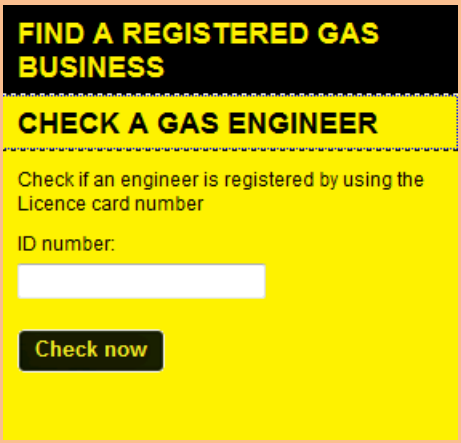
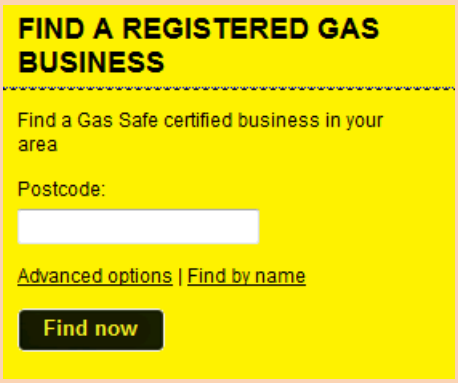
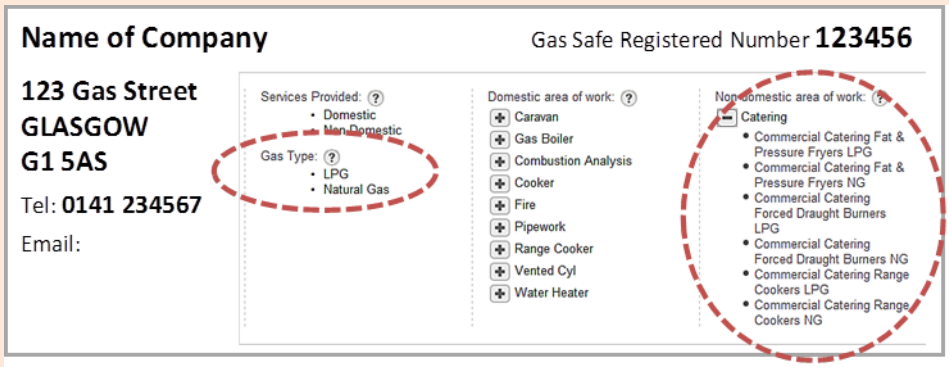
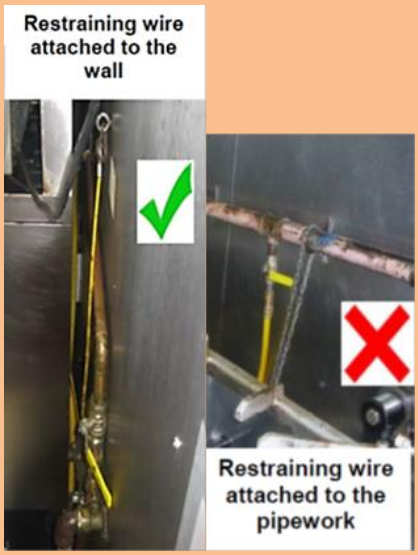
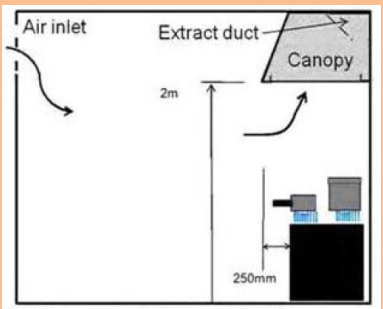
HOUSE RULES: Gas Safety in Catering Establishments

