GT/GN/1: 2023

Guidance Note for GTs Liaising with Building Owners & Building Safety Managers within Multi-Occupancy Buildings

1.0 Background

This guidance note provides information to Gas Transporters associated with gas maintenance activities within multi-occupancy buildings (MOBs) and the associated liaison with relevant Building owners, Managing Agents, Local Authorities, Building Safety Managers who manage such buildings.

It is intended to provide relevant information that should be shared between all parties to ensure gas supplies can be properly inspected and maintained during the life of the asset in compliance with the Pipeline Safety Regulations 1996 and industry standard IGEM/G/5.

2.0 MOB Handover Pack to Building Owner – New and replacement installations

Under CDM the Designer has a responsibility to provide information with the design to assist the Client/Responsible Person for the building to maintain the building/structure safely. Such information is placed in the "Health and Safety File" where such a file is required to be produced and given to the Client at the end of the project. Under Regulation 38 of the Building Regulations the Responsible Person for the building shall be provided with relevant fire safety information.

Clause 7.6.2 of Edition 3 of IGEM/G/5 details information that should be passed to the Client/building owner for new and replacement installations. The information includes:

- brief description of the works
- plans and/or line diagrams to depict pipework routing
- location of PIV(s) and associated surface cover(s) and marker plate(s) and need for permanent unobstructed access in the event of an emergency
- confirmation that the works were designed and constructed in compliance with Pipeline Safety Regulations and/or the Gas Safety (Installation and Use) Regulations and industry standard IGEM/G/5 Edition 3 – Gas in Multi-Occupancy Buildings

- copy of risk assessment sign off or conformity check sheet confirming installation commissioned as per design and compliance with relevant legislation
- confirmation that the materials used within the building to convey the gas to the consumers are non-combustible
- jointing method (e.g. welded, screwed, flanged)
- location of supplementary valves and associated access requirements
- ventilation including its purpose, the requirement to maintain the free flow of air to disperse any credible leak, and the location and size of vents.
- sealing/fire stopping of sleeves where pipes breach internal compartment walls, floors or protected shafts
- access arrangements for future inspection to confirm the continued integrity of the installation as a whole.

Clause 7.6.3 of edition 3 of IGEM/G/5 details that a Memorandum of Understanding should be agreed between the GT and the Building Owner/Responsible Person for the building in order to facilitate future inspection and maintenance. To address the above, proposed information to be provided by the GT could be as follows:

- statutory obligations
- brief description of the installation type (internal/external riser/meter bank etc)
- design schematic of pipe route
- evidence of valve locations (PIV/IIV/LIV etc) as-laid drawings & photographs
- copy of risk assessment sign off or conformity check sheet confirming installation commissioned as per design and compliance with relevant legislation where appropriate
- ventilation/access arrangements incorporating internal network pipeline/meters
- customer access to ECV

- completed Memorandum of Understanding where appropriate
- contact details of both parties

See Appendix 1 for example Memorandum of Understanding in more detail.

3.0 Ongoing Maintenance Inspections

For ongoing pipeline inspections IGEM/G/5 Edition 3 clauses 16.1.7.4 and 16.1.7.5 confirm that:

The GT should advise the Responsible Person for the Building of the results of its inspection and it shall arrange to obtain access to carry out any remedial works that are required.

Where deficiencies are identified that are the responsibility of the Responsible Person for the Building to resolve, the GT, as a responsible and prudent operator (RPO), shall liaise with them to ensure that any of the remedial actions, that could compromise the gas safety of the building, are completed satisfactorily. This may result in temporary disconnection of the gas supply or other appropriate action such as advising the local Fire and Rescue Authority of the findings of the inspection where the Responsible Person for the Building does not take appropriate action.

