Extra Care

- Radon
- Gas safety in catering establishments
- Gas safety in mobile catering
- Gas safety in outside catering

Essex Health & Safety Liaison Group

Radon in the workplace

Radon is a clear, colourless, odourless gas which is given off from the ground and some building materials. It is a source of natural radioactivity. High levels of Radon in your workplace can increase the risks of cancer in you and your employees.

Safety point	Why?	How do you do this?
You need to carry out a post code check to find out if your washplace is at risk of high levels of radon.	The Health Protection Agency (HPA) have maps showing what areas of the country are likely to have high levels of radon in buildings.	You can check by post code if the premises you occupy are in an affected area by going to **www.ukradon.org** Or looking on the HPA website at **www.hpa.org.uk** where a radon map is published Is your business in high risk area? Yes ☐ No ☐
If your post code check indicated that you are in an at risk area you should carry out monitoring using passive radiation detectors purchased from the Health Protection Agency's website	You will be sent a report giving you more accurate residual levels for the workplace, and advice on what steps you need to take.	Arrange for a passive radiation detector survey to be carried out. Look on the HPA website to order a workplace radon detection pack.
Any remedial actions identified in the report, need to be actioned.	To reduce exposure to radon, the actions you take must either lower the levels of radon in the workplace, or by changing work practise, e.g reduction in exposure.	Follow the advice given in the report, and contact your Environmental Health Service for further information. Attach the report and the details of what action you have taken to this sheet, and review it every year, or if there are significant changes to the premises or the way you work in it.

Gas Safety in Catering Establishments

Safety point	Why?	How do you do this?
Gas equipment and services must only be installed, 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. **FIND A REGISTERED GAS BUSINESS** **CHECK A GAS ENGINEER** Check if an engineer is registered by using the Licence card number ID number: Check now	If the equipment or services are not correctly fitted gas escapes or water leaks could occur or the appliance could give out poisonous fumes into the workplace. **FIND A REGISTERED GAS BUSINESS** Find a Gas Safe certified business in your area Postcode: Advanced options | Find by name Find now	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 regularly in accordance with the manufacturer's instructions.	The Gas Regulations require all gas appliances, flues, pipework and safety devices to be maintained in a safe condition. They should be inspected by a competent person regularly. You must follow the manufacturer's recommendations or speak to your gas safe engineer.	When was your gas equipment and services last serviced? Who carried out your gas service? If you used a Gas engineer did you check that they were registered with Gas Safe to work on commercial catering equipment? Yes ☐ No ☐

The Best Gas Essex

Gas Safe Registered number 123456

Any Town
Any Street
Essex

Tel 01234 567891

› View our engineers

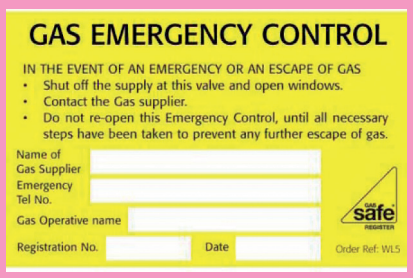
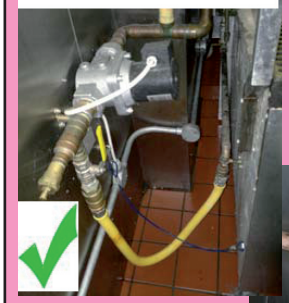
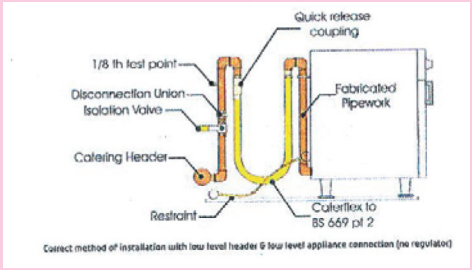
Services Provided:
- Non-Domestic

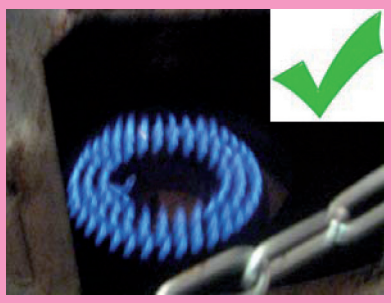
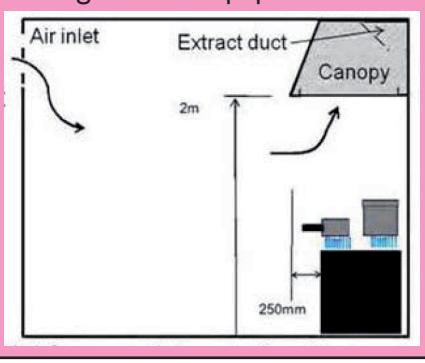
Gas Type:
- Natural Gas
- LPG

Domestic area of work:

Non-domestic area of work:
- Catering
  - Commercial Catering Range Cookers NG
  - Commercial Catering Range Cookers LPG
  - Commercial Catering Fat & Pressure Fryers NG
  - Commercial Catering Fat & Pressure Fryers LPG
  - Mobile Catering Range Cookers LPG
  - Mobile Catering Fryers LPG

