



Compass Group (UK and Ireland) Ltd

Fuel Systems Operational Policy

Owner: Peter Priday

Dated: July 2024

Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
2.0	July 2019	July 2021	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed.
2.1	September 2021	September 2023	Revision of Personnel Definitions and Roles and Responsibilities Revision of Safety Documentation
2.2	July 2024	July 2027	Title change of Designated Person to Technical Authority Title change of Contract Manager to Operations Manager Petroleum Systems Appointment designations changed from "POL" to "Pet" Review of Responsibilities Rewrite of the Safety Arrangements Addition of Training Requirements Redesign of Danger Signs

V2.2 Review completed by:

Peter Priday (Technical Authority)

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Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- Implementing this policy.
- Ensuring all Fuel Systems are managed without giving rise to danger.
- Providing for the safe operation and maintenance of the Fuel Systems under their control.
- Monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them using or carrying out work on Fuel Systems and Equipment controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy is in accordance with the requirements of:

The Health and Safety at Work Act
Management of Health and Safety Regulations
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
Control of Major Accident Hazard Regulations (COMAH)
Confined Space Regulations 1997
Control of Substances Hazardous to Health Regulations (COSHH)
Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
Gas Safety (Management) Regulations.
Gas Safety (Installation and Use) Regulations
Petroleum (Consolidation) Regulations
Workplace (Health, Safety and Welfare) Regulations
HSG253 Safe Isolation of Plant and Equipment

It is the duty of all persons, who may be concerned with the operation of, or work upon the Fuel Systems Equipment to:

- **Comply with this Safety Policy.**
- **Be conversant with all legislation governing the work they are called upon to undertake.**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to carry out Operations involving Fuel Systems and Equipment.

All work on fuel systems will be carried out in accordance with regulations stated above and in line with guidance from OFTEC, IGEM and The Gas Safe Register

Where it is appropriate, safety training and instruction will be given.

All safety devices and equipment to carry out operations on Fuel Systems and Equipment in a safe and proper manner will be provided.

Part 2 Definitions

2.1 Definitions of Personnel

2.1.1 Duty Holder (DH)

A person, on whom the Health and Safety at Work Act, Gas Safety (Installation and Use) Regulations (GSIUR), Gas Safety (Management) Regulations (GSMR), Petroleum (Consolidation) Regulations, Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), or Control of Major Accident Hazard Regulations (COMAH) impose a duty in connection with Safety.

2.1.2 Technical Authority (TA)

A person appointed, in writing, by the Duty Holder to provide the Policies, Structures and Safety Management Systems for the Operation, Maintenance and Emergency Response with regards Fuel Systems under the control of Compass Group.

2.1.3 Operations Manager (OM)

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

2.1.4 Co-Ordinating Authorising Engineer (CAE)

A person appointed, in writing, by the Duty Holder to take responsibility for the overall management of the Safety Rules and the assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

2.1.5 Authorising Engineer (Petroleum) (AE Pet)

A person appointed, in writing, by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules and Procedures for Petroleum Systems. The person appointed should possess the necessary degree of independence from local management to take action within this guidance.

2.1.6 Authorising Engineer (Gas) (AE Gas)

A person appointed, in writing, by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules and Procedures for LPG and Natural Gas Systems. The person appointed should possess the necessary degree of independence from local management to take action within this guidance.

2.1.7 Responsible Person (Gas) (RP Gas)

A person appointed, in writing, by the Duty Holder on the recommendation of the Authorising Engineer to take responsibility for the Safety of the Gas Networks and Equipment including management of the Gas Safety Cases for the installations listed on their letter of appointment.

2.1.8 Authorised Person (Petroleum) (AP Pet)

An Authorised Person is appointed, in writing, by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures for Petroleum Systems and is responsible for the implementation and operation of the Safety Rules and Procedures.

2.1.9 Operating Authority (Petroleum) (OA Pet)

A person appointed, in writing, by the Operations Manager on the recommendation of the Authorising Engineer to take responsibility for the Safety of the Petroleum Facility and Equipment including storage, transfer and use of products held within the installations listed on their letter of appointment.

2.1.10 Network Controller (Gas) (NC Gas)

A person appointed, in writing, by the Responsible Person to take responsibility for controlling the storage, transfer and use of products held within a Gas Network.

