



**Better Business
for All**

Environmental Health Business Support information

Hertfordshire County Council

Environmental Health Business Support information

Welcome to the Environmental Health business support pack, this pack's aim is to support SME's in environmental health matters and guide them to the best advice.

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1. ASBESTOS

Asbestos fibres are more likely to be released if the following happens:

- Asbestos-containing materials are not identified before work starts.
- Work is poorly planned or badly carried out.
- You work on dry asbestos containing materials.
- You use power tools or saws.
- You sweep up asbestos containing debris.

Asbestos-containing materials may be left in place, as long as they do not and will not put anyone at risk of exposure to asbestos fibres.

ASBESTOS HELP:

- You can get details of licensed asbestos removal contractors, licence holders and training providers from HSE's Infoline
Tel: **0845 345 0055** Textphone: **0845 408 9577** e-mail: hse.infoline@natbrit.com and at [asbestos/licensing](#)
- HSE priced and free publications are available from HSE Books Tel: **01787 881165**
Website: www.hsebooks.co.uk
- Contact the Asbestos Testing and Consultancy (ATAC) who are a division of the Asbestos Removal Contractors Association (ARCA). ARCA also have a list of members who can hire equipment and offer training and other services. www.arcaweb.org.uk.
Tel: **01283 531126**
- Contact the Asbestos Control and Abatement Division (ACAD) Tel: **01325 466704**
- Contact your trade association.
- The British Occupational Hygiene Society (BOHS Tel: **01332 298101** You can find a list of qualified hygienists on their website at www.bohs.org/ under 'Professional > Consultants'

- For advice on disposing of asbestos and other waste go to www.environment-agency.co.uk, www.sepa.org.uk/, or www.netregs.gov.uk/netregs.
- These task sheets and equipment and method (em) sheets can be downloaded free from [asbestos/essentials](#)
- Take a look at some images of common uses of asbestos on [asbestos/gallery](#)
- HSE's online risk assessment to see if the tasks you need to carry out requires a licence is at [asbestos/essentials](#)



2. CHEMICAL STORAGE

What is the law?

COSHH (Control of Substances Hazardous to Health) Regulations 2002 is the law that requires employers to control substances that are hazardous to health and includes nanomaterials.

HOW TO COMPLY WITH THE LAW:

In order to minimize the potential risks it is essential that procedures are in place such as:-

- Restricted access to the chemical store
- Storage has sufficient space, is well organised, well lit, labelled and well ventilated
- Minimise the range of chemicals that need to be stored
- Emergency procedures are in place and are suitable for the chemicals and amount stored
- Provide spill clear-up kits
- Arrangements are made for the removal of waste packaging
- Store to be cleaned weekly and containers checked for damage and leaks.

Training and Supervision

- Provide supervision ensuring that safe work procedures are followed
- Supervised storage and inventory record keeping
- Explain the importance of segregation for storage
- Training that includes emergency procedures, safe handling procedures, how to clean up spills correctly and what to do if something goes wrong;

COSHH Assessment Form must be completed for each chemical stored. Assessment is a step by step approach to identify the hazards, evaluate the risks to people and for significant risks to decide on the action needed to remove or reduce them, a template form can be found here:- [nanotechnology/coss-assessment](#)

How to control risks at work guidance [toolbox/harmful/index](#)

COSHH regulations for storage of chemicals [Control of Substances Hazardous to Health 2002 \(COSHH\)](#)



3. ELECTRICITY

Electricity can cause damage to property, and severely injure or kill people.

SAFE ELECTRICAL INSTALLATION

Use a competent person to inspect and test your electrical installation and find out if it is safe. **Electrical Safety First** provide advice on selecting an electrician.

What are the main hazards?

- Contact with live parts resulting in shock and burns
- Faults resulting in fire
- Electricity is the source of ignition in a flammable or explosive atmosphere resulting in fire or explosion

Where are the greatest risks?

- Wet surroundings
- Outdoors
- Cramped spaces
- Equipment, extension leads, flexible leads

What should I do?

