

PRESSURE SYSTEMS POLICY



*99 Titchfield Street
Kilmarnock KA1 1QY*

*Telephone (01563) 524014
Fax (01563) 572395*

E-Mail: adminoffice@galleoncentre.com

Web: www.galleoncentre.com

Scottish Charity Number: SC 00 8314

Trust Established 1985

PRESSURE SYSTEMS POLICY

- 1. Introduction**
- 2. Policy Statement**
- 3. Scope**
- 4. Background**
- 5. Roles & Responsibilities**
- 6. Training**
- 7. Contractors**
- 8. Policy Review**

1. Introduction

The Kilmarnock Leisure Centre Trust (KLCT) has responsibility for compliance with the Health and Safety at work etc. Act 1974 and all associated legislation to ensure the safety of all visitors to the Galleon Centre including all employees, contractors and customers.

The associated legislation includes specific legislation relating to the safe use of pressure systems and pressure vessels.

Failure to follow appropriate guidelines and adopt adequate safe working practices, in accordance with the Health and Safety at work etc Act 1974, The Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000 is likely to lead to prosecution.

This policy has been developed to ensure awareness of what pressure systems and equipment are and the risks involved in working with it.

The purpose of this policy is to create a safe working environment that ensures that the pressure systems in use are maintained and operated within the requirements of The Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000 and so ensuring the safety of all employees, customers and contractors whilst minimising the risk of danger in working in and around pressure systems.

2. Policy Statement

- 2.1 The Policy will apply, without exception, to the Centre as a whole and all individuals employed or contracted by KLCT.
- 2.2 Responsibility for the implementation of this Policy will rest with the General Manager.
- 2.3 This Policy will follow the guidance and recommendations in the ACoP L122 (second edition) issued by the Health and Safety Executive.
- 2.4 KLCT will also:
 - Clearly define the organisational arrangements for achieving compliance
 - Maintain records and check that procedures are being carried out properly and effectively
 - Ensure resources are made available to achieve compliance
 - Ensure records are kept of maintenance, testing and written statements of examination for all pressure vessels.

3. Scope

This policy applies to the Galleon Centre at Titchfield Street, Kilmarnock, KA1 1QY and takes into account all pressure vessels, equipment and systems including:

- boilers and steam heating systems;
- pressurised process plant and piping;
- compressed air systems (fixed and portable);
- pressure cookers, autoclaves and retorts;
- heat exchangers and refrigeration plant;
- valves, steam traps and filters;
- pipework and hoses;
- and pressure gauges and level indicators.

4. Background

Since 2002, most pressure equipment placed on the market has had to meet the requirements of the Pressure Equipment Regulations 1999. For pressure equipment not covered by the Pressure Equipment Regulations 1999, the more general requirements of the Pressure Systems Safety Regulations 2000 apply.

The Regulations require KLCT to:

- Establish the “safe operating limits” of the system.
- Have suitable Written Schemes drawn up or certified by a Competent person for the examination at appropriate intervals for each Pressure System
- Ensure those parts of the pressure system in which a defect may give rise to danger shall be identified in the scheme
- Check operation of all safety devices.
- Identify any pipework which is potentially dangerous.

The Written Scheme is a working document produced and maintained by a “Competent Person”, who determines the frequency and nature of the examinations needed on each of the pressure systems and specifies any special measures needed to prepare the system for safe examination

The “Competent Person” is the company contracted to carry out the duties under the Regulations. KLCT contract HSB Engineering Insurance Services Limited to undertake the role of Competent Person; this role has two distinct functions:

- Drawing up and certifying schemes of examination.
- Carrying out these examinations according to the Written Scheme.

The Written Scheme should include:

- Identification of the plant or equipment.
- Those parts of the system to be examined.
- The nature of the examination required.
- The frequency of examination.
- Preparatory work needed to enable item to be examined safely.
- Inspection and testing of any protection devices.
- Date of certification.
- Name of person certifying the written scheme.
- Repair and modification testing process and certification.

The Trust should maintain a register of all assets covered under the written scheme.

5. Roles and Responsibilities

5.1 General Manager: Responsible for:

- (i) Ensuring that all senior personnel (Duty Manager & above) are provided with the necessary information, instructions and training to be able to fulfil their roles and responsibilities under this Policy.
- (ii) Reporting to the Kilmarnock Leisure Centre Trust any incident which may lead to investigation by the Local Authority or enforcement action or criminal prosecution/civil action being raised.
- (iii) Ensuring a Competent Person is appointed to undertake statutory 'insurance' inspections and to prepare a written scheme for each pressure system.
- (iv) Ensuring all routine planned maintenance and statutory inspections are carried out in accordance with the statutory requirements.
- (v) Ensuring there is a current asset register of Pressure Vessels.

5.2 Deputy General Manager: Responsible for:

- (i) Implementing the Policy in full and ensuring all other personnel are fulfilling their responsibilities in relation to pressure systems.
- (ii) The analysis of inspection results and taking action to ensure recommendations are complied with.
- (iii) Reporting to the General Manager any incident which may lead to investigation by the Local Authority or enforcement action or criminal prosecution/civil action being raised.
- (iv) Taking any measures necessary to ensure that the Policy is implemented and fully complied with.
- (v) Liaising with the Competent Person to ensure inspections are completed in a timely manner.
- (vi) Identifying and ensuring corrective actions are completed.

- (vii) Ensuring that all personnel are provided with the necessary information, instructions and training to be able to fulfil their roles and responsibilities under this Policy.
- (viii) Ensuring all routine planned maintenance and statutory inspections are carried out in accordance with the statutory requirements.
- (ix) Informing the Competent Person of any changes to the systems to allow the Pressure Systems Written Scheme to be updated.

5.3 Operations Manager: Responsible for:

- (i) All aspects of the Policy in the absence of the Deputy General Manager.
- (ii) Reporting any concerns to the Deputy General Manager

5.4 Duty Manager: Responsible for:

- (i) Liaising with Contractors and reporting any concerns to the Deputy General Manager or Operations Manager.

6. Training

The General Manager will ensure that all staff with a technical role to play will be given the opportunity to attend training to equip them with the appropriate knowledge information and instruction as detailed in the Health and Safety Executives documentation.

Training needs will be reviewed on a regular basis.

7. Contractors

Only Contractors with system knowledge, experience and relevant training will be allowed to operate and maintain pressure systems.

They should ensure that the pressure systems are operated safely and that:

- Safe operating limits of the plant/equipment are observed.
- Appropriate actions are taken in the event of any emergency.
- The user of the pressure system is operating the system correctly in accordance with the instructions provided in respect of that system.

Contractors may have to assist the Competent Person whilst on site undertaking testing and examination of pressure systems. Any remedial repairs will be undertaken by an approved contractor and may possibly be verified by the competent person.

8. Policy Review

This policy will be reviewed every 3 years or earlier if research, evidence or a change in practice or legislation requires a review to be undertaken.