

Policy Title: Gas Safety Policy for Fixed Gas Installations (CPFT)

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Policy On A Page

SUMMARY & AIM

This policy provides an exemplar statement of how the Trust intends its managers and staff to manage the safe operation of gas fired systems within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable

This Policy covers the safe installation and use of all fixed gas distribution systems and gas fired equipment on Trust premises such as heating boilers, domestic hot water boilers and catering equipment.

This will include locally stored liquefied petroleum gas (calor gas) serving permanently fixed equipment.

Excluded from this policy are any piped medical gases or gases stored in cylinders for portable equipment e.g. blow torches, barbecue grilles or portable medical gas cylinders.

KEY REQUIREMENTS

The basis for compliance with this Policy is that all installation, operations and maintenance of gas services and equipment included in this Policy shall be undertaken in accordance with the 1998 Gas Safety (Installation and Use) Regulations. This requires installations and maintenance of gas services to be undertaken by competent persons in a safe manner

Reporting Faults and Gas Leaks

Faults on gas fired equipment where there is no gas escape evident should be reported to the estates department in the normal manner by extension 3131.

A suspected gas leak should in the first instance be reported to estates.

A definite gas leak should be reported to Transco by dialling 0800 111 999.

TARGET AUDIENCE:

Estates Staff and Contractors engaged in gas installation and maintenance activities.

All Trust staff in relation to reporting of suspected gas leaks

TRAINING:

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis.

Management of training will be in accordance with the Trusts learning and development Policy

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1. INTRODUCTION

This Policy covers the safe installation and use of all fixed gas distribution systems and gas fired equipment on Trust premises i.e. all permanently installed distribution pipe work and equipment. This will include gas service mains and equipment under the control of the Trust on Trust premises and all permanently installed gas served equipment e.g. gas fired boilers, catering equipment, gas fires down to Bunsen burners. Included in this Policy is equipment served by mains gas provided by the national network supply and locally stored liquefied petroleum gas (calor gas) serving permanently fixed equipment.

Excluded from this policy are any piped medical gases or gases stored in cylinders for portable equipment e.g. blow torches, barbecue grilles or portable medical gas cylinders. All of which can be easily transported from one location to another.

This policy provides an exemplar statement of how the Trust intends its managers and staff to manage the safe operation of gas fired systems within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

The Trust recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired equipment and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services included within the scope of this policy. Gas can be inherently dangerous if the distribution pipe system and gas fired equipment is not installed and maintained correctly. Hazards normally associated with gas include the risk of explosion and fire resulting in an escape of gas and asphyxiation by carbon monoxide gas, a colourless and odourless gas that is the by-product of combustion. This may be a danger due to inappropriate ventilation of the combustion flue gases from gas fired equipment.

Trust premises have a range of gas fired equipment in relatively small numbers. Equipment in the past was installed and maintained by direct labour trades staff with the appropriate experience. However in recent years legislation has changed to requiring proven competence to work on gas appliances. It was considered impractical continue to provide estates staff with the necessary credentials to continue to maintain gas equipment due to the high cost of training and certification to assure proven competence for the limited numbers of equipment. It was therefore decided that all gas work would be undertaken by contractors specialising in gas installation. For this reason all installations and gas maintenance is undertaken by contractors and their employees all whom are GAS SAFE registered and audited to assure competence.

1a. SCOPE

This Policy covers all Trust owned, leased or informally occupied premises throughout the County, which can be solely occupied or shared with other organisations.

Where properties are not fully owned by the Trust, each of the other

organisations will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the property portfolio a table has been produced (see appendix 1) detailing the relevant policies that staff must follow. If staff are unsure about which Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131

Email: Estates-Helpdesk@cumbria.nhs.uk.

All the above areas are audited and monitored for statutory compliance during the formal Quarterly Review Meetings with each service provider.

1b. STATEMENT OF INTENT

The basis for compliance with this Policy is that all installation, operations and maintenance of gas services and equipment included in this Policy shall be undertaken in accordance with the 1998 Gas Safety (Installation and Use) Regulations. This requires installations and maintenance of gas services to be undertaken by competent persons in a safe manner.

Competence will be deemed to have been achieved by individuals holding a current gas safe registration for the appropriate class of gas installation. Gas Safe Register is the official gas registration body for the United Kingdom, Isle of Man and Guernsey appointed by the relevant Health and Safety Authority for each area.