2.1.11 Facility Emergency Coordinator (Petroleum) (EC Pet)

A person appointed, in writing, by the Operations Manager on the recommendation of the Authorising Engineer to take responsibility for controlling emergency situations involving Petroleum Facilities.

2.1.12 Network Emergency Coordinator (Gas) (NC Gas)

A person appointed, in writing, by the Responsible Person on the recommendation of the Authorising Engineer to take responsibility for controlling emergency situations involving Gas Networks.

2.1.13 Authorised Signatory (Authority to Work) (AS)

A person appointed, in writing, by the Duty Holder to take responsibility for issuing the Authority to Work to contractors working in areas or on equipment controlled by Compass Group.

2.1.14 Competent Person (Petroleum) (CP Pet)

A person appointed, in writing, by the Operations Manager on the recommendation of an Authorised Person (Pet) or Operating Authority (Pet) to conduct defined operations or works on Petroleum Installations or Equipment. They must possess the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.15 Competent Person (Gas) (CP Gas)

A person appointed, in writing, by the Operations Manager on the recommendation of an Authorising Engineer (Gas) or Network Controller (Gas) to conduct defined operations or works on Gas Installations or Equipment. They must possess the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.16 Accompanying Safety Person (ASP)

An Accompanying Safety Person is a person not involved in the operations, work or test being conducted. They are to have received training in emergency first-aid and have adequate knowledge, experience to avoid danger, keep watch, prevent interruption, apply first aid and summon help.

The person is to be familiar with the installation or equipment being operated, worked on or tested, and is to have been instructed on the actions to be taken, and method to summon assistance in the event of an accident.

2.2 Definitions of Safety Documents

2.2.1 Permit-to-Work (Petroleum)

A Safety Document, for use on Petroleum Systems and Equipment made dead. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is isolated from sources of energy. The template for the Petroleum Permit is shown in Appendix 1.1.

2.2.2 Permit-to-Work (Gas)

A Safety Document, for use on LPG or Natural Gas Equipment made dead. It is signed and issued by The Responsible Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is isolated from sources of energy.

2.2.3 Sanction to Work (Gas)

A Safety Document, for use on LPG or Natural Gas Equipment which are handed over in a Live Condition. It is signed and issued by The Responsible Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what operations such as Isolation and Purging that are required by the Competent Person for the works to be completed safely. The template for the Gas Sanction is shown in Appendix 1.2.

2.2.4 Routine or Non-Routine Operational Procedure (Gas)

A Safety Document, produced by the organisation completing works on LPG or Natural Gas Systems Networks which are handed over in a Live Condition. It is issued by The Responsible Person and countersigned by the Authorising Engineer, Network Controller and Competent Person. It defines the scope of the work to be undertaken and makes known exactly what operations such as Isolation, Bypass and Purging that are required by the Competent Person for the works to be completed safely.

2.2.5 Minor Isolation Certificate (Petroleum)

A Safety Document completed by The Duty Authorised Person or a Level 3 Competent Person when they have completed a Simple Isolation for a Third Party.

2.2.6 Limitation-of-Access

A Safety Document signed and issued by the Operating Authority or Network Controller to allow access to areas under their control. It clearly states the area that can be accessed and the actions that can be undertaken under the Document.

2.2.7 Specific Written Instructions

A Safety Document, issued by the Operating Authority, Network Controller or Authorised Person to allow specific operations to be completed on a system or in an area under their control. For instance, the operation of a Valve.

2.2.8 Standing Instructions

A Safety Document, issued by the Operating Authority or Network Controller to allow regular entry to an area under their control. It clearly states the area that can be accessed and the actions that can be undertaken under the Document.

2.2.9 Authority to Work

This is a safety document, issued for Low-Risk Operations conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out. Details of the Authority to Work can be found in HSE Process HS 1.19.

2.3 Definitions of Safety Signs

2.3.1 Safety Signs

These are temporary, non-metallic signs bearing the words “Do Not Open Valve” or “Do Not Close Valve” which are to be secured at points of Process Isolation, Depressurisation, Purging, Bypass and Draining. A Model Sign is shown in Appendix 2.1.