GAS safe REGISTER

Safety point	Why?	How do you do this?
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. A notice must be displayed next to the EIV or Emergency Control button.  GAS EMERGENCY CONTROL IN THE EVENT OF AN EMERGENCY OR AN ESCAPE OF GAS • Shut off the supply at this valve and open windows. • Contact the Gas supplier. • Do not re-open this Emergency Control, until all necessary steps have been taken to prevent any further escape of gas. Name of Gas Supplier Emergency Tel No. Gas Operative name Registration No. Date Order Ref: WL5 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. **Restraining wire attached to the wall**  **Restraining wire attached to the pipework** Connecting and disconnecting plug in gas connections to appliances when moving for cleaning, or changing LPG cylinders or hoses can be carried out by you but you must be competent. Fixed appliances should have a single manual means of isolation and pipes shall be located to leave a space of at least 25mm between the pipe and the wall.	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. The notice will remind staff what to do in an emergency. To ensure they can spot any signs of damage and to activate your emergency procedures. Staff should check: • Is there any damaged pipework or connections? The flexible connection should have a smooth U shape curve and not twist or drag on the floor. • Does the flame supervision devices work? 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) • Is the flame quality good? • Are the restraint chains in place? • Do the castors on mobile equipment lock in place?  Correct method of installation with low level header & low level appliance connection (no regulator) You must be able to connect and disconnect your gas connections safely—ask your gas engineer to demonstrate how this can be done to ensure you are confident and competent to do so. This is to allow access for cleaning and servicing.	Do you have an emergency isolation valve (EIV)? Yes ☐ No ☐ What is your emergency procedure in the event of a gas leak? What training do you provide to your staff? Are you confident and competent to connect and disconnect your gas appliances? Yes ☐ No ☐ Do all of your fixed appliances have a single manual means of isolation and are the pipes at least 25mm from the wall? Yes ☐ No ☐

Safety point	Why?	How do you do this?
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 note method for each.
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 effective 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/s? Yes ☐ No ☐ If Yes, please mark these on the plan on the last page with the appliances they serve.

Safety point	Why?	How do you do this?
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 for complete combustion 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 2800ppm. Ask your engineer to provide you with a copy of the carbon dioxide reading for your records.	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 your staff when it is raining or they are cold! There must be a permanent fresh air intake. Any permanent air vents should be positioned so that they cannot be blocked up by staff. They should also be placed where they are less likely to cause a draught and if they are noisy you may need to consider noise attenuated ventilators. To ensure that there is adequate ventilation in the room.	Do you have any permanent fresh air vents? If Yes, please mark on 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 operative 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 BS6173:2009. When your installation was last repaired or altered it should have been upgraded to meet the new British Standards. They will consider if there are any high risk factors such as:- • Ventilation is not used/unreliable • Small room volume • Poor design/maintenance • User unaware of effect of using gas without ventilation • Poor general ventilation - no make up air • Extensive use of appliances for long periods • Ageing System • Operation of Type B appliances	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 a risk is likely to arise. It is likely that your engineer will recommend that you upgrade your system to meet the current British Standards. If you have any Type B gas appliances it is a legal requirement to have an interlock in place.

Safety point	Why?	How do you do this?
Cleaning		
Ovens and burners must be kept free from debris. A visual inspection of the ventilation system should be carried out once a week. All metal surfaces should be checked to ensure that 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. The extract ductwork should be cleaned frequently depending on the usage: **Heavy Use**(12-16hours per day) - cleaned every 3 months **Moderate Use** (6-12 hours per day) - 6 monthly **Light Use** (2-6 hours per day) - Annually.	This may block up the gas ports and may cause poor ignition and flame quality. This is recommended in the Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (DEFRA 2005). 	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? How often do you have your ductwork deep cleaned?

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

Mobile Catering Gas Safety Checks

Opening Checklist

Gas Cylinders:

Are your cylinders stored in a compartment separated from the main vehicle? Y/N
Is the compartment provided with a minimum of 30 minutes fire resistance? Y/N
Does the access door to the cylinders have high and low level ventilation? Y/N
Are the cylinders secured in an upright position during transit? Y/N
Do you place your cylinders outside of the vehicle during trading? Y/N
If Yes: -
Are your gas cylinders stored in a well ventilated area Y/N
Are your cylinders upright on a firm, level hard standing? Y/N
Are the cylinders located away from entrances/exits & circulation areas? Y/N
Are the cylinders away from any heat source? Y/N
Are the cylinders kept clear from rubbish/other debris? Y/N
Are the cylinders at least 2 m away from drains/drainage covers? Y/N
Are the cylinders protected against access by the public? Y/N
Are oil drums/other flammable materials stored away from the cylinders? Y/N

Hoses:

Are the flexible hoses labelled with the BS3212/BSEN1763? Y/N
Are the flexible hoses in good condition? Y/N
Are the hose clips suitable and in good condition? Y/N
Is the regulator labelled with BS3016 or BSEN12864? Y/N
Is the flexible hose length from the regulator to the appliance no more than 1m? Y/N
Have you checked the hose connections with soapy liquid? Y/N

Management:

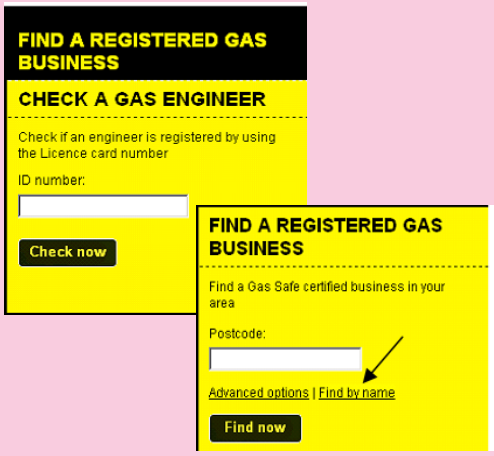
Have you provided training on gas safety to all your employees? Y/N
Do you ensure no smoking near the cylinders? Y/N
Do you have emergency procedures in place? Y/N
Do you have a copy of your emergency procedures onsite? Y/N
Can emergency services gain access to the cylinders? Y/N
Have you displayed appropriate signage? Y/N