Gas Safe Register is run by Capita Gas Registration and Ancillary Services Limited, a division of Capita Group Plc and replaced CORGI as the gas registration body in Great Britain and Isle of Man on 1 April 2009 and Northern Ireland and Guernsey on 1 April 2010.

GAS SAFE registered operatives are issued with a Gas Safe identification card indicating the operatives photograph, registration number, registration expiry date and indicating the types of appliances they are competent to work on.

2. PURPOSE

The prime objective is to create a safe working environment that ensures all gas installation and gas fired equipment in use on trust premises inspected and maintained at the correct frequencies by competent gas engineers.

3. POLICY DETAILS – GAS SAFETY ARRANGEMENTS FOR FIXED GAS INSTALLATIONS

3.1 Acquisition of new and replacement Gas Equipment

The Mechanical Engineering Manager will coordinate any decision to purchase and install any new or replacement gas fired equipment and will confirm suitability of the equipment for its particular location.

All new equipment shall be commissioned by the competent installer prior to use. Maintenance Manuals and User Instructions and Commissioning Certificates will be received by the Mechanical Engineering Manager and copies of User Manuals will be provided to users at the location of the equipment.

3.2 Installation, Maintenance and Repairs

All installation work, inspections maintenance and repairs on gas fired equipment under the control of the Trust that involves the disconnection of equipment and or breaking into gas ways shall be undertaken by competent GAS SAFE registered individuals. This in practice requires GAS SAFE registration for all work on gas services and equipment with the following exceptions.

Other competent individuals (Estates trade staff who are not GAS SAFE registered) may repair gas fired equipment or equipment associated with gas fired equipment where the work does not interfere with or interrupt any gas way e.g. repairing boiler controls, timers, catering equipment doors, shelves and the like, all of which do not interfere with or interrupt the integrity of the gas supply.

Undertake a simple disconnection and reconnection of equipment on a temporary measure (for the purposes of cleaning or similar operation) when the appliance is connected to the gas supply with a “bayonet fitting” connector only.

Maintenance comprises both ad hoc running repairs that may occur during regular servicing schedules and an annual service.

Annual servicing of equipment will be undertaken by companies employing GAS SAFE registered operatives. Annual servicing of equipment will be let on a maintenance contract basis, to include all gas fired equipment under the Trusts control and will comprise in addition to that recommended by the manufacturers maintenance instructions an annual safety inspection of the appliance, its flue and installation pipework back to the meter and a test for leaks.

Prior to commencing the annual service of equipment the Mechanical Engineering Manager will obtain from the contractor for operatives nominated to work on Trust premises copies of their registration card and GAS SAFE Registration Certificate to confirm they are competent to work on the range of equipment.

The Mechanical Engineering Manager will undertake random checks with GAS SAFE web site for at least two operatives to confirm the validity and currency registration documentation.

Should the registration documentation prove to be false the Mechanical Engineering Manager will:

- Report the incident to GAS SAFE via their website www.gassaferegister.co.uk
- Report the incident to the Health and Safety Executive Report the incident to the Contractor employing the individual
- Undertake further validation checks with GAS SAFE for the remainder of all operatives nominated to work on site prior to commencing any work.
- Report the incident on a Trust Non-Clinical Significant Event Form.

Annual servicing and safety inspections will be scheduled to be completed during the summer months when the requirements for gas supplies are at their lowest. The Mechanical Engineering Manager will arrange for premises will be advised in advance of the service visit to enable them to prepare for any temporary shut down of gas services.

In addition to annual frequency for domestic accommodation (single tenant occupied premises) a gas safety inspection will be undertaken between any change in tenancy where this occurs between scheduled annual service inspections. This ensures the gas equipment is fit for use for the ingoing tenant.

3.3 Installation, Servicing and Repair Documentation

For all new installations, a Maintenance Manuals including User Instructions and a Commissioning Certificate confirming the installation has been tested and is safe for use will be provided to the Mechanical Engineering Manager. These will be retained in the Health and Safety file for the relevant premise by the Mechanical Engineering Manager for future reference and a copy of the User Instructions will be provided to the user.