- Complete a risk assessment
- Reduce the risk:
- Only use competent persons to work on your equipment or systems (suitable training, skill and knowledge)
- Ensure a safe electrical installation: new systems installed to e.g. BS 7671, and maintain them; maintain existing installations; provide enough socket outlets to prevent overloading and fires

- Provide safe and suitable equipment: consider the environment; use safe and maintained equipment; fixed machines to have clearly identified and accessible emergency cut-off switches; use nearby socket outlets for portable equipment; the outer sheath of flexible cables to be clamped at the ends to stop wires pulling out; replace damaged cables; use proper connectors or cable couplers to join lengths of cables; protect light bulbs and other equipment
- Reduce the voltage to reduce risk of injury
- A residual current device (RCD) can detect some faults in the electrical system and switches off the supply – useful if equipment is operating at 230 volts or higher
- Preventative maintenance: the Electricity at Work Regulations 1989 require all electrical equipment, including portable equipment and installations, to be maintained (so far as is reasonably practicable) to prevent danger. An appropriate maintenance system can include user checks by staff, visual inspection and portable appliance testing (PAT). Remove and repair (competent person) or dispose of damaged or defective equipment. PAT may be required annually. Fixed installations should be inspected and tested periodically by a competent person.
- Work safely: use competent persons; take suspect or faulty equipment out of use and label 'DO NOT USE' and secure until examined; switch off tools and power socket outlets before plugging in or unplugging; switch off equipment and unplug before cleaning or making adjustments.

USEFUL RESOURCES:

[HSE - Electricity](#)

[Electrical safety and you: A brief guide](#)

[Maintaining portable electrical equipment in low-risk environments \(INDG236\(rev2\)\)](#)

[Maintaining portable electrical equipment](#)

Maintenance priorities in catering [cais12.pdf](#)

[Electrical FAQs - Electrical safety at work](#)

4. FOOD SAFETY ADVICE FOR BUSINESSES

It is important that your business complies with the law so that the food that you handle and prepare is safe to eat. Compliance with the law also affects the score you may be awarded under the National Food Hygiene Rating Scheme following an inspection.

Scores range from 0 to 5, and members of the public have access to this information at ratings.food.gov.uk.

MATTERS TO CONSIDER WHEN SETTING UP A FOOD BUSINESS:

The premises is suitable for operating a food business

(The structure, equipment and layout of premises is suitable and will enable hygienic preparation of food), kitchen surfaces should be smooth, impervious and readily cleansable,

there are an adequate number of sinks and wash hand basins which are suitably located.

There must be effective hygiene and safety procedures in place

i.e suitable sanitisers/disinfectants and effective cleaning programmes, measures to prevent risk of contamination of food, controls in place to ensure that foods are prepared, cooked and cooled correctly. There must be a suitable number of fridges and freezers and they must operate at correct temperatures. Staff need to have food hygiene training. <http://www.cieh-coursefinder.com>

You must have a documented Food Safety Management System in place.

This is a set of procedures and checks which will help to ensure that the food you produce is safe. The type of procedures required will vary, but most businesses such as restaurants, pubs, retailers, cafés and takeaways will require a documented food safety management system, based on the principles of HACCP (Hazard Analysis Critical Control Points). The Food Standards Agency has produced packs that businesses can use: www.food.gov.uk/sfbb.

To help you comply with the law, please find below some information, advice and links to websites that may be useful. business-guidance/starting-a-food-business

Environmental Health Business Support information

5. FOOD - PRE-PACKAGED – ALLERGEN LABELLING INFORMATION

Do you supply prepacked food? Follow the chart below to ensure you're providing the necessary Allergen information.

Sale or supply of food

Prepacked

'Prepacked food' is defined in Regulation (EU) No 1169/2011 on the provision of food information to consumers as

"... food and the packaging into which it was put before being offered for sale, whether such packaging encloses the food completely or only partially, but in any event in such a way that the contents cannot be altered without opening or changing the packaging ...".

Prepacked for direct sale

'Prepacked for direct sale' means food that is placed into packaging (prepacked) before being offered for sale and sold / offered for sale or supply from the premises on which it was packed by that business, or from a mobile stall or vehicle used by that business - for example, sandwiches that are packaged in the shop from which they will be sold.