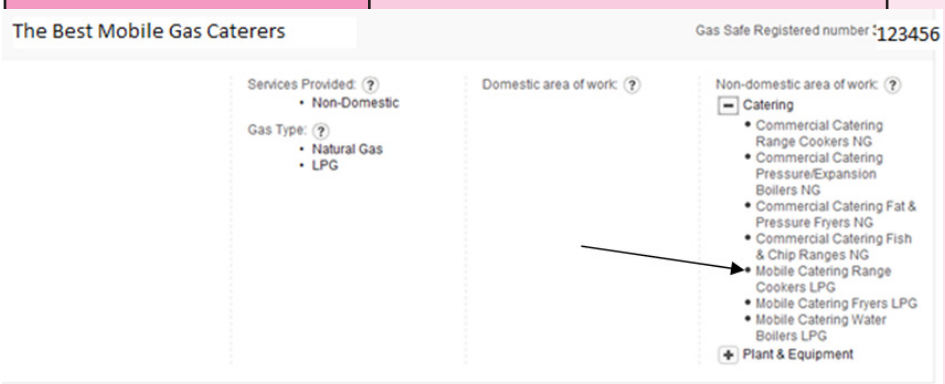
Closing Checklist

Have you turned off the gas to all your appliances? Y/N
Have you turned off the gas supply at the cylinders? Y/N
Are your gas bottles stored safely and cannot be tampered with? Y/N
Have you removed all empty cylinders and stored them safely? Y/N
Have you removed all cardboard and rubbish (incl. oil) from your unit? Y/N

If you answer **No** to any of these questions then you need to take action.
Please read the rest of the guidance note for assistance.

Safety point	Why?	What do you do?
	To ensure the vehicle meets the gas safety regulations and complies with the appropriate standards.	Do you have a: Trailer ☐ Converted vehicle ☐ Mobile van ☐ Did you purchase your vehicle/trailer second hand? Yes ☐ No ☐ What gas safety documentation did you obtain before purchasing your trailer/van? ☐
	To ensure the vehicle is roadworthy and safe to use.	Does your converted vehicle comply with the Gas Safety (Installation and Use) Regulations? Yes ☐ No ☐ Not sure ☐ Do you have a current gas safety certificate for your equipment? Yes ☐ No ☐ What is the maximum number of gas cylinders you can store on your vehicle?
	To ensure the trailer is roadworthy and safe to use.	

Safety point	Why?	What do you do?
Installation of gas equipment		
Gas equipment and services must only be installed, and repaired by a Gas Safe registered installer. Engineers must be suitably qualified to work on **Mobile Catering Equipment.** 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 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 **mobile catering** equipment? Yes ☐ No ☐
Maintenance of gas equipment		
Gas appliances , flues, pipework and safety devices should be inspected regularly in accordance with the manufacturer's recommendation. It is recommended that every 6 months but at least every 12 months, the gas appliances, flues, pipework etc. are checked by a competent person. If you are the owner of a vehicle and rent the vehicle to another person, then you are regarded as a landlord. You need to obtain a gas safety certificate every year from a Gas Safe registered engineer.	The Gas Regulations require all gas appliances, flues, pipework and safety devices to be maintained in a safe condition. They should be inspected by a competent person regularly. You must follow the manufacturer's recommendations or speak to your gas safe engineer.	Note in the **Maintenance log** or in your diary when your gas equipment and services were last serviced. Note down who carried out your gas service. If you used a gas engineer, keep a copy of your certificate with your records. If you used a Gas engineer did you check that they were registered with Gas Safe to work on **Mobile catering** equipment? Yes ☐ No ☐

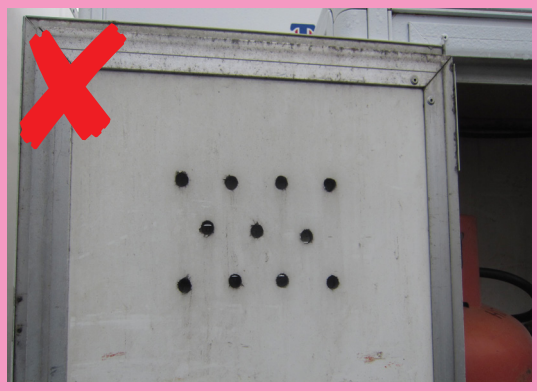


Safety point	Why?	What do you do?
	To ensure the cylinders are stored safely and do not cause a fire/ explosion.	Where are your cylinders stored during transit?
Cylinders must be suitably secured in the upright position during transit. Gas bottles must NEVER be left on during transit.	To prevent movement during transit.	
	To provide adequate ventilation and to comply with the legislation.	What ventilation is provided to the gas cylinder compartment?
Access to the cylinder compartments should be from outside the vehicle. They should be designed to allow easy access for changing cylinders and quick removal of cylinders in an emergency. Ensure compartments are not blocked with rubbish or other items. Unauthorised access should be prevented when the vehicle is unattended. A suitable notice should be fixed to the exterior of the housing or compartment stating 'Caution LPG Highly flammable'.	To ensure cylinders can be accessed quickly in an emergency. Compartments must not be locked when they are in use. To provide safety advice to employees and members of the public.	

Photographs to show good and bad practice

Cylinders should be secured to prevent movement during transit.