For repairs and servicing of equipment a Gas Safety Record work sheet shall be provided to the Mechanical Engineering Manager identifying the equipment has been safely repaired/serviced or tested and is fit for use.

Where faults are determined by the GAS SAFE engineer a Gas Safety Warning Notice will be provided to the Mechanical Engineering Manager identifying the particular item of equipment and detailing the fault. Depending on the severity of the fault the GAS SAFE engineer will indicate if the equipment has been left in service (for minor faults) or has been disconnected and warning notices attached to the equipment (for significant faults). On receipt of a Warning Notice the Mechanical Engineering Manager will investigate the reported fault and arrange for rectification.

All documentation will be held by the Mechanical Engineering Manager in chronological order for each premise for a minimum of two years.

For gas installations in residential premises (staff houses and staff residential

accommodation)

The gas safety inspection shall be recorded on a CP12 "Landlords Certificate". In addition to retaining a copy on file the Mechanical Engineering Manager will provide a copy to the occupier within twenty eight days of receipt. In the case of residential accommodation with multiple occupancies the copy will be displayed in the entrance to the accommodation.

3.4 Reporting Faults and Gas Leaks

Faults on gas fired equipment where there is no gas escape evident should be reported to the estates department in the normal manner by extension 3131.

A suspected gas leak should in the first instance be reported to Estates Helpdesk On 3131.

Where a gas leak is evident the user should report the leak to Transco by dialling 0800 111 999 and also report the leak to Estates department on extension 3131 or out of hours to the Estates Officer on call via Carleton Clinic reception.

For premises maintained by other Heath Trust Estates Departments (normally where premises are embedded into other Trust premises) reports of faults and leaks should be made to that local estate service in line with normal procedures.

- Turn off the gas supply if possible at the meter or to the affected equipment. Open doors and windows to ventilate the area affected.
- Prevent any smoking.
- Prevent turning on or off light switches. Prevent the use of naked flames.
- If in doubt, evacuate the area.
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4. TRAINING AND SUPPORT

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy.

5. PROCESS FOR MONITORING COMPLIANCE

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
Only GAS SAFE registered individuals work on gas equipment involving the breaking in to gas supplies	Audit all high/medium risk works and 50% of others.	Mechanical Engineering Manager	Corporate Fire Health Safety and Security Committee	Annually
All gas fire equipment is safety checked by a competent individual at least annually.	Audit:- Records of competent individuals. All gas fire equipment against asset list	Mechanical Engineering Manager	Corporate Fire Health Safety and Security Committee	Annually
Single occupant tenants are provided with a copy of a "Landlords Certificate" at least annually for their premise.	Audit against single occupant tenants list.	Mechanical Engineering Manager	Corporate Fire Health Safety and Security Committee	Annually

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the *name of relevant committee* minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

1998 Gas Safety Regulations

7. ASSOCIATED DOCUMENTATION:

POL/002/0036 Control of Contractors

8. DUTIES (ROLES & RESPONSIBILITIES):

8.1 Chief Executive / Trust Board Responsibilities:

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities:

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Accountable Director:

The Accountable Director has responsibility for ensuring that the Gas Safety Policy for Fixed Gas Installations is deployed effectively within their area of control and agreeing the strategy and future direction of the policy.

8.4 Staff Responsibilities:

All staff that use gas fired equipment have a responsibility to ensure

- They have sufficient knowledge; use it solely for purpose intended and in a safe manner and leave equipment in a safe condition following use.
- Report any faults on gas equipment to the estates department as soon as possible.
- Ventilation grilles and gas flues are not obstructed to ensure safe and effective combustion and flue gas ventilation.
- Report gas leaks or suspected gas leaks as soon as possible.

8.5 Nominated Responsible Person

The Nominated Responsible Person within the Trust in respect of gas safety shall be the Mechanical Engineering Manager. He/she shall have sufficient competence to assess the risk associated with maintaining gas safety and implement procedures and control measures to maintain and confirm compliance with the Gas Safety Regulations.

The Nominated Responsible Persons Responsibilities will include:

- Maintaining a current record of the location and route of all gas mains and

service pipes on Trust operated property including locations of all isolation valves, primary meters and check meters.