2.3.2 Caution Signs

These are temporary, non-metallic signs bearing the words “Caution – Persons Working on Equipment” and “Do Not Touch” which are to be secured at points of Electrical Isolation. A Model Sign is shown in Appendix 2.2.

2.3.3 Danger Signs

These are temporary, non-metallic signs bearing the words “Danger Live System”. They are to be displayed where there is remaining hazard adjacent to a point of work, or where confusion may exist with regards the system or equipment made safe by the Duty Authorised Person. A Model Signs are shown in Appendix 2.3.

2.3.4 Isolation Sign (Personal)

This is a temporary, non-metallic sign bearing the words “Caution – Persons Working on Equipment” and displaying the photograph of the Competent Person. Which is to be secured at a point of isolation applied for their own safety by a Level 2 or 3 Competent Person. A Model Sign is shown in Appendix 2.4.

2.3.5 Warning Signs

These are permanent signs indicating the presence of a known Fuel Systems hazard within an area. A Model Sign is shown in Appendix 2.5.

Part 3 Responsibilities

3.1 General Responsibilities

3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable Compass Group Staff and Contractors to comply with all relevant statutes, this policy and associated procedures. Specific responsibilities with regards Fuel Systems are outlined in Parts 3.2 to 3.4.

3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for safety and statutory compliance. Only Competent Persons with a valid Certificate of Appointment are to carry out operations involving the Fuel Systems. Specific responsibilities with regards Fuel Systems are outlined in Parts 3.5 to 3.15.

3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for safety and statutory compliance. Only contractors in possession of valid Safety Documentation or Competent Persons Certificate are to carry out works on Fuel Systems. Specific responsibilities with regards Fuel Systems are outlined in Part 3.14 and 3.15

3.2 Duty Holder

3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Operations Managers and Authorising Engineers has sufficient resources and the authority necessary to ensure that all Fuel Systems Operations under the control of Compass Group comply with the requirements of all relevant legislation.

3.2.2 Appointment of The Technical Authority (TA)

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Group Fuel Systems Safety Policy and Safety Rules.

3.2.3 Appointment of a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.4 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.4.5 Appointment of Responsible Person (Gas)

Where Compass Group are responsible for a Gas Network the Duty Holder shall appoint a Responsible Person to take responsibility for the Safety of the Gas Network and Equipment including management of the Gas Safety Cases for the installations listed on their letter of appointment.

3.3 Technical Authority (TA)

3.3.1 General

The Technical Authority is responsible for the production of the Compass Group Fuel Systems Safety Policy and Safety Rules.

The Technical Authority is to ensure that the Compass Group Fuel Systems Safety Policy and Safety Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

3.4 Operations Manager (OM)

3.4.1 General

Operational Managers have, under the requirements of the Health and Safety at Work Act 1974 and subsequent Regulations to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision, and instruction to ensure that work on Fuel Systems Equipment can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access, and lighting.
- c) The design and purchase of new equipment and extensions to existing Fuel Systems shall be carried out by persons with the appropriate accreditations, technical knowledge, experience and understanding of current regulations.
- d) All items of Fuel Systems Equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new Fuel Systems installation work shall be inspected and tested prior to handover or putting into service.
- f) All equipment shall be clearly labelled, particularly control panels, valves and pipelines, for identification purposes.
- g) Schematic drawings and plans shall be maintained to provide a comprehensive record of all Fuel Systems, and arrangements shall exist for updating following systems modifications.

h) Fuel Systems Equipment shall be periodically inspected, and appropriate records maintained.

i) Fuel Systems shall be maintained as appropriate to prevent danger so far as is reasonably practicable.

3.4.2 Appointment of Operating Authorities

Where Compass Group control a Petroleum Storage Facility or Distribution Network, the Operations Manager shall appoint in writing adequate numbers of Operating Authorities to control the Facility during normal operations. These appointments will be endorsed by the Authorising Engineer.

3.4.3 Appointment of Facility Emergency Coordinators and Providers

Where Compass Group control a Petroleum Storage Facility or Distribution Network, the Operations Manager shall appoint in writing adequate numbers of Facility Emergency Coordinators and Environmental Response Providers to take control of the Facility in emergency situations. These appointments will be endorsed by the Authorising Engineer.