Ventilation should be provided at high and low levels



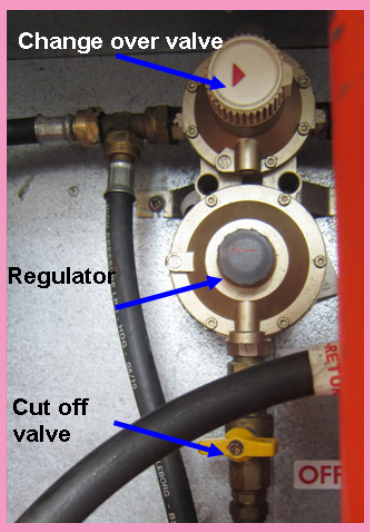
This should be fully open with a proper grill as the holes do not allow sufficient ventilation.

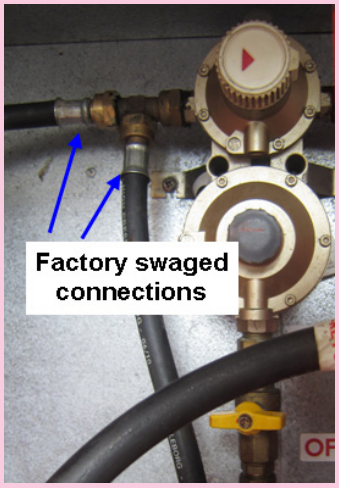
Ventilation only provided at low level. None at high level.

Holes have been made in the bottom of the cylinder compartment for ventilation. The cylinders are also not secure during transit.

Ventilation holes in the base of the cylinder compartment.

Safety point	Why?	What do you do?
Cylinders may be located outside the vehicle during use when parked provided they are adjacent to the vehicle on firm and level ground. Cylinders should be located away from entrances/exits and circulation areas. Avoid placing the cylinders under openings or close to doors, ventilation grills or openable windows. Do not locate the cylinders anywhere near passing vehicles. The number of cylinders kept should be the minimum necessary for the type and number of appliances served. Any reserve cylinders in stock should be on a 1 for 1 replacement basis.	To ensure the bottles are secure. To prevent them being accidentally knocked over/ damaged or tampered with. To prevent gas entering the vehicle. They could be accidently stuck by passing vehicles and cause an explosion. To reduce the amount of flammable/explosive gas being stored at any one time.	How do you ensure your cylinders are stored correctly at every event? How do you store the reserve and empty cylinders?
No source of ignition should be within 1m outside the vehicle. For example oil drums, generators or vehicles should be at least 1m away from the gas supply.	To prevent an explosion and fire.	Mark on the attached plan the distance between your vehicle and potential sources of ignition. Ensure at each event you consider this during set up. Liaise with the Event Manager to ensure you comply.
Ensure LPG cylinders are placed at least 2 metres away from drains or drainage covers. Never store the cylinders near to a heat source or in direct sunlight. Never store cylinders next to flammable substances such as cooking oil. Never smoke near the gas bottles or any other source of ignition. Shielding should be provided where necessary to prevent exhaust pipes becoming an ignition source.	LPG vapour is denser than air and any leaks could flow along the ground into the drains and may be ignited at a considerable distance from the source of leakage. Heat will cause the pressure inside the cylinder to build up to an unsafe level. Gas bottles are explosive and highly flammable. To prevent a fire starting.	Where are your cylinders stored when the van is being used for trading?

Safety point	Why?	What do you do?
Safe connection		
Pressure regulators, automatic change over devices etc. should be located as close as practicable to the cylinder. Flexible connections should be as short as possible whilst being long enough to provide the flexibility required without excessive strain on the hose or the end fittings.  Change over devices should incorporate non return valves at the high pressure inlet to prevent discharge of gas when changing cylinders. Change over devices should have an indicator to show when the reserve cylinder is in use. Manual changeover devices should have indication of the last cylinder used.	To minimise risk of explosion from gas. To comply with the appropriate standards.	Do you have a change over device? Yes ☐ No ☐ Not sure ☐ Does it have a non-return valve at the high pressure inlet? Yes ☐ No ☐ Not sure ☐ Does your device have an indicator to show when the reserve cylinder is in use? Yes ☐ No ☐ Not sure ☐
Always follow the instructions supplied when connecting the pressure regulator to the cylinder and do not open the cylinder valve or regulator tap until the pressure regulator is securely attached. Tools must never be used to turn cylinder valves on or off. Never smoke or use your mobile phone when connecting the equipment.	To ensure the gas is supplied at the correct pressure. They may damage the valves and cause a gas leak. Any spark could ignite the gas and cause a fire or explosion.	What instructions/training do you give your staff on how to connect your cylinders?
Look at the washer of the pressure regulator or valve before connecting each new cylinder. If the rubber looks worn or damaged replace it or contact your supplier. When the appliance is not in use, turn off the regulator tap.	To minimise gas escape. To prevent unnecessary release of gas and potential build up of Carbon Monoxide	Do you display these instructions next to the cylinders? Yes ☐ No ☐

	Why?	What do you do?
	To prevent gas leaks. Damaged hoses will cause gas to escape and could cause a fire or explosion.  	What information is on your hoses? How often do you replace your hoses?
The connection between the gas cylinder and the regulator should not be any longer than 1m. Where an appliance is intended to be connected to a cylinder by means of flexible hose, the hose should not exceed 1m in length. Hoses should be protected from mechanical damage and excessive heat. They should not be routed under temporary flooring. If you require the length of the hose to be longer than 1m then you must use copper piping.	To prevent pipe damage and likelihood of leaks. Longer pipework may also cause tripping hazards. To prevent heat damage and gas leaks.	