- Ensure gas service pipes above ground level are appropriately with using identified appropriate British Standard markings or banding.
- Maintaining a current asset register of all gas equipment to include the type of equipment, age and estimated remaining life.
- Maintain a library of health and safety maintenance manuals and operating instructions provided for each item of equipment and to ensure users receive adequate instruction on the routine operation of individual items of equipment.
- This will normally be in the form of a “users manual” supplied with the equipment.
- Ensure adequate maintenance programmes are initiated for all gas fired equipment and work is undertaken at appropriate frequencies by competent persons in accordance with the Gas Safety Regulations.
- Ensure all gas detection systems and automatic gas isolation systems are routinely physically tested and work efficiently.
- Maintain all records of installations, maintenance and repairs undertaken on gas equipment in such a form to allow easy retrieval and inspection.
- Liaise with all premises to ensure planned maintenance work on gas equipment is undertaken at times to cause minimum disruption.
- Ensure individuals working on gas equipment are competent for the tasks undertaken.
- For premises occupied by Trust staff and maintained by others, ensure adequate gas safety maintenance is undertaken by competent persons.
- Ensure a “Permit to Work System” for any isolation of the gas mains distribution system affecting more than one building.

8.6 Third Party Responsibilities

Gas services may be maintained by third party organisations on behalf of the Trust i.e. where mental health premises (sometimes embedded in other Trust property) are maintained by that Health Trust, normally as part of a service level agreement. Where this occurs it is expected that the operation and maintenance of gas services will be undertaken in line with this policy.

8.7 Approving Committee Responsibilities:

The Chair of the approving committee Estates & Facilities Assurance Group (EFAG) will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

Keep lists in alphabetical order

ABBREVIATION	DEFINITION
CP12	Landlords Gas Safety Certificate

	In 1996 the government made law that all landlords who rent part, or all of a property, must have all gas appliances and pipe work checked and a certificate to prove it every 12 months.
HSE	Health and Safety Executive The HSE is the national independent watchdog for work-related health, safety and illness. They are an independent regulator and act in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.
EFAG	Estates & Facilities Assurance Group

TERM USED	DEFINITION

APPENDIX 1 - PROPERTY PORTFOLIO

	LOCATION	PROPERTY	MAINTENANCE & MANAGEMENT OF GAS SAFETY SYSTEMS
IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS PS
3	Ambleside	Ambleside Library	Follow Landlords Procedures
4	Ambleside	Galava Day Centre	Follow Landlords Procedures
5	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS PS
6	Askham in Furness	Rankin Hall	Follow Landlords Procedures
7	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS PS
8	Barrow	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4UF	UHMBFT
9	Barrow	Abbey Road Clinic, Barrow-in-Furness	CPFT
10	Barrow	Abbey View Day Hospital, Patterdale Drive, Barrow. LA14 4LS	UHMBFT
11	Barrow	Beckside Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
12	Barrow	Danegarh, Furness General Hospital, Barrow LA14 4UF	UHMBFT
13	Barrow	Duke Street, Barrow LA14 1RD	CPFT
14	Barrow	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS PS
15	Barrow	Greengate Centre (SureStart), Barrow-in Furness	Follow Users Procedures
16	Barrow	Gum Clinic Barrow - Birchwood	UHMBFT

17	Barrow	Manor Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
18	Barrow	PCAS FGH	UHMBFT
19	Barrow	Prospect House, Barrow-in-Furness,	NHS PS
20	Barrow	Stafford House, Abbey Road, Barrow in Furness	NHS PS
21	Barrow in Furness	Abbey View FGH	UHMBFT
22	Barrow in Furness	Abbotsvale Community Centre, Barrow in Furness LA13 9PA	Follow Landlords Procedures
23	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS PS
24	Barrow in Furness	Barrow Loan Store, Ambulance Station, Hindpool Road, Barrow in Furness, LA14 2LU	NHS PS
25	Barrow in Furness	Baycall FGH	UHMBFT
26	Barrow in Furness	Bram Longstaff Nursery	Follow Landlords Procedures
27	Barrow in Furness	Bridgeway Medical Centre	Follow Landlords Procedures
28	Barrow in Furness	CDC Paed FGH	UHMBFT
29	Barrow in Furness	Central & Hindpool Neighbourhood Management Clinic	Follow Landlords Procedures
30	Barrow in Furness	Community Nurses FGH	UHMBFT
31	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	NHS PS
32	Barrow in Furness	Dental FGH	UHMBFT
33	Barrow in Furness	Drs. Rothnie, Knox & Wear Practice	Follow Landlords Procedures
34	Barrow in Furness	Duke Street Surgery	Follow Landlords Procedures
35	Barrow in Furness	Fairfield Centre, LA14 1LF	Follow Landlords Procedures
36	Barrow in Furness	Furness Child Care Nursery	Follow Landlords Procedures