Where the complexity of the Facility allows, the Operations Manager may fulfil the role of Operating Authority and or Emergency Coordinator. In this case the appointment will be made by their Line Manager and endorsed by the Authorising Engineer.

3.4.4 Appointment of Authorised Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules and Procedures regarding work on, or the testing of, defined fuel systems equipment. These appointments will be endorsed by the Authorising Engineer.

3.4.5 Appointment of Competent Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons to carry required operations on defined Fuel Systems Equipment. These appointments will be endorsed by the Authorised Person, Operating Authority or Network Controller.

3.5 Co-Ordinating Authorising Engineer (CAE)

3.5.1 General

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.

3.5.2 Endorsement of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for endorsing the appointment of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.5.3 Audit of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

3.6 Authorising Engineer (AE)

3.6.1 General

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on fuel systems safety and relevant legislation. They are also responsible for notifying the Operations Manager and Authorised Persons of any defect reports or operational restrictions relating to the pressure systems equipment on site.

In the event of a Breach of the Safety Rules and Procedures; or following an incident involving any fuel system equipment or installation. The Authorising Engineer is responsible for assisting in any investigation.

3.6.2 Management of Safety Rules and Procedures

The Authorising Engineer is responsible for the effective management of Safety Rules and Procedures for Petroleum Systems or LPG and Natural Gas Systems, and for their implementation and administration. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and Procedures and ensuring that any amendments are brought to the attention of The Operations Manager and Authorised Persons.

3.6.3 Produce a Demarcation Agreement

The Authorising Engineer is responsible for producing, where required, a Demarcation Document that clearly outlines the extent of the fuel systems for which Compass Group has responsibility.

3.6.4 Endorsement of Appointments

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons, Operating Authorities, Network Controllers and Emergency Coordinators. These endorsements will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective appointee meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorising Engineer may suspend, at any time, an appointment by withdrawing their Certificate of Appointment. The Authorising Engineer is to report to the Operations Manager and or Duty Holder, any deficiency in the number of appointments that significantly impairs the ability of Compass Group to provide a safe and effective service.

3.6.5 Audit of Appointments

The Authorising Engineer shall audit the performance and record the operational experience of each appointment at twelve monthly intervals. Following the audit, The Authorising Engineer will produce a written report highlighting any actions required.

3.7 Responsible Person (RP) Gas

3.7.1 General

The Responsible Person is responsible for advising the Operations Manager on matters of Gas Systems operation and safety. They are also responsible for notifying the Operations Manager, Duty Holder, and Authorising Engineer of any issues with regards Gas Systems equipment on site.

3.7.2 Implementation of Safety Rules and Procedures

The Responsible Person is responsible for the practical implementation and operation of The Safety Rules and Procedures for LPG and Natural Gas Systems and Installations for which Compass Group has control of the danger and for which the Responsible Person has been appointed.

3.7.3 Appointment of Network Controllers

Where Compass Group control a Gas Storage Network, the Responsible Person shall appoint in writing adequate numbers of Network Controllers to oversee the Facility during normal operations. These appointments will be endorsed by the Authorising Engineer.

3.7.4 Appointment of Network Emergency Coordinators and Providers

Where Compass Group control a Gas Network, the Operations Manager shall appoint in writing adequate numbers of Network Emergency Coordinators and Environmental Service Providers to take control of the Network in emergency situations. These appointments will be endorsed by the Authorising Engineer.

3.7.5 Reporting

The Responsible Person shall report to the Operations Manager with regards to the operation and maintenance of the site Gas Systems.

The Responsible Person shall report to the Duty Holder with regards any aspect of this Policy or the Safety Rules and Procedures.

The Responsible Person shall report immediately to the Operations Manager and Authorising Engineer; any defects found in fuel systems equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.8 Authorised Person (AP)

3.8.1 General

The Authorised Person is responsible for advising the Operations Manager on matters regarding site Petroleum Systems operation and safety. They are also responsible for notifying the Operations Manager and Authorising Engineer of any issues with regards Petroleum Systems equipment on site.

More than one Authorised person can be appointed for a system or installation but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be

recorded in the Log Book. The name of the Duty Authorised Person is to be displayed at the Document or Key Cabinet.