Non prepacked

'Loose' means food that is sold or displayed without packaging - for example, ice cream displayed in a freezer and served into a tub.

'Food that is packaged at the request of the consumer' means food that is sold or displayed without packaging but is placed in packaging after purchase - for example, a joint of ham displayed loose on a deli counter, slices of which are cut and placed into sealed bags when a consumer makes a purchase.

Prepacked

The following information is mandatory on prepacked foods:

- The name of the food
- An ingredients list
- Information relating to allergenic ingredients
- Quantitative ingredient declarations (QUID)
- A nutritional declaration
- Durability date marking
- A net quantity declaration
- The name and address of the manufacturer
- Storage instructions (where required)
- Instructions for use (where required)
- Origin marking
- Alcoholic strength (for beverages containing more than 1.2% by volume)

Prepacked for direct sale

PPDS food must be labelled with the following:

- The name of the food
- A full ingredients list that emphasises allergenic ingredients each time they appear in the list
- In the case of a meat product, a meat content declaration (see guidance)
- In the case of irradiated food, an irradiated food statement

Non prepacked

Non-prepacked food must be labelled with the following:

- The name of the food
- The allergens present in the food
- In the case of a meat product, a meat content declaration (see guidance)
- In the case of irradiated food, an irradiated food statement (see guidance)

Prepacked

For full guidance on this please see [Labelling of prepacked foods: general | Business Companion](#)

Prepacked for direct sale

For full guidance on this please see [Labelling of prepacked-for-direct-sale foods | Business Companion](#)

Non prepacked

For full guidance on this please see [Labelling of non-prepacked foods | Business Companion](#)

Trading Standards

Hertfordshire Businesses can also reach out to the Trading Standards Business support team for Allergen labelling advice [Trading Standards and fraud - Contact us](#)

6. GAS SAFETY

HAZARDS

If gas appliances (boilers, ovens and ranges etc.) are not properly installed and maintained, or there is no adequate ventilation, there is a danger of fire, explosion, gas leaks and carbon monoxide (CO) poisoning.

High risk factors:

- Poor design
- Poor general ventilation; ventilation system is not used or is unreliable;
- Lack of user awareness of the effect of using gas appliances without adequate ventilation;
- Lack of visual safety checks by users
- Lack of routine or planned maintenance.

What do I have to do?

- You must only use a competent Gas Safe registered engineer to install, service and maintain gas appliances
- You must have a suitable maintenance scheme in place for your gas appliances
- You must ensure that manufacturer's instructions are followed
- You must train your employees to use equipment safely
- You must have your gas appliances inspected annually by a competent Gas Safe registered engineer
- You must keep the gas safety record left by the engineer for inspection by your Local Authority officers

A gas safety check list is available in annex 2



USEFUL INFORMATION:

[Gas Safe Register](#)

[Catering Information Sheet \(CAIS23\): Gas safety in catering and hospitality](#)

[Catering Information Sheet Catering Information Sheet \(CAIS10\): Ventilation in catering kitchens](#)

[HSE Gas Safety](#)

[HSE Maintenance – gas appliances and flues](#)

[HSE Safety in the installation and the use of gas systems and appliances](#)

7. INFECTION CONTROL

Covid 19 restrictions have been removed, however businesses still have a responsibility to put in place infection control measures to protect their employees and others.

WHAT ARE THE BUSINESS RESPONSIBILITIES?

Businesses still have responsibility to minimise the spread of Covid-19 and other infectious diseases within the workplace. These diseases include Covid-19, SARS and Norovirus. A full list of diseases can be found [here](#).

Your local environmental health department may be able to advise on the adequacy of existing measures in place and any additional measures that can be taken by the business to prevent transmission.

Workers and visitors will feel assured that controls are in place and the business is doing what it can to protect staff and others from the risk of infection.

WHAT CONTROLS SHOULD I BE CONSIDERING?

Effective controls include some of the following simple measures:

Ventilation

Good ventilation can prevent many infectious diseases spreading.

