MINIMUM STANDARD

SHEMS-MST-DPS-0422

Roof work around Gas Appliances

The following Minimum Standard is applicable on all projects

Process

1. Pre Works Commencement (See form SHEMS-FOR-DPS-003 Gas Pre Start Info Checklist)

- Obtain information as to the properties known to have gas supplies/appliances including residents and leaseholders.
- Confirm presence of leaseholders if not known and check records.
- Obtain copies of current Landlord Gas Safety Record for each property, including leaseholders where possible.

2. Gas Pre Works Survey (See form SHEMS-DPS-FOR-002 Gas Pre Works Survey)

- Conduct an external visual inspection of the building including position of flue and ventilation openings to each property to determine the effect the roofing programme may have.
- Conduct a survey of ALL properties to confirm accuracy of Landlord Gas Safety Record information and confirm presence of ALL gas appliances, including LIVE flues.

  Note any differences and document any defects.
- Inspect vertical flue AND chimney for each property. Confirm flues are adequately supported, joints are adequately sealed, route, termination position are correct and if the chimney flue system is LIVE. Record any defects. Complete a Gas Safety Record. **This should be carried out by a Gas Safe Operative.**
- Record information from the property survey visit including photos, drawings etc., so that the information is accessible to all involved in the works programme.
- Obtain copy of manufacturer's installation and servicing instructions relevant to gas appliances identified.

  NO COMMENCEMENT OF WORKS UNTIL ALL PROPERTIES HAVE BEEN SURVEYED.

3. Site Induction for Works Programme

- Programme of works agreed between Unitas operatives and / or contractor where applicable.
- Unitas site induction carried out, which is to include reference to Gas Safety Awareness. Attendance record must be completed.
- Reference documentation:
  - SHEMS-FOR-DPS-004 Permit to Work (Gas Flues) – issued by Site Manager
  - SHEMS-FOR-DPS-001 Daily Access Tracker (Roof Works with Vertical Flue) - issued by Site Manager
  - SHEMS-FOR-DPS-005 Vertical Flue Check Sheet – Completed by Gas Operative and/or Gas Contractor
- Responsible Person appointed for Unitas Site Management & Contractor.
- Risk Assessments / Method Statements in place to cover the implications of work in relation to gas and surroundings. Flues identified as LIVE must be marked / labelled.

- SHEMS-FOR-DPS-004 Permit to Work (Gas Flues) issued to ALL Contractors working on the programme or in the vicinity of the flues and ventilation openings. The permit remains valid for the duration of the work in / around each gas appliance and is not transferable between Contractors or to be used for works other than what is issued for.

4. Commencement of Works (Daily to Completion of Works)

- Risk Assessment carried out to area of works.
- SHEMS-FOR-DPS-001 Daily Access Tracker (Roof Works with Vertical Flues) instigated. Instruction from Site Team.
- Gas appliances identified to be in close proximity of the roofing works need to be isolated to prevent use and labelled 'Do Not Use'. **This should be carried out by a Gas Safe Operative.**
- If unable to isolate on day of works - Site Manager will need to risk assess and document to see if works continue or not.
- All defects identified by individuals on the programme should be reported to Unitas Responsible Person.
- Reinstatement of gas appliances to be carried out at the end of each day in accordance with the checks listed in Gas Regulation 26.9 and Manufacturer's Instructions. The Gas Operative will refer to SHEMS-FOR-DPS-005 Vertical Flue Check Sheet and complete a Gas Safety Record and Flue Gas Analysis Printout. **This should be carried out by a Gas Safe Operative.**
- If the appliance/installation fails to comply with Gas Regulation 26.9 and/or Manufacturer's Instructions and it is not possible to remedy the problem, the appliance should be made safe in line with The Gas Industry Unsafe Situations Procedure, including the issuing of a Warning Notice and Label. A Gas Safety Record will be completed. **This should be carried out by a Gas Safe Operative.**
- Obtain the SHEMS-FOR-DPS-004 Permit to Work (Gas Flues) from the Unitas Operative or Contractor and make arrangements to cancel.
- Conduct an external inspection of the building to make sure all flue and ventilation openings are operating correctly.

NB: Temporary hot water / heating may be required.

5. Completion of Works Programme

- Inspection of the works programme carried out by Unitas Responsible Person and where applicable Responsible Person representing the Contractor. Make sure work meets specification.
- Defects identified to be corrected immediately.
- Collate all paperwork from the programme and place in property folder.