Safety point	Why?	How do you do this?
Appliances		
Appliances must be approved for use with LPG. They must also carry a CE mark.	To ensure they are safe to use.	Are all of your appliances approved for use with LPG and carry a CE mark Yes ☐ No ☐
Appliances should have burners protected by flame supervision devices. Domestic cooker hot plates and grill burners do not require these.	To protect individuals when lighting the appliances. There have been explosive incidents caused by a delay between turning on the gas and applying the ignition source. This allows sufficient gas to accumulate in the oven and to ignite explosively.	Do your appliances have flame supervision devices (flame failure devices)? Yes ☐ No ☐ If no, how do you light your appliances safely?
Appliances should be fixed securely on a firm non combustible heat insulating base. Gas fired catering appliances should be positioned at a sufficient distance away from flammable materials such as tent canvas or screens . Appliances should be sited so they do not obstruct passageways or exits. Position your equipment to avoid tampering by unauthorised persons.	To prevent movement while the vehicle is in motion. To avoid accidental ignition. To prevent accidents.	Note the position of your appliances on the plan attached. Do you ensure all catering appliances are positioned away from flammable materials at all times? Yes ☐ No ☐ Do your appliances obstruct passageways or exits? Yes ☐ No ☐ Do you ensure all appliances are turned off and the gas supply is turned off at the cylinders whilst the vehicle is in motion? Yes ☐ No ☐
LPG fuelled refrigerators should be provided with a flue. Additional ventilation should be provided in the vehicle floor immediately below the refrigerator. No gas appliances should be in operation whilst the vehicle is in motion. For continuous operation the refrigerator should be a type with alternative electrical heating supplied from an onboard battery.	To comply with the appropriate standards. To prevent draughts which may extinguish the small burner flame To prevent a fire/explosion.	Do you have gas fired refrigerator? Yes ☐ No ☐ If Yes:- Do you have a flue? Yes ☐ No ☐ What ventilation is provided for the refrigerator?

Safety point	Why?	How do you do this?
Water heaters		
Flues should be provided as recommended in the manufacturer's instructions.	To comply with the British Standard.	Is the water heater fitted with a flue? Yes ☐ No ☐
Water heaters should be room sealed if possible.	Room sealed heaters get air for combustion from outside and combustion products are released directly to the outside. Open flued heaters draw air from inside the mobile and exhaust through a flue to the outside. Flueless water heaters (if found) draw air from inside the mobile and evacuate their products into the surrounding area. Failure of an open flue would lead to combustion products being exhausted into the mobile.	If No, what does the manufacturers instructions advise? Is the water heater room sealed? Yes ☐ No ☐
Both open flue and flueless water heaters need appropriate ventilation as per the appliance manufacturer's instructions. This is normally provided by air vents. Opening the front of the mobile unit is not suitable ventilation as the appliance could be used with the unit closed.	To combust properly and remove any likelihood of Carbon Monoxide (CO) build-up.	What ventilation is provided in your vehicle?
Appliances should be fitted with a flame supervision device.	To comply with the appropriate standards.	Is the water heater fitted with a flame supervision device? Yes ☐ No ☐
Electrical Generators fuelled by LPG		
If you have a housing built in the vehicle for storing a generator, it needs to have access from the outside, be fire resistant and be ventilated at high and low levels. The generator may also require a separate gas supply. Ensure the gas hoses used to connect the generator are no longer than 1.5m. All electrical connections and installations must be in accordance with the current IEE regulations (BS7671)	To comply with the appropriate standards.	Do you use an electrical generator? Yes ☐ No ☐ Where is it stored? Does it need a gas supply? Yes ☐ No ☐

Safety point	Why?	How do you do this?
Emergency Procedures		
A documented procedure is recommended explaining what to do in an emergency with useful contact telephone numbers. You must have notices displayed on what to do in an emergency e,g. gas leaks and fires. Where a bulk propane supply or more than 2 cylinders with a maniford or automatic changeover device are used, a separate emergency shut off should be provided at the inlet to the common supply. 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. DO NOT use a naked flame when looking for gas leaks. A 1 x 5kg dry powder fire extinguisher should be available for each 2 x cylinders used. Place your extinguishers in a conspicuous place. If you are frying food then you will also need a fire blanket. If you are deep fat frying then a 9litre foam extinguisher or Fry Fighter is required. **In the event of a fire:** • Raise the alarm immediately and call the Fire Brigade advising them of the presence of LPG. • Shut all valves on cylinders • Keep cylinders cool by using water spray if possible.	To ensure all staff know what to do in an ermergency and so they all know how to turn off the gas supply. The notice will remind staff what to do in an emergency. Emergency Control Valve A safety notice on how to connect and disconnect the LPG bottles should be displayed next to the gas bottle storage. To ensure they can spot any signs of damage and to activate your emergency procedures. Staff should check each day for: • Visual check of the cylinders, pipework, appliances, flues and vents. • Is there a smell of gas—LPG has a distinctive smell. • Frosting or shimmering may indicate a gas leak. • Check the connections for leaks using a soapy water solution or leak detection fluid (bubbles can be seen if joints/hose have leaks) • Is there any damaged pipework or connections? • Are appliances securely fastened to the vehicle • Are the appliances turned off whilst the vehicle is in motion and the gas supply turned off at the cylinder. • Is the flame quality good?	What is your emergency procedure in the event of a gas leak? What notices do you display? What training do you provide to your staff?