- There is a requirement to provide effective ventilation under the Workplace (Health, Safety and Welfare) Regulations 1992 & L24 Approved Code of Practice.

- Further spikes of Covid infection along with other respiratory infections are expected especially during the winter months and now is the best time to prepare to improve natural and mechanical ventilation or install new ventilation systems.
- Carbon dioxide monitors can be used as a tool to help assess the effectiveness of current ventilation.
- Hertfordshire is currently offering to provide financial support to improve ventilation within your business:

[Stay Safe, Stay Open packages across Hertfordshire](#)

[Covid-19 Advice and Support](#)

Hand washing

Washing and sanitising hands will continue to help reduce spread of diseases. Therefore, retain hand washing facilities and sanitiser stations to protect staff, visitors, and customers. When hands are not visibly soiled, hand sanitiser is great at reducing and preventing the spread of covid and flu, but it is not effective against some other diseases such as norovirus where hand washing with hot soapy water is the best control. [Best-way-to-wash-your-hands](#)

Sick pay

In order to protect your employees and your business you need a policy in place for staff members with either symptoms of, or a positive result of, Covid-19 or other infectious diseases. It is also best practise to have procedures in place for any staff who are contacts of a positive case.

- If staff members are symptomatic, it is recommended that they do not come into work.
- It should be clear in your sickness policy that staff should make you aware immediately of their situation and work from home

- If employees come into work as normal this could result in spreading disease amongst other staff and more staff being put at risk and eventually affecting your business continuity.
- If sick pay is offered by you as an employer, this may serve as a control measure in preventing the spread of infection.

Encouraging staff with symptoms not to physically attend work

As well as providing sick pay, encourage staff not to attend work whilst having symptoms or following a positive COVID-19 test. If staff can work from home this should be encouraged, this is viewed as a positive step in controlling spread of COVID-19 along with other infectious disease. Also see the following link to government guidance [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#)

[People with symptoms of a respiratory infection including COVID-19](#)

Retaining screens where possible

If you have already invested in screens and they can be maintained without affecting your business, screens can help protect your staff and visitors but also help staff that are vulnerable feel more confident about returning to work.

Vulnerable workers

You may have staff members or customers that are vulnerable. Not only will the above measures help them feel comfortable, but you have a legal duty to protect these employees and staff within your business.

Face coverings

Encourage use of face coverings for both staff and customers when in enclosed and busy areas. The government still recommend their use indoors in certain situations, particularly in confined or crowded spaces.

Cleaning

Maintaining a higher level of cleaning in busy areas and common touch points will help to reduce the spread of infectious disease. This is particularly important if your business practices hot desking. Information on effective cleaning products are available here: [Antiviral Cleaning Guidance](#).

Equipment use

Where possible equipment should not be shared. Where this is not possible it should be sanitised between use.

Vaccinations

Encouraging staff to have vaccinations will bolster business continuity and reduce staff sickness. Flu jabs are available annually with further information available via your GP.

[Infection-control-for-businesses-after-covid-19](#)



8. LEGIONELLA

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection.

The risk increases with age but some people are at higher risk including:

Good ventilation can prevent many infectious diseases spreading.

- People over 45 years of age
- Smokers and heavy drinkers
- People suffering from chronic respiratory or kidney disease
- Diabetes, lung and heart disease
- Anyone with an impaired immune system