37	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	UHMBFT
38	Barrow in Furness	Hindpool Community Centre	Follow Landlords Procedures
39	Barrow in Furness	Hoops Gym	Follow Landlords Procedures
40	Barrow in Furness	Midwife office, FGH	UHMBFT
41	Barrow in Furness	Ormsgill Community Centre, Barrow in Furness	Follow Users Procedures
42	Barrow in Furness	The Park Leisure Centre	Follow Landlords Procedures
43	Barrow in Furness	Victoria Hall	Follow Landlords Procedures
44	Barrow in Furness	Walney (SureStart), Mill Lane, Walney Island, Barrow in Furness	Follow Users Procedures
45	Barrow in Furness	Walney Cottage, Burnett Edgar Medical Centre, Walney, Barrow in Furness, LA14 3HY	Follow Landlords Procedures
46	Barrow in Furness	Ward 10 south FGH	UHMBFT
47	Barrow	College House, Howard Street, Barrow LA14 1NB	CPFT
48	Brampton	Brampton Community Centre	Follow Landlords Procedures
49	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	CPFT
50	Brampton	Ella Thompson Central, Union Lane, Brampton CA8 1BX	NHS PS
51	Broughton in Furness	Broughton Clinic	Follow Landlords Procedures
52	Burneside	Bryce Institute	Follow Landlords Procedures
53	Carlisle	113 - 117 Botchergate, Carlisle. CA1 1RZ	Follow Landlords Procedures
54	Carlisle	4 Wavell Drive, Rosehill, Carlisle, CA1 2SE	NHS PS
55	Carlisle	Belah Community Centre	Follow Landlords Procedures
56	Carlisle	Botcherby Community Centre	Follow Landlords Procedures

57	Carlisle	Botcherby Healthy Living Centre	Follow Landlords Procedures
58	Carlisle	Bourne Business Centre, Carlisle. CA2	Follow Landlords Procedures
59	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
60	Carlisle	Carleton Clinic - Physio Dept	CPFT
61	Carlisle	Carlisle Methodist Church	Follow Landlords Procedures
62	Carlisle	Currock House Community Centre	Follow Landlords Procedures
64	Carlisle	Dalston Pharmacy	Follow Landlords Procedures
65	Carlisle	Dental Education Centre	CPFT
66	Carlisle	Denton Holme Community Centre	Follow Landlords Procedures
67	Carlisle	Greystone Road Community Centre	Follow Landlords Procedures
68	Carlisle	Hardwicke Suite 17, Tannery House, Tannery Road, Harraby Green Business Park, Carlisle, CA1 2SS	Follow Landlords Procedures
69	Carlisle	Harraby Community Centre	Follow Landlords Procedures
70	Carlisle	Houghton Village Hall	Follow Landlords Procedures
71	Carlisle	Longtown Community Centre	Follow Landlords Procedures
72	Carlisle	Morton Manor	Follow Landlords Procedures
73	Carlisle	Morton Surgery	Follow Landlords Procedures
74	Carlisle	Orton Lea, Orton Road, Carlisle	CPFT
75	Carlisle	PCAS CIC	NCUHT
76	Carlisle	Petteril Bank Children's Centre	Follow Landlords Procedures
77	Carlisle	Raffles Living Well	Follow Landlords Procedures

78	Carlisle	Reiver House, Cumberland Infirmary	NCUHT
79	Carlisle	Yewdale Community Centre	Follow Landlords Procedures
80	Cleator Moor	Cleator Moor Health Centre, Wath Brow Clinic, Ennerdale Road, Cleator Moor, CA25 5LR	NHS PS
81	Cleator Moor	Wyndaham Manor Care Home, Wyndam Street,	Follow Landlords Procedures
82	Cleator Moor	Wyndam Street Surgery, Wyndam Street, Cleator Moor, CA25 5AN	Follow Landlords Procedures
83	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	PCT
84	Cockermouth	Cockermouth Leisure Centre, Castlegate Drive,	Follow Landlords Procedures
85	Cockermouth	Temporary GP surgery portakabins, Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	Follow Landlords Procedures
86	Coniston	Coniston Institute	Follow Landlords Procedures
87	Dalton	Dalton Clinic, Dalton-in-Furness	NHS PS
88	Distington	Old School, Main Street, Distington. CA14 5UJ	Follow Landlords Procedures
89	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	NHS PS
90	Egremont	Dental Access Centre, 55/56 Main Street, Egremont, CA22 2DB	NHS PS
91	Frizington	Children's Centre, Main Street, Frizington, CA26 3PF	Follow Landlords Procedures
92	Frizington	Frizington School, Main Street, Frizington, CA26 3PF	Follow Landlords Procedures
93	Glenridding	Glenridding Health Centre, Glenridding, CA11 0PD	NHS PS
94	Grange over Sands	Grange Clinic, Hampsfell Road, Grange-over-Sands, LE11 7EY	NHS PS
95	Grange over Sands	St Charles Church Hall	Follow Landlords Procedures
96	Grasmere	Old School House	Follow Landlords Procedures
97	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	Follow Landlords Procedures

98	Holme	Holme Parish Hall	Follow Landlords Procedures
99	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
100	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
101	Kendal	2nd Floor, Station House, Station House, Kendal	Follow Landlords Procedures
102	Kendal	Abbot Hall Social Centre	Follow Landlords Procedures
103	Kendal	Austen Block, Kendal LA9 4RQ	Follow Landlords Procedures
104	Kendal	Baycall and NHS Direct, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
105	Kendal	Beck Community Centre	Follow Landlords Procedures
106	Kendal	Blackhall Unit WGH	UHMBFT
107	Kendal	Captain French Lane Surgery	Follow Landlords Procedures
108	Kendal	Chiropody WGH	UHMBFT
109	Kendal	Connexions	Follow Landlords Procedures
110	Kendal	Dental Centre, Stramongate, LA9 4BD	Follow Landlords Procedures
111	Kendal	Dental Clinic WGH	UHMBFT
112	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
113	Kendal	Ghyllside, Kendal	Follow Landlords Procedures
114	Kendal	Hallgarth Community Centre	Follow Landlords Procedures
115	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
116	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
117	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	Follow Landlords Procedures

118	Kendal	PCAS WGH	UHMBFT
119	Kendal	South Lakeland House	Follow Landlords Procedures
120	Kendal	SUSD WGH (Langdale North and South)	UHMBFT
121	Kendal	Tenterfield, Brigsteer Road, Kendal	NHS PS
122	Kendal	Ward 2 WGH	UHMBFT
123	Kendal	YWCA	Follow Landlords Procedures
124	Kendal	Bridge Mill, Kendal. LA9 4UB	Follow Landlords Procedures
125	Kendal	White Horse Yard, Strickland Gate, Kendal, LA9 4LT	Follow Landlords Procedures
126	Keswick	Keswick Methodist Church, South Street, Keswick	Follow Landlords Procedures
127	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	CPFT
128	Kirkby Lonsdale	Lunesdale Surgery	Follow Landlords Procedures
129	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	NHS PS
130	Longtown	Longtown Medical Centre, Moor Road, Longtown	NHS PS
131	Low Hesket	Court Thorn Surgery	Follow Landlords Procedures
132	Maryport	Fit for Life Gym, Maryport	Follow Landlords Procedures
133	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	CPFT
134	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	CPFT
135	Millom	Lapstone Bungalow, Lapstone Road, Millom LA18 4BY	Follow Landlords Procedures
136	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	CPFT
137	Milnthorpe	1a Haverflatts Lane, Milnthorpe	Follow Landlords Procedures

138	Milnthorpe	IT Suite Milnthorpe Primary School	Follow Landlords Procedures
139	Milnthorpe	Parkview (Podiatry)	Follow Landlords Procedures
140	Milnthorpe	Stoneleigh Surgery	Follow Landlords Procedures
141	Nenthead	Nenthead Clinic, Dene View, Overwater, Nenthead, Alston	Follow Landlords Procedures
142	Penrith	2 – 8 Tynefield Drive, Penrith	CPFT
143	Penrith	Clint Mill, Cornmarket, Penrith. CA11 7HW	Follow Landlords Procedures
144	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2, 2a, 4, 6	CPFT
145	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	CPFT
146	Penrith	Unit 1, 5, 6, 7a, 7b Hackthorpe Hall	Follow Landlords Procedures
147	Penrith	Unit 4 & 8 Hackthorpe Hall	Follow Landlords Procedures
148	Seascale	Seascale Health Centre, Gosforth Road, Seascale,	Follow Landlords Procedures
149	Sedbergh	Dent Memorial Hall	Follow Landlords Procedures
150	Sedbergh	Sedbergh Health Centre, Loftus Hill, Sedbergh, LA10 5RX	NHS PS
151	Shap	Shap Health Centre, Peggy Nut Croft, Shap	Follow Users Procedures
152	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	NHS PS
153	Temple Sowerby	Drs Surgery	Follow Landlords Procedures
154	Ulverston	St Mary's Church hall	Follow Landlords Procedures
155	Ulverston	Ulverston Community Health Centre	NHS PS
156	Ulverston	Unit 6, Daltongate, Ulverston. LA12 7AJ	Follow Landlords Procedures
157	Various	Secondary schools	Follow Landlords Procedures

158	Warwick Bridge	Downagate Community Centre	Follow Landlords Procedures
159	WCH	Emergency Floor	Follow Landlords Procedures
160	WCH	Liason	Follow Landlords Procedures
161	WCH	STINT	Follow Landlords Procedures
162	Whitehaven	Clinical Psychology, Westmorland Cumberland Hospital, CA28 8JG	NCUHT
163	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	NCUHT
164	Whitehaven	Distington Surgery	Follow Landlords Procedures
165	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	NHS PS
166	Whitehaven	Footsteps CDC	Follow Landlords Procedures
167	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	NCUHT
168	Whitehaven	Lowther medical Centre	Follow Landlords Procedures
169	Whitehaven	Mansion House	Follow Landlords Procedures
170	Whitehaven	Market Hall, Market Place, Whitehaven. CA28 7JG	Follow Landlords Procedures
171	Whitehaven	Miner's Welfare, Coach Road, Whitehaven	Follow Landlords Procedures
172	Whitehaven	Newlands, West Cumberland Hospital, CA28 8JG	NCUHT
173	Whitehaven	Queen Street Surgery	Follow Landlords Procedures
174	Whitehaven	Richmond House, Whitehaven. CA28 7QY	Follow Landlords Procedures
175	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	NCUHT
176	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	CPFT
177	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	CPFT

178	Wigton	Wigton Health Centre, Southend, Wigton, CA7	NHS PS
179	Windermere	Lady Holme Centre	Follow Landlords Procedures
180	Windermere	Queen Catherine School	Follow Landlords Procedures
181	Windermere	St. Mary's Surgery	Follow Landlords Procedures
182	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	NHS PS
183	Workington	Lilliehall Business Park, Workington CA14 3BT	Follow Landlords Procedures
184	Workington	Minto Centre, Workington Children's Centre, Moorclose Road, Workington, CA14 5AP	Follow Landlords Procedures
185	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	NHS PS

UHMBFT - UNIVERSITY HOSPITALS OF MORECAMBE BAY NHS

FOUNDATION TRUST NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITALS

NHS TRUST

CPFT - CUMBRIA PARTNERSHIP FOUNDATION

TRUST NHS PS - NHS PROPERTY SERVICES

DOCUMENT CONTROL

Equality Impact Assessment Date	N/A
Sub-Committee & Approval Date	EFAG 2/10/18

History of previous published versions of this document:

Version	Ratified Date	Review Date	Date Published	Disposal Date
1	29/10/15	Oct 18	29/10/15	Nov 18

Statement of changes made from version

Version	Date	Section & Description
1.1	Oct 18	<ul style="list-style-type: none"> Policy in new format

List of Stakeholders who have reviewed the document

Name	Job Title	Date
Lee Davidson	Engineering Manager	Oct 18
John Clarke	Electrical Manager	Oct 18
EFAG	Committee	Oct 18
	Minimum change to document, stakeholder input not required	