Plan of your event layout

Please draw the location of all of your equipment including the position of the entrance/exit and any additional air inlets. Please show the location of your gas bottles and fire extinguishers. Note the position of your change over valves and Emergency Control if applicable.

Maintenance Log

Date of Service	Who carried out the service? (Note down the name of the engineer and the business)	If you used a gas engineer, were they registered with Gas Safe to work on Mobile Catering Equipment? (note down their registration number)	Did you receive a gas safety certificate? (If yes, ensure a copy is kept with this record)

Outside Catering Gas Safety Checks

Opening Checklist

Gas Cylinders:

Are your gas cylinders stored in a well ventilated area outside of the marquee/tent? Y/N

If No, unless you have a single butane cylinder you must move them to the outside area.

Are your cylinders upright on a firm, level hard standing? Y/N
Are the cylinders located away from entrances/exits & circulation areas? Y/N
Are the cylinders away from any heat source? Y/N
Are the cylinders kept clear from rubbish/other debris? Y/N
Are the cylinders at least 2 m away from drains/drainage covers? Y/N
Are oil drums/other flammable materials stored away from the cylinders? Y/N

Hoses:

Are the flexible hoses labelled with the BS3212/BSEN1763? Y/N
Are the flexible hoses less than 2 years old? Y/N
Are the flexible hoses in good condition? Y/N
Are the hose clips suitable and in good condition? Y/N
Is the regulator labelled with BS3016 or BSEN12864? Y/N
Is the hose length from the regulator to the appliance no more than 1m? Y/N
Have you checked the hose connections with soapy liquid? Y/N

Management:

Have you provided training on gas safety to all your employees? Y/N
Do you ensure no smoking near the cylinders? Y/N
Do you have emergency procedures in place? Y/N
Do you have a copy of your emergency procedures onsite? Y/N
Can emergency services gain access to the cylinders? Y/N
Have you displayed appropriate signage? Y/N

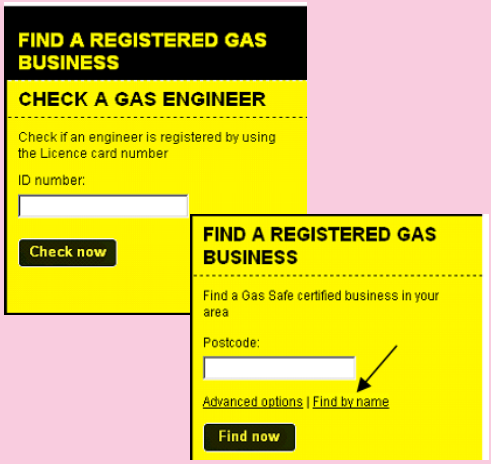
Closing Checklist

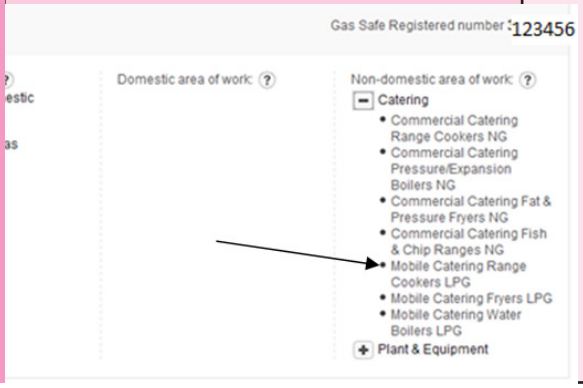
Have you turned off the gas to all your appliances? Y/N
Are your gas bottles stored safely and cannot be tampered with? Y/N
Have you removed all empty cylinders and stored them safely? Y/N
Have you removed all cardboard and rubbish (incl. oil) from your unit? Y/N

If you answer **No** to any of these questions then you need to take action.
Please read the rest of the guidance note for assistance.

Safe Method: Gas Safety in Outside Catering

LPG is flammable. It must be stored away from sources of ignition in a well ventilated area. Abuse of LPG is highly dangerous. Treat LPG with Respect - it can become explosive.

Safety point	Why?	What do you do?
Gas Safety Requirements		
Gas equipment and services must only be installed, and repaired by a Gas Safe registered installer. Engineers must be suitably qualified to work on **Mobile Catering Equipment.** 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 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 mobile catering equipment? Yes ☐ No ☐
Gas appliances , flues, pipework and safety devices should be inspected regularly in accordance with the manufacturer's recommendation.	The Gas Regulations require all gas appliances, flues, pipework and safety devices to be maintained in a safe condition. They should be inspected by a competent person regularly. You must follow the manufacturer's recommendations or speak to your gas safe engineer.	Note in the **Maintenance log** or in your diary when your gas equipment and services were last serviced. Note down who carried out your gas service. If you used a gas engineer, keep a copy of your certificate with your records. If you used a Gas engineer did you check that they were registered with Gas Safe to work on **Mobile catering** equipment? Yes ☐ No ☐