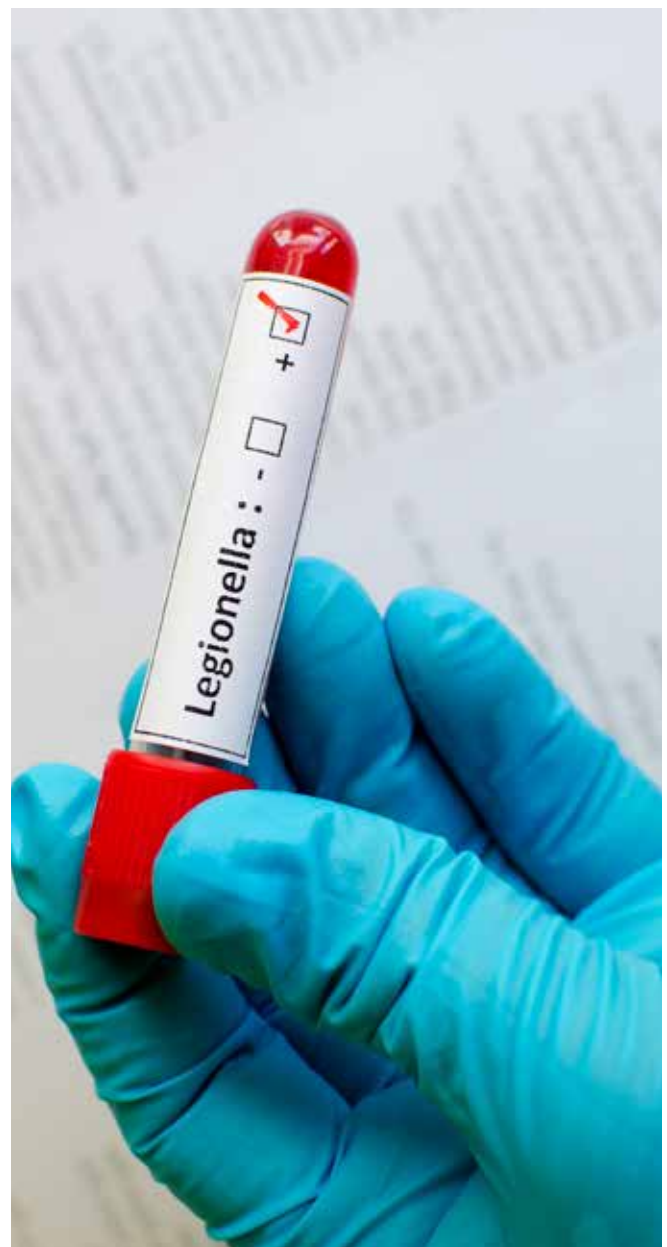
Under general health and safety law, as an employer or person in control of a premises (eg a landlord), you have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella. Details of the specific law that applies can be found in part 1 of Legionnaires' disease: The control of legionella bacteria in water systems. Carrying out a risk assessment is your responsibility and will help you to establish any potential risks and implement measures to either eliminate or control risks.

You may be competent to carry out the assessment yourself but, if not, you should ask someone with the necessary skills to conduct a risk assessment. This can be done by someone from within your own organisation or from someone outside, e.g. an external consultant.

USEFUL INFORMATION:

[Legionnaires' disease: A guide for dutyholders INDG458](#)

[HSE - Legionella and Legionnaires' disease](#)



9. LONE WORKING

With the popularity of remote working, flexible working and the advances in IT a growing number of employees are lone working.

Lone workers are employees that work by themselves without close or direct supervision, but they are not necessarily working alone. In fact, many lone workers work with the general public for much of their day such as pest control workers or carers. Some lone workers work in other businesses such as maintenance workers or cleaners.

An employer must manage the health and safety risks to these employees including self-employed people. Lone working can result in greater risks because without direct supervision there is no one to help employees if things go wrong. There are also external factors to be considered such as working with the public or in some else's workplace.

Including lone working on your risk assessment will identify any risks. Control measures can then be put in place to keep lone workers safe. The best risk assessments involve the employees who carry out the work. Speak to them about the potential risks and how they should be controlled.

THERE ARE A NUMBER OF AREAS TO CONSIDER SUCH AS

- The task - can it be done by one person
- The employee - do they have the skills and training to work alone and are they medically able to do so
- Stress and mental health - for example, how will you prevent those working from home working additional hours and how will you know if they are becoming depressed or anxious

- Will they be working in other employers workplaces - Can you consult that employer to identify any risks or expected control measures
- Will there be a risk of violence including verbal threats - For example, does the work involve enforcing rules, carrying money, or working with those affected by drugs or alcohol
- Monitoring - It's important that you keep in touch with lone workers and that they understand the monitoring systems you have in place to keep them safe. These could include checking in during the day on a mobile phone or any other procedure in place to keep employees safe.
- Emergencies - What should the employee do in an emergency situation such as ill health or an accident

There is more detailed advice available on the links below

Simple video giving basic advice on protecting lone workers is available here

[Lone workers: how employers should protect them - Overview - HSE](#)

Protecting lone workers: How to manage the risks of working alone is a short guide. There is also a link to a violence a work guide

[Working alone - Health and safety guidance on the risks of lone working](#)

Suzy Lamplugh Trust has leaflets, advice and offers training

[Suzy Lamplugh Trust](#)

10. NOISE

Exposure to noise at work or at an Event can cause hearing loss that can be temporary or permanent.