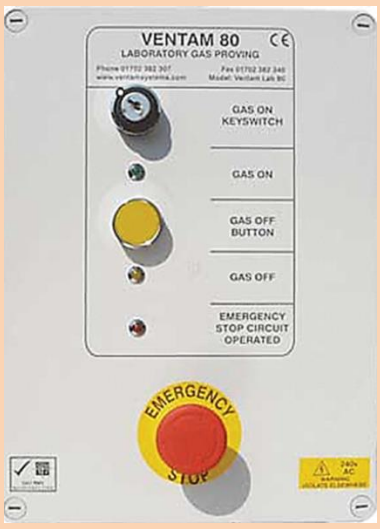
Safety Point	Why?	What do you do?
Gas equipment and services must only be installed, maintained and repaired by a Gas Safe registered installer. Check if your engineer is registered on www.gassaferegister.co.uk or contact 0800 4085500. You can search using their ID number or their business name or postcode. 	If the equipment or services are not correctly fitted or maintained, gas escapes or water leaks could occur or the appliance could give out poisonous fumes into the workplace. 	When was your gas equipment and pipework installed? Who installed your equipment? Did you check if your engineer was registered with Gas Safe, to work on **commercial catering** equipment? Yes ☐ No ☐
Gas appliances, flues, pipework and safety devices should be inspected by a Gas Safe registered engineer once a year or as described by the manufacturer's instructions.	The gas regulations require all gas appliances, flues pipework and safety devices to be maintained in a safe condition. They must be inspected by a competent person annually. You must follow the manufacturer's recommendations or speak to your Gas Safe engineer.	When was your gas equipment and services last serviced? Who was the company/engineer that carried out your gas service? Did you check that your engineer was registered with Gas Safe to work on **commercial catering** equipment for the correct **gas type**? Yes ☐ No ☐ I have: Natural gas ☐ LPG ☐

GAS safe® REGISTER



Safety Point	Why?	What do you do?
Emergency Procedures		
An emergency isolation valve (EIV) must be fitted in the gas supply. It should be accessible by all staff. An emergency stop button/control must be fitted if the EIV is not readily accessible.	To ensure the gas supply can be turned off in an emergency. The EIV should be located outside the catering area or near an exit.	Do you have an emergency isolation valve? Yes ☐ No ☐ What is your emergency procedure in the event of a gas leak?
A notice must be displayed next to the EIV or Emergency Control button. 	The notice will remind staff what to do in an emergency.	
All catering staff who use the gas equipment should be trained in its proper use and how to carry out visual checks for obvious faults. 	To ensure they can spot any signs of damage and to activate your emergency procedures. Staff should check: • For damaged pipework and connections. The flexible connector should have a smooth U shape curve and not twist or drag on the floor. • For working flame supervision devices. If the appliance is lit, turn off the gas at the wall, listen for the 'click' of the valve closing (takes about 60-90 seconds). • For good flame quality. • For restraint chains in place. • For castors to be locked on mobile equipment.	What training do you provide to your staff?
Connecting and disconnecting plug-in gas connections on appliances when moving for cleaning, or changing LPG cylinders or hoses can be carried out by you but you must be competent.	You must be able to connect and disconnect your gas connections safely – ask your gas engineer to show you how to ensure you are confident and competent to do so.	Are you confident and competent to connect and disconnect your gas appliances? Yes ☐ No ☐
Fixed appliances should have a single means of isolation and pipe should be located to leave a space of at least 25mm between the pipe and the wall.	This is to allow access for cleaning and servicing.	Do all your appliances have a single manual means of isolation and are the pipes at least 25mm from the wall? Yes ☐ No ☐

Safety Point	Why?	What do you do?
Flame supervision		
The gas flame should be **blue**. Some equipment is designed to have a yellow flame, but you must check the manufacturer's instructions to confirm this.  Most equipment now has inbuilt ignition and pilot light systems. However, if these fail or are not available then you may need to manually light using a taper or appropriate gas igniters. **Never use paper or matches**.	A yellow flame means there is not enough oxygen and your ventilation may not be effective. It may also be caused by a build-up of debris on your cooker rings.  The manual ignition of gas-fired catering equipment has led to a number of minor injuries and some major burn injuries to hands and faces.	How do you ignite your ovens and burners? If you have different methods for each piece of equipment, then please write down the methods here:
All new ovens are fitted with flame supervision devices and should be **CE** marked. When installing second-hand ovens and other equipment such as steamers, these should be provided with flame supervision devices and upgraded gas controls. The manufacturer's installation instructions must also be provided.	It is a legal requirement.	Is your equipment fitted with a flame failure device? Yes ☐ No ☐ Not sure ☐ If 'No' or 'Not sure', then you must ask your gas engineer to check your equipment and upgrade it to meet the legal requirements.
Ventilation		
There should be sufficient canopy hoods for all appliances and other sources generating fumes and heat. The canopy should be at least 2m from the floor and should extend at least 250mm beyond the edge of the equipment. 	The canopy hood needs to be designed and operated to ensure the efficient removal of cooking fumes. It will need to be of a suitable size and have sufficient extraction to minimise fume spillage into the kitchen.	Do you have a canopy/ies? Yes ☐ No ☐ If yes, please mark these on the plan on the last page with the appliances they serve.

