utilise Trent Controls registration details for gas work within the scope of their employment. It is strictly prohibited for engineers without personal registration to use Trent's details for gas works outside their employment terms, including private engagements. Such actions would breach The Gas Safety (Installation and Use) Regulations 1998.

Engineers are required to carry an up-to-date license card displaying the registered business name under which the gas work is conducted. Upon termination of an engineer's employment, the license card should be returned to Trent Controls or Gas Safe Register. Trent Controls ensures that licence cards are updated or renewed upon renewal of existing certificates of competence or the attainment of additional gas competence certificates (e.g. – ACS or GCS).

## **Technical Library**

Trent Controls maintains copies, either in hand or electronic format, of all relevant standards and normative documents pertaining to its gas works. Currently, this is achieved through a subscription to the Gas Safe Register standard subscription service.

# Policy – Gas Safety



## **Work Recorded**

Trent Controls and authorised individuals conducting gas works on its behalf are responsible for maintaining records for a minimum of 6 years. These records must include the following information;

- ✓ Name of the person conducting the gas works.
- ✓ Gas Safe registration number under which the work was performed.
- ✓ Description of the works.
- ✓ Completion date.
- ✓ Address where the gas works were carried out.
- ✓ Actions taken for unsafe situations.
- ✓ Signature of the competent person.

## **Inspecting Gas Works**

Trent Controls conducts random quality inspections of gas works carried out by its engineers. Detailed records of these inspections are retained for a minimum of six years.

## **Complaints**

Trent Controls is committed to impartially and robustly investigating all complaint allegations in line with its contractual remit and complaints policy.