People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged. Permanent hearing damage can be caused immediately by sudden, extremely loud and / or explosive noises.

Although hearing loss is usually gradual because of prolonged exposure to noise, it may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become. While hearing loss is not the only problem that may be associated with exposure to extreme noise, people may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

By law, as an employer, you must assess and identify measures to eliminate or reduce risks from exposure to noise so that you can protect the hearing of your employees. Where the risks are low, the actions you take may be simple and inexpensive, but where the risks are high, you should manage them using a prioritised noise-control action plan.

Where required, ensure that:

- Hearing protection is provided and used
- Any other controls are properly used
- You provide information, training, and health surveillance
- Review what you are doing if anything changes that may affect the noise exposures where you work.

USEFUL INFORMATION:

[HSE: Noise at work – health and safety in the workplace](#)

[Event safety - Noise](#)



11. RISK & RISK ASSESSMENTS

Risk assessments help protect your employees, your customers and ultimately your business.

They are not designed to provide a complex 'paper chase exercise.' It is designed for you to make a simplified assessment of your workplace activities to help you decide on the best methods of controlling the significant risks presented to your workforce and / or your business.



Start by following 5 easy steps:

- **Step One** – Identify the hazards that can cause harm in the workplace.
- **Step Two** – Identify who might be harmed and how.
- **Step Three** – Evaluate the risks and decide on appropriate controls, consider the ones you already have.
- **Step Four** – Recording your risk assessment and making your staff aware of any significant risks and the controls you have put in place.
- **Step Five** – Reviewing and updating your risk assessment.

Further guidance is available here: [Risk assessment: Template and examples - HSE](#)

A basic risk assessment is available in Annex 1

12. VENTILATION

A well-ventilated workplace is essential to reduce the risk of COVID and other infections

The Workplace (Health, Safety and Welfare) Regulations 1992 require businesses to ensure that there is an adequate supply of fresh air in enclosed workplaces. This can be achieved through natural ventilation (open windows), mechanical ventilation or a mixture of both. Opening windows and doors can often provide sufficient fresh air but if in some situations this may not be enough and consideration will therefore need to be given to the installation of mechanical ventilation systems. These systems will need properly assessed/ installed by a competent ventilation engineer in order to achieve the necessary ventilation rates which will be dependent on the type of setting and numbers of people occupying the space.

The first step is to carry out a risk assessment:

- Is natural ventilation the predominant means of providing fresh air (windows, passive vents, doors etc). Are these being fully utilised and is there good cross-flow.
- Size of room and occupancy level
- Nature of use i.e office accommodation (passive) or choirs, live music venues (risk of high transmission).

Co2 monitors can be used to assess the effectiveness of ventilation.

Grants are available through the Hertfordshire growth hub for those businesses that wish to consider installing a mechanical ventilation system.

USEFUL INFORMATION:

[Safe-stay-open/funding-to-help-improve-ventilation/](#)

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)



13. FURTHER SUPPORT

Environmental Health teams are available across the county for further support, please find your districts details below:

Broxbourne

01992 785555

www.broxbourne.gov.uk/

Dacorum –

01442 228000 /

www.dacorum.gov.uk/

East Herts –

01279 655261 /

www.eastherts.gov.uk/

Hertsmere –

0208 207 2277 /

www.hertsmere.gov.uk/home.aspx

North Herts –

01462 474000 /

www.north-herts.gov.uk/

St Albans –

01727 866100 /

www.stalbans.gov.uk/

Stevenage

01438 242242

www.stevenage.gov.uk/

Three Rivers

01923 776611

www.threerivers.gov.uk/

Watford

01923 226400

www.watford.gov.uk/

Welwyn & Hatfield

01707 357000

www.welhat.gov.uk/

Wider Business support is available via Herts Growth Hub.