To address the above, proposed information to be provided by the GT could be as follows:

- A standard letter template confirming Inspection completed incorporating what was inspected/installation type/location/ventilation/firestopping/separation from other utilities.
- Results of the inspection including GT and BO actions to resolve
- Year of next inspection
- Action log (if necessary) for GT & BO
- Escalation process for outstanding BO actions and forward to HSE/Fire authority
- Memorandum of Understanding updates

4.0 Legacy Network Information for Building Safety Cases

Information on legacy Network Risers concerning the design, build and materials used is not always available. Therefore, the following information would provide a building owner with sufficient information to develop their Safety Case. This is not an exhaustive list but would enable the building owner to have an awareness of the extent and condition of the Network gas installation within the building.

- Memorandum of Understanding
- Plan of approach main
    - PIV/IIV position
    - Material and Size
    - Entry Type - above or below Ground
    - Year Installed
- Plan or written detail of route of Network Riser and Laterals
    - Legacy or Standard design
    - Number of Network Risers
    - Material and Size of Network Riser and Laterals – best endeavour
    - Number of Supply points
    - Is route in a ventilated Shaft or ducts
    - Overall length of Network Riser - average length of Lateral and Service
- Surveys Undertaken?
    - 1/5/10 year or other frequency as determined by the GT.
    - Survey Findings - Overall Condition – Good or requires replacement
    - Issues found – Building Owner Issues/GDN Issues
    - Planned dates for rectification
    - Escalations
- Environmental/Social Issues
    - Access to the Network Riser
    - Vandalism issues.

Appendix 1 – EXAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN A GAS TRANSPORTER AND A MULTI-OCCUPANCY BUILDING OWNER

Parties

The parties agreeing to this Memorandum of Understanding (MOU) are:

1. *[insert name] (GT)*
2. *[insert name]* (RP)

Purpose

Under the Regulatory Reform (Fire Safety) Order 2005, Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006, both GTs and RPs are under an obligation to co-operate with one another as regards building and fire safety

The purpose of the MOU is to:

1. Provide a framework to enable the parties to co-operate with each other efficiently.
2. Facilitate the inspection and maintenance of the GT's gas infrastructure into and within multi-occupancy buildings under the control of the RP.
3. Assist the RP to discharge their duties in so far as they are related to the gas infrastructure into and within all the relevant multi-occupancy buildings under their control.

Statutory Obligations

In addition to general health and safety obligations under the Health and Safety at Work Act (HASWA) 1974, both parties have statutory obligations which are relevant to their activities in multi-occupancy buildings, including the following:

- Under the Gas Act 1986, the GT shall develop and maintain an efficient and economic pipeline system for the conveyance of gas to consumers;
- Under the Pipelines Safety Regulations 1996, the GT shall *ensure that a pipeline may be examined and work of maintenance may be carried out safely. In addition, the pipeline shall be maintained in an efficient state, in efficient working order and in good repair;*
- *Under the Dangerous Substances and Explosive Atmospheres Regulations 2002 the GT shall ensure that a pipeline within a building is adequately ventilated such that in the event of a credible gas leak the resulting gas in air mixture will be dispersed before an explosive atmosphere is created;*
- *Under the Gas Safety (Management) Regulations 1996, the GT must have a Safety Case which has been accepted by the Health and Safety Executive (HSE). The Safety Case is required to address the inspection and maintenance of the GT's gas network, including that part of the network conveying gas to and within multi-occupancy buildings, before the HSE will accept it.*
- *Under the Regulatory Reform (Fire Safety) Order 2005, which applies to common parts of a multi-occupancy building, the RP shall ensure that;*

- *a gas pipe within a building is adequately ventilated such that in the event of a reasonably foreseeable gas leak the resulting gas in air mixture will be dispersed before an explosive atmosphere is created;*
- *general fire precautions are identified and implemented;*
- *regular fire risk assessments are carried out and any identified remedial works are implemented, such as fire stopping, ventilation and landscaping works which have buried PIV valve boxes.*

Gas Safety Systems

The GT maintains a 24/7 gas emergency service to deal with gas leaks, loss of supply and other gas incidents. In the event of any such incident the gas emergency service should be contacted via the 0800 111 999 telephone number.