Safety point	Why?	What do you do?
Positioning of Cylinders		
Ensure LPG cylinders are placed at least 2 metres away from drains or drainage covers. Never store the cylinders near to a heat source or in direct sunlight. Never store cylinders next to flammable substances such as cooking oil. Never smoke near the gas bottles or any other source of ignition. Ensure the Emergency services can gain easy access to the cylinders in the case of an emergency.	LPG vapour is denser than air and any leaks could flow along the ground into the drains and may be ignited at a considerable distance from the source of leakage. Heat will cause the pressure inside the cylinder to build up to an unsafe level. Gas bottles are explosive and highly flammable. To stop a fire or gas leak as quickly as possible.	Where do you store your cylinders?
Cylinders should be sited at least 1 metre, measured horizontally, from any ventilation openings or accessible compartments of any adjacent permanent or temporary buildings or structures, or other possible sources of ignition. Propane cylinders should be sited in the open air and not inside marquees, tents or other enclosures. Single Butane cylinders may be located inside marquee, tents or other enclosures provide that they: • Only supply a single appliance • Are positioned next to the appliance but not subjected to heat from the appliance • Are suitably placed to allow easy access to the cylinder valve • Are kept upright on a firm level hard standing • Are kept away from storage of rubbish, cardboard or other flammable material.	To provide adequate ventilation and prevent the cylinders from being knocked over.	What type of gas cylinders do you use? Propane ☐ Butane ☐ Do you store the cylinders: inside the tent/marquee ☐ or outside ☐ ? How many cylinders do you have at each event?
Cylinders should be positioned in the upright position on firm, level hard standing. You must ensure the cylinders cannot topple over or be subject to vandalism. You should consider securing the cylinders. If a suitable rigid structure is not available then you may use a temporary post driven into the ground to provide support. Cylinders should be located away from entrances/ exits and circulation areas. The number of cylinders kept should be the minimum necessary for the type and number of appliances served. Any reserve cylinders in stock should be on a 1 for 1 replacement basis.	To prevent gas leaks from damaged pipework or tanks.	How do you ensure your cylinders are stored correctly at every event? How do you store the reserve and empty cylinders?

Safety point	Why?	What do you do?
Safe connection		
Pressure regulators, automatic change over devices etc. should be located as close as practicable to the cylinder. Flexible connections should be as short as practicable whilst being long enough to provide the flexibility required without excessive strain on the hose or the end fittings.	To minimise risk of explosion from gas.	Describe what you do:
Ensure you use the correct regulator for the type of gas.	Pressure regulators are designed specifically for either propane or butane to ensure they regulate the pressure when temperatures change.	
Always follow the instructions supplied when connecting the pressure regulator to the cylinder and do not open the cylinder valve or regulator tap until the pressure regulator is securely attached.	To ensure the gas is supplied at the correct pressure.	What written instructions do you provide for your staff?
Tools must never be used to turn cylinder valves on or off.	They may damage the values and cause a gas leak.	
Never smoke or use your mobile phone when connecting the equipment.	Any spark could ignite the gas and case a fire or explosion.	
Look at the washer of the pressure regulator or valve before connecting each new cylinder. If the rubber looks worn or damaged replace it or contact your supplier.	To minimise gas escape.	
When the appliance is not in use, turn off the regulator tap.	To prevent unnecessary release of gas and potential build up of Carbon Monoxide.	
Signs should be displayed stating 'EXTREMELY FLAMMABLE LPG. NO SMOKING. NO NAKED LIGHTS'.	To provide safety advice to employees and members of the public.	What signage do you display?
The storage of rubbish, cardboard or other flammable material should not be near to the LPG cylinders. A physical barrier protecting the space around the cylinders is recommended.	To prevent a fire from occurring.	Do you keep the area surrounding the cylinder free from rubbish, cardboard and other flammable materials? Yes ☐ No ☐

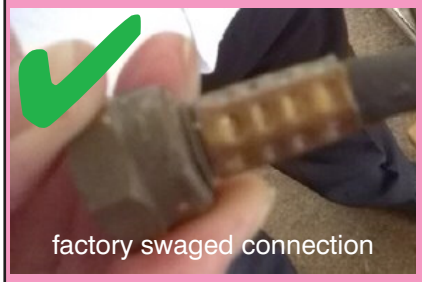
Safety point	Why?	How do you do this?
Hoses		
The flexible hoses must be manufactured to BS3212 type 2. This can be found written on the pipework.	To prevent gas leaks.	What information is on your hoses?
Hoses must be replaced as soon as they show signs of wear, aging, damage, weathering or cracks. Hoses should be replaced every 2 years or when signs of wear and damage is identified. Hoses that carry gas from cylinders to regulators must have factory swaged connections and cannot be used with just homemade crimps? High pressure hoses type 2 must be used before the regulator. All pipework is labelled detailing the pressure, the British Standard (BS) and the date of manufacturer.	Damaged hoses will cause gas to escape and could cause a fire or explosion. 	How often do you replace your hoses?
The connection between the gas cylinder and the regulator should not be any longer than 1m. Where an appliance is intended to be connected to a cylinder by means of flexible hose, the hose should not exceed 1m in length. Hoses should be protected from mechanical damage and excessive heat. They should not be routed under temporary flooring. Where an appliance is connected to a cylinder via a flexible hose, all joints should be leak tested by brushing with soap solution or leak detection fluid prior to use. The connection between the cylinder and regulator should also be checked. Each time cylinder connections are broken and remade, the joints should be leak tested.	To prevent pipe damage and likelihood of leaks. Longer pipework may also cause tripping hazards. To prevent heat damage and gas leaks. To detect leaks. If the solution bubbles there is a leak. To ensure the connection is not allowing gas to escape.	What is the length of your pipework connection between the gas cylinder and the regulator? What is the length of your flexible hose between the cylinder and the appliance? Do any of your hoses require to be protected from heat e.g. use of braided or armoured hoses? Yes ☐ No ☐? How do you test for leaks? When do you test for leaks?