Hertfordshire Growth Hub is the county's flagship business support provider. They're driven to help local businesses by offering instant access to advice, resources, events and other support providers, all in one convenient place.

www.hertsgrowthhub.com



14. APPENDICES

ANNEX 2 – GAS SAFETY CHECKLIST

Gas Safety Checklist	
Installation/Maintenance	Notes / action
<p>Duty holders should ensure that appliances are installed, maintained and inspected by a competent Gas Safe Registered Engineer. The engineer should be able to provide you with a Gas safety Certificate/s</p> <p>Gas Safe Register (hse.gov.uk)</p>	
<p>Are the gas pipe works, appliances and flues regularly maintained?</p> <p>Is work on gas fittings carried out by a competent person someone who is on the Gas Safe Register?</p> <p><i>These should be checked for safety every 12 months by a suitably qualified Gas Safety registered engineer if the hospitality premises is also one of the following: Hotels, guest houses, bedsits, communal kitchens, tied accommodation, holiday boats, caravans and staff accommodation.</i></p>	
<p>Can each gas appliance be isolated in an emergency?</p>	
<p>Does the appliance have a working flame supervision device?</p> <p><i>Device to stop flammable gas going to the burner if the flame is extinguished.</i></p>	
<p><i>Ensure a safe method of lighting equipment and repair faulty lighting mechanisms. Use a competent registered gas safe engineer.</i></p>	
Ventilation	
<p>Carry out checks to ensure all natural and mechanical ventilation systems are adequate and are working effectively?</p> <p><i>It is essential that ventilation is permanent (not doors/windows). check air bricks/grills are not blocked and ensure that fresh air is able to enter the kitchen.</i></p>	
<p>Is the ventilation canopy interlocked with the gas supply?</p> <p><i>Can the appliance operate when the ventilation canopy is switched off?</i></p>	

Gas Safety Checklist	
Ventilation	Notes / action
<p>Are all the appliances underneath the canopy and does this incorporate a flue to the outside?</p> <p><i>The canopy should overhang each appliance by about 250mm – or more if the canopy is higher than 2m.</i></p>	
Appliance pipe work checks	
Are the appliance hoses off the floor?	
Are the yellow hoses and joints satisfactory and free from damage?	
<p>Is there a restraining wire?</p> <p><i>To prevent damage to connections from equipment being moved.</i></p> <p><i>Restraining wires Should be attached to structure and not to pipe work.</i></p>	
Storage	
Are gas cylinders stored safely?	
Use of chocks or restraining chains in place?	
Risk assessment	
<p>Has a risk assessment been carried out?</p> <p>Are all employees trained in gas safety?</p>	
<p>Training recorded?</p> <p><i>This should include how to use gas equipment (lighting of equipment, how to carry out visual checks for obvious faults and who to inform etc.)</i></p>	
Emergency procedures	
<p>Carbon monoxide (CO) alarms .</p> <p>CO alarms should be installed, checked, maintained and serviced in accordance with manufacturers' instructions.</p> <p><i>N.B Although CO alarms are a useful back-up precaution they must not be regarded as a substitute for proper installation and maintenance of gas equipment by a Gas Safe registered engineer. Such alarms should comply with BS EN 50291 and carry the appropriate conformity marking.</i></p>	

ANNEX 2 – GAS SAFETY CHECKLIST

Gas Safety Checklist	
Emergency procedures	Notes / action
What procedures do you have in place in case of an emergency? E.g. a gas leak or a fire.	
Is there an emergency isolation valve (EIV)?	
Are the EIVs accessible? E.g. easily reached as kitchen is being evacuated (near the door).	
Do employees know how to operate the EIV in the event of an emergency? Staff training/induction.	
Fire protection	
Are all fire extinguishers accessible and their locations clearly designed?	
Are all fire extinguishers inspected and recharged regularly with evidence of inspection?	