Safety Point	Why?	What do you do?
Ventilation		
There must be adequate ventilation in your kitchen to ensure effective removal of cooking fumes and excess hot air. The ventilation must also provide sufficient air so that there is no build-up of the harmful gas, carbon monoxide. Air vents are often required – the size will depend on the number of appliances. Your gas engineer will carry out a carbon dioxide room check during the service. It must be less than 2800 ppm. Your gas engineer should record the carbon dioxide reading on the record he leaves with you.	Your gas engineer will be able to tell you if you have adequate ventilation and any work that is required. Windows and doors cannot be included as part of your ventilation as these can be closed by staff when it is raining or it is cold! There must be a permanent fresh air intake. Any permanent air vents should be positions so that they cannot be blocked up by staff. They should also be placed where they are less likely to cause a draught. To ensure there is adequate ventilation in the room.	Do you have any permanent fresh air vents? If Yes, please mark them on the plan. Yes ☐ No ☐ What natural and mechanical ventilation do you have in your kitchen? Please mark this on the plan. **Natural ventilation** **Mechanical ventilation** Did your engineer carry out a carbon dioxide room check at your last service? Yes ☐ No ☐ Not sure ☐
Interlocks		
Most commercial gas ovens (Type A) do not need a flue. However, some combination ovens and deep fat fryers (Type B) require to be connected to a dedicated flue system. Some manufacturers permit the use of the installation without an individual flue but under a canopy. The canopy in this situation is performing the same function as a flue and the regulations require an interlock. Your gas engineer will be able to advise you whether an existing system will require upgrading to provide an interlock.	The interlock will shut off the gas supply to these appliances if there is inadequate air movement. From September 2001, all new installations should have been fitted in accordance with British Standard BS 6173:2009. When your installation was last repaired or altered it should have been upgraded to meet the new British Standards.  	Do you have any Type B gas appliances in your kitchen? Yes ☐ No ☐ Not sure ☐ If yes, please list the appliances below: Does your ventilation system have an interlock in place? Yes ☐ No ☐ If No, your gas engineer will need to carry out a **risk assessment** to assess whether or not a risk is likely to arise. Your engineer may recommend that you upgrade your system to meet the standards. If you have any Type B gas appliances, it is a legal requirement to have an interlock in place.

Safety Point	Why?	What do you do?
Cleaning		
Ovens and burners must be kept free from debris. A visual inspection of the ventilation should be carried out once a week. All metal surfaces should be checked to ensure there is no accumulation of grease or dirt and that there is no surface damage. Cooker hoods and grease filters should be cleaned daily. Baffle type self-draining filters and collection drawers should be cleaned at least once a week. The cleaning period for mesh filters should be at least twice a week.	Dirt and debris can block up the gas ports and may cause poor ignition and flame quality. Accumulations of grease on filters increases the risk of fire and reduces the effectiveness of the ventilation system. 	Do you have a cleaning schedule to ensure your equipment is kept clean and free from debris? Yes ☐ No ☐ How often do you clean your ventilation filters?
The extract ductwork should be cleaned frequently depending on the usage: **Heavy use** (12-16 hours per day) – cleaned every 3 months **Moderate use** (6-12 hours per day) – 6-monthly **Light use** (2-6 hours per day) – annually.	Accumulations of grease in the ductwork increases the risk of fire. Keeping the ductwork clean reduces the likelihood of complaints about cooking odour.	How often do you have your ductwork deep cleaned?

Please draw the location of all of your equipment including the position of the canopy/ies, windows, doors and any additional air inlets. Please show the position of your Emergency Isolation Valve (EIV).

Argyll and Bute Council are committed to giving sensible advice on health and safety based upon risk.

If you wish to contact one of our health and safety inspectors for advice, you can:

- Telephone us on: 01546 605519
- Email us at: envhealth@argyll-bute.gov.uk
- Visit our website at: www.argyll-bute.gov.uk
- Write to us at: Planning and Regulatory Services, Argyll and Bute Council, Kilmory, Lochgilphead, PA31 8RT

There are other sources of information to help you manage health and safety in your business:

The **Health and Safety Executive's** website has a number of toolkits designed to help small businesses manage health and safety – www.hse.gov.uk/toolbox

The **Scottish Centre for Healthy Working Lives** provides a comprehensive, free service for businesses with fewer than 250 employees. They also offer a free consultancy service to assist employers in meeting their obligations for health and safety. You can contact Health Working Lives:

- Telephone the free national advice line on 0800 019 2211
- Visit the website at www.healthyworkinglives.com

The information in this leaflet is not intended as an interpretation of the law, but following this advice will help you to comply with your duties, keeping you and your employees safe.

Last revised: October 2012