Safety point	Why?	How do you do this?
Appliances		
You must treat empty cylinders like full ones and ensure they are stored safely.		How do you store your empty cylinders?
Appliances should be fixed securely on a firm non combustible heat insulating base. Gas fired catering appliances should be positioned at a sufficient distance away from flammable materials such as tent canvas or screens. Position your equipment to avoid tampering by unauthorised persons.		Do you ensure all catering appliances are positioned away from flammable materials at all times? Yes ☐ No ☐
Ventilation		
If appliances are not in the open air e.g. in tents, marquees, huts then it is essential to ensure sufficient fixed ventilation is provided. The front opening of a marquee is not deemed to be adequate ventilation. Separate fixed grills must be provided to the walls of the tent/marquee or structure.		How do you ensure adequate ventilation is provided: -
Emergency Procedures		
You must have notices displayed on what to do in an emergency e,g. gas leaks and fires. A safety notice on how to connect and disconnect the LPG bottles should be displayed next to the gas bottle storage. Suitable signage should be displayed on the bottle with 'Caution LPG and Highly flammable'.		What notices do you display?

Safety point	Why?	How do you do this?
Emergency Procedures		
A documented procedure is recommended explaining what to do in an emergency with useful contact telephone numbers. A notice should be displayed for your staff. Where a bulk propane supply or more than 2 cylinders with a maniford or automatic changeover device are used, a separate emergency shut off should be provided at the inlet to the common supply.	To ensure all staff know what to do in an emergency and so they all know how to turn off the gas supply. The notice will remind staff what to do in an emergency.	What is your emergency procedure in the event of a gas leak? What notices do you display?
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. DO NOT use a naked flame when looking for gas leaks. A 1 x 5kg dry powder fire extinguisher should be available for each 2 x cylinders used. Place your extinguishers in a conspicuous place. **In the event of a fire:** • Raise the alarm immediately and call the Fire Brigade advising them of the presence of LPG. • Shut all valves on cylinders • Keep cylinders cool by using water spray if possible.	To ensure they can spot any signs of damage and to activate your emergency procedures. Staff should check each day for: • Visual check of the cylinders, pipework, appliances, flues and vents. • Is there a smell of gas—LPG has a distinctive smell. • Frosting or shimmering may indicate a gas leak. • Check the connections for leaks using a soapy water solution (bubbles can be seen if joints/ hose have leaks) • Is there any damaged pipework or connections? • Are appliances securely fastened to the vehicle • Are the appliances turned off whilst the vehicle is in motion and the gas supply turned off at the cylinder. • Is the flame quality good?	What training do you provide to your staff?

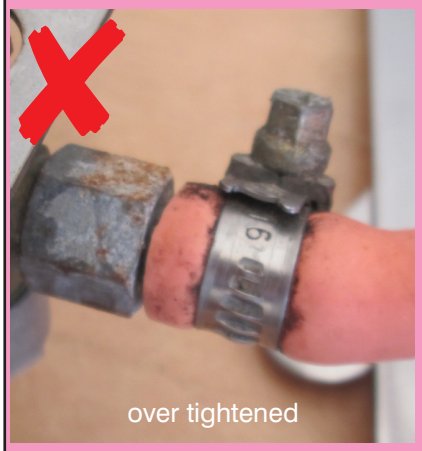
Pipework examples

Hoses that carry gas from cylinders to regulators must have factory swaged connections. Jubilee clips can be used from the regulator to the appliance. However, the clips must be smooth inside and not worm drive jubilee clips with teeth as these will make holes in the pipe and may release gas. Screw driven fastenings must be avoided as these can be over tightened and damage the hosing.


factory swaged connection

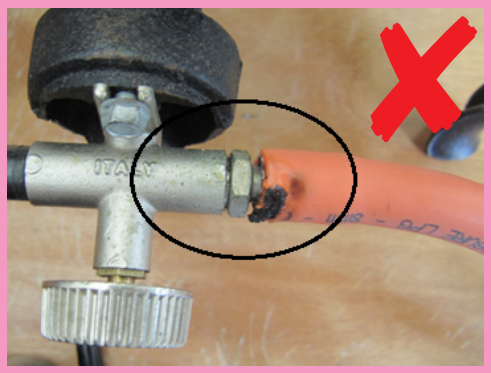
Crimp Clip

factory swaged connection


over tightened

Pipework must be in a good condition. Check the pipework each time you use it and replace it immediately if it is damaged. Braided or armoured pipes should be used if they are subjected to temperatures over 50°C.

The pipe is badly cracked at the join and is likely to leak gas. Replace immediately.


The flexible hose connection to the double ring burner has no jubilee clip. The gas reacted with the heat from the flame and caused the flexible hose to burn.

The braided hose is frayed.

The pipe is leaking gas - the piping can be compressed and has widened. It should be firm and the same width throughout.

Pipework examples

Propane Gas bottles must be placed in the open air. The photo below shows the gas bottles crammed in a tent next to a chest freezer and a hog roast cooker. Water bottles and other items had been placed on top of the gas bottles.

Hoses must not be coiled and should be at least 1m away from any source of ignition.

The length of the flexible hose should not be more than 1m from the regulator the appliance.

Do not store equipment or rubbish on top of or near to gas cylinders.

Plan of your event layout

Please draw the location of all of your equipment including the position of the entrance/exit and any additional air inlets. Please show the location of your gas bottles and fire extinguishers. Note the position of your change over valves and Emergency Control if applicable.

Maintenance Log

Date of Service	Who carried out the service? (Note down the name of the engineer and the business)	If you used a gas engineer, were they registered with Gas Safe to work on Mobile Catering Equipment? (note down their registration number)	Did you receive a gas safety certificate? (If yes, ensure a copy is kept with this record)