The standards of service are that, in 97% of cases, uncontrolled gas escapes (or other uncontrolled gas emergencies) shall be visited within one hour of being reported and controlled escapes i.e. those which have been made safe by the consumer turning off their gas supply at the Emergency Control Valve (ECV) at the inlet to their gas meter (or other controlled gas emergencies), shall be visited within two hours of being reported.

The underground gas pipeline bringing gas into the building has an isolation valve, known as a Pipeline Isolation Valve (PIV), fitted in line, a short distance from the building. This valve is the principal safety system controlling the gas into the building and access to that valve via a surface valve box by the Emergency Operative is essential for the continued safety of the residents of the building.

There are often other valves located immediately inside the building just after the building entry, on branches and on individual lateral pipes, immediately before they enter dwellings. Like PIVs, these valves are not intended to be accessible to the individual consumers. They are intended to be used by Emergency Operatives or other competent persons in an emergency, if it is appropriate to do so, or for maintenance purposes.

Gas consumers should have access to the Emergency Control Valve (ECV) serving their property at all times, this means that if the ECV is located in a lockable room or compartment, they should be provided with a suitably labelled key.

Ventilation is required to disperse any reasonably foreseeable gas leak before it is able to build up to the lower explosive limit. The GT shall be responsible for specifying ventilation requirements of the gas infrastructure and checking the adequacy of existing ventilation whilst the RP shall be responsible for ensuring that adequate ventilation is provided and maintained.

Periodic inspection is carried out by GT to

- *confirm the continued accessibility of PIVs;*
- *confirm the continued accessibility of other internal valves;*
- *check for leakage with appropriate instrumentation;*
- *check for the presence and extent of corrosion, particularly at those locations* where corrosion is most likely to occur *such as at the base of any riser, where the pipe exits a floor and on* the shoulders of socketed joints.
- *confirm the adequacy of ventilation of the pipework;*
- *check the pipe is adequately supported;*

- *check that other utilities have not impeded access to the pipe to carry out any maintenance;*
- *check that appropriate plans/diagrams and signage are in place;*
- *check that compartment wall penetrations remain fire stopped.*

Records

The GT shall provide the RP with a record of the inspection and, if relevant, details of any ventilation, fire stopping and other building related deficiencies that were observed during the inspection.

Prior to the inspection the RP shall provide details of any asbestos suspected or any other safety issues related to the building.

Access and Liaison with Residents

The RP shall, in a timely manner:

- *provide access to the GT to common areas of multi-occupancy buildings;*
- *assist the GT to liaise with residents to gain access to gas infrastructure located within flats. This may involve accompanying the GT's inspectors to flats where the residents may be considered to be vulnerable or assisting in the making of appointments with individual residents;*
- *assist the GT in communicating generally with residents e.g. to explain what the GT will be doing and why.*

The GT shall co-operate with the RP regarding resident liaison.

Remedial Work

The responsibility for carrying out any remedial work on the gas infrastructure as identified in the inspection shall lie with the GT.

The responsibility for carrying out any remedial work on the fabric of the building (e.g. relating to ventilation, fire stopping and other utilities) as identified in the inspection shall lie with the RP.

Timing

Unless otherwise agreed, this MOU shall be in place for one year from the date of its signing. It shall be reviewed [insert agreed frequency] thereafter.

Contact Details

Gas Emergencies shall be reported promptly to 0800 111999.

Should access be required to a building in an emergency, contact should be made with the RP is [insert name]

Email [insert] */ Contact number* [insert]*Mobile* [insert]

The GT's Multi-occupancy Buildings Co-ordinator is Cadent Gas Limited, contact should be made with [insert name]

Email [insert] */ Contact number* [insert]

Signed

For and on behalf of [insert] (GT) RP [insert name]

Date……

For and on behalf of [insert]

Date……..