3.8.2 Implementation of Safety Rules and Procedures

The Authorised Person is responsible for the practical implementation and operation of The Safety Rules and Procedures for the systems and installations for which Compass Group has control of the danger and for which the Authorised Person has been appointed.

3.8.3 Control of Works on Petroleum Systems

The Duty Authorised Person is responsible for controlling all works on the site Petroleum Systems and Equipment. They will review and approve Task Risk Assessments and Method Statements before issuing the Safety Documentation required. They are also responsible for Isolating and Depressurising the system at the point of work.

3.8.4 Endorsement of Competent Persons Appointments

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operations Manager and Authorising Engineer of any such suspension.

3.8.5 Provision of Support and Guidance to Competent Persons

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards the task they are conducting or on any aspects of this Policy or the Safety Rules and Procedures.

3.8.6 Reporting

The Authorised Person shall report to the Operations Manager and Operating Authority with regards to the operation and maintenance of the site Petroleum Systems.

The Authorised Person shall report to the Authorising Engineer with regards any aspect of this Policy or the Safety Rules and Procedures.

The Authorised Person shall report immediately to the Operations Manager, Operating Authority and Authorising Engineer; any defects found in fuel systems equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.9 Operating Authority (OA)

3.9.1 General

The Operating Authority is responsible for controlling the storage, transfer and use of products held within a Petroleum Facility, during normal operations.

When works on the Equipment within the Facility are required, the Operating Authority will transfer control of the Facility, or part thereof, to the Authorised Person for the duration of the works.

If an Emergency Situation occurred within the Facility, the Operating Authority will transfer control of the Facility, or part thereof, to the Facility Emergency Coordinator until the situation is resolved.

Transfers of Control are to be recorded in the Facility Logbook.

3.9.2 Endorsement of Competent Persons Appointments

The Operating Authority is to endorse the appointment or re-appointment of Competent Persons to operate the Facility. This endorsement will follow an interview and assessment, following which the Operating Authority should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

3.10 Network Controller (NC)

3.10.1 General

The Network Controller is responsible for controlling the storage, transfer and use of products held within a Gas Network, during normal operations.

If an Emergency Situation occurred on the Network, the Network Controller will transfer control of the Network, or part thereof, to the Network Emergency Coordinator until the situation is resolved.

Transfers of Control are to be recorded in the Network Logbook.

3.10.2 Endorsement of Competent Persons Appointments

The Network Controller is to endorse the appointment or re-appointment of Competent Persons to operate the Network. This endorsement will follow an interview and assessment, following which the Network Controller should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

3.11 Facility Emergency Coordinator (FEC)

3.11.1 General

The Facility Emergency Coordinator is responsible for taking control of the storage, transfer and use of products held within a Petroleum Facility, during an emergency.

They are to coordinate the efforts of the Emergency Services and Environmental Response Providers until the situation is resolved.

3.11.2 Reporting

The Facility Emergency Coordinator shall update the Designated Authorities, Operations Manager, Operating Authority and Duty Holder during the emergency and provide a full report to the Duty Holder when the situation is resolved.

3.12 Network Emergency Coordinator (NEC)

3.12.1 General

The Network Emergency Coordinator is responsible for taking control of the storage, transfer and use of products held within a Gas Network, during an emergency.

They are to coordinate the efforts of the Emergency Service Providers until the situation is resolved.

3.12.2 Reporting

The Network Emergency Coordinator shall update the Designated Authorities, Operations Manager, Network Controller and Duty Holder during the emergency and provide a full report to the Duty Holder when the situation is resolved.

3.13 Authorised Signatory (AS)

3.13.1 General

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Group Authority to Work Process. This may include Setting Up Operations completed by contractors, which can be authorised by the issue of an Authority to Work.

3.14 Competent Person (CP)

3.14.1 General

The Competent Person is responsible for themselves and their work team conducting their activities in a safe manner, and that at all times, they will work in accordance with the Safety Rules and relevant legislation.

The duties of Competent Person authorised by the issue of a Certificate of Appointment will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for a Permit or Sanction to Work as required by the Safety Rules and Procedures.

There are 3 levels of Certificated Competent Persons

- Level 1: Certificated to complete operational procedures or works on fuel systems equipment which have been isolated and depressurised by the Duty Authorised Person or Level 3 Competent Person.
- Level 2: Certificated to work on fuel systems equipment which they have personally isolated, depressurised, and purged of fuel for their own safety.
- Level 3: Certificated to isolate, depressurise, and purge fuel systems equipment for the safety of themselves or a third party.

A Competent Person authorised by the issue of a Safety Document may only undertake or supervise the work or test specified until the task is complete and the Competent Person has signed the clearance and the Safety Document is cancelled by the Duty Authorised Person.

3.14.2 Provision of Task Risk Assessments and Method Statements

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by The Responsible Person or Authorised Person prior to any Safety Documentation being issued and the task commencing.

3.14.3 Compliance with the Safety Rules and Procedures

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules and Procedures. If for any reason they are unable to comply with the requirements of the Safety Rules and Procedures they are to stop work, make the work area safe and inform the Responsible Person, Duty Authorised Person, Operating Authority, or network Controller.

3.14.4 Reporting

The Competent Person shall report to the Duty Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Responsible Person, Duty Authorised Person, Operating Authority, or network Controller any defects found in pressure systems equipment, any dangerous occurrence, and the actions they have taken.

3.15 Accompanying Safety Person (ASP)

3.15.1 General

The Accompanying Safety Person is responsible for controlling the Work Area and ensuring that the Competent Person and their Work Team are not put in danger by external influences or communication.

They must be able to react to emergency situations and know what actions to take.

Part 4 Safety Arrangements

4.1 Petroleum Facilities Safety Arrangements

4.1.1 General

It shall be the duty of all persons under the control of Compass Group to comply with this policy, associated procedures, and all relevant legislation.

Only employees who are competent to do so shall carry out operations or work on Petroleum Systems and Equipment.

4.1.2 Hazard Identification and Area Risk Assessment

The Operational Management shall identify the hazards, including Petroleum Systems, under their control. These hazards are laid out in the Contract Hazard and Risk Register. The latest version of this document is available from the Operational Management.

Where the quantity and class of stored product has a reasonably foreseeable potential to give rise to a fire, explosion, or other events which can result in harmful physical effects, the Operating Authority in collaboration with the Authorising Engineer shall produce a DSEAR Risk Assessment to outline risks to his Compass Group Employees and others who may be affected by such effects. Copies of the DSEAR Risk Assessments are to be held by the Operating Authority.

4.1.3 Safety Case

For each Facility a Safety Case will be produced by the Authorising Engineer. The Safety Case will describe the Facility and its Operation, it will also outline the Operational and Maintenance Procedures, Health and Safety Arrangements and Emergency Procedures.

4.1.4 Admittance to Facilities

Access to the Petroleum Facilities shall be controlled by The Operating Authority or Authorised Person.

4.1.5 Process Operations

Operations for the control, storage, transfer, and use of products are to be outlined in the form of Process Operating Procedures. These procedures are to be produced by the Operating Authority in collaboration with the Authorising Engineer

All employees engaged in Process Operations must be in possession of a valid Certificate of Appointment.

4.1.6 Process Safety

Operations for ensuring Process Safety, including Pipeline Inspections, are to be outlined in the form of Safety Operating Procedures. These procedures are to be produced by the Operating Authority in collaboration with the Authorising Engineer.

All employees engaged in Process Safety must be in possession of a valid Certificate of Appointment.

4.1.7 Work Operations

Before any Work Operations can be completed Task Method Statements and Risk Assessments must be produced by the Person or Organisation, including Compass Group personnel, carrying out works. These are to be approved by the Operating Authority and Authorised Person.

4.1.8 Safety Documentation

All employees working within a Petroleum Facility or on Petroleum Equipment must be in possession of a valid Certificate of Appointment and/or Safety Documentation from the Operating Authority or Duty Authorised Person.

The following safety documents shall be used and issued by the Operating Authority when it is required under the Safety Rules and Procedures:

- Limitation-of-Access.
- Specific Written Instruction.
- Standing Instruction.

The following safety documents shall be used and issued by the Duty Authorised Person when it is required under the Safety Rules and Procedures:

- Permit to Work.
- Minor Isolation Certificate.
- Specific Written Instruction.

Full description on the use of these safety documents can be found in the Safety Rules and Procedures.

4.1.9 Control of Contractors

All Contractors engaged by Compass Group. and undertaking work on Petroleum Systems should be approved by The Petroleum Equipment Installers and Maintenance Federation (PEIMF) or The Oil Firing Technical Association (OFTEC) as appropriate.

When approved contractors are required to carry out work on the Petroleum Systems or Equipment, the following procedures shall be adopted:

- a) Contract specifications shall state that contractors shall be required to work in accordance with this Policy, and the Safety Rules and Procedures for Petroleum Systems.
- b) The Contractor will provide Task Risk Assessments and Method Statements in advance of attendance to be reviewed and approved by the Authorised Signatory, Operating Authority and Authorised Person.
- c) The Authorised Person shall complete a Safety Programme, outlining the operations required to Isolate, depressurise, purge, and vent the Point of Work, and the permissible Flammable Gas Concentrations at the Point of Work and Downwind Boundary. Safety Programme to be approved by the Operating Authority.

- d) The Operating Authority will transfer control of the Facility to the extent that is required to prepare for and complete the required works.
- e) The Authorised Person shall complete the operations outlined in the Safety Programme.
- f) The Authorised Signatory shall issue an Authority to Work (ATW) to the contractor in respect of the work.
- g) Before the commencement of work the Authorised Person shall specify the safety measures to be adopted by the contractor.
- h) The Authorised Person shall issue Safety Documentation to the contractor in respect of the work.
- i) On completion of the work and agreed handover the Contractor must provide any relevant documentation such as service reports or test certificates.
- j) The Safety Documentation should then be cancelled.
- k) The Authorised Person shall complete the operations required to return the Facility to normal operation.
- l) Authorised Person shall return control of the Facility to the Operating Authority.

4.1.10 Operating Records

Accurate and up to date records will be kept in the following:

- Operational Procedures File.
- Petroleum Facility Logbook.
- Duty Authorised Persons Logbook.

4.1.11 Resetting of Automatic Shut-Off Valves

Automatic Shut-Off Valves are a Safety Devices designed to disrupt the flow of Petroleum Products in the event of an emergency. Any activation is to be investigated by the Operating Authority and the cause of the activation determined before it is "Reset". The Activation, Cause and Subsequent Actions are to be recorded in the Facility Logbook.

This "Reset" Operation can only be is carried out by the Operating Authority or Certificated Competent Person, whose duties include these operations.

4.1.12 Pipeline Identification

A standard method of Fuel System Pipeline identification shall be used across the Facilities controlled by Compass Group. Details of the Pipeline Markings used on site can be found in Appendix 3.

4.2 Gas Network Safety Arrangements

4.2.1 General

It shall be the duty of all persons under the control of Compass Group to comply with this policy, associated procedures, and all relevant legislation.

Only employees who are competent to do so shall carry out operations or work on LPG or Natural Gas Systems and Equipment.

4.2.2 Hazard Identification and Area Risk Assessment

The Operational Management shall identify the hazards, including Gas Systems, under their control. These hazards are laid out in the Contract Hazard and Risk Register. The latest version of this document is available from the Operational Management.

LPG and Natural Gas Networks have a reasonably foreseeable potential to give rise to a fire, explosion which could result in harmful physical effects, the Network Controller in collaboration with the Authorising Engineer shall produce a DSEAR Risk Assessment to outline risks to his Compass Group Employees and others who may be affected by such effects. Copies of the DSEAR Risk Assessments are to be held by the Network Controller.

4.2.3 Safety Case

For each Network a Safety Case will be produced by the Responsible Person in collaboration with the Authorising Engineer. The Safety Case will describe the Network and its Operation, it will also outline the Operational and Maintenance Procedures, Health and Safety Arrangements and Emergency Procedures.

4.2.4 Admittance to Facilities

Access to the Gas Network or Equipment shall be controlled by The Network Controller or Responsible Person.

4.2.5 Process Operations

Operations for the control, storage, transfer, and use of products are to be outlined in the form of Process Operating Procedures. These procedures are to be produced by the Network Controller or Responsible Person in collaboration with the Authorising Engineer.

All employees engