**GAS SAFETY MANAGEMENT POLICY**

 **POLICY STATEMENT**

# 1.0 Gas Installations and Appliances Maintenance Policy

The University aims to manage, operate and maintain the gas installations and appliances in a manner which, so far as it is reasonably practicable, ensures that it is:

* Managed, operated and maintained in a safe manner.
* Complies with all relevant legislation.
* Minimises the risk of unforeseen major defects, which might adversely affect the core business of the University.
* Protects the asset value and optimises the life of components, consistent with their intended use.
* Establishes robust maintenance processes.

##### Scope of the Policy

This Policy applies to all gas installation pipework and appliances.

1. **Delegated Responsibility**

**Estates**: The responsibility for maintenance of the University’s gas installations and appliances is delegated to Estates.

The management, control, operation and maintenance of gas networks, installations and appliances at the University of Reading is the responsibility of the appointed Duty Holder. The Duty Holder will be appointed in writing by the Director of Estates and Facilities, with the technical knowledge and experience to ensure safe working practises, in respect of work activities on or near gas equipment, being implemented.

In the prolonged anticipated absence of the Duty Holder (e.g. holidays or sickness) a designated deputy will be appointed.

**System Operations**

All operations and actions concerning gas systems shall comply with the Gas Safety (Installation and Use) Regulations 1998 and any subsequent amendments.

**4.0 Policy Review**

This policy document will be reviewed on a three year cycle.

Date of issue November 2018

Date of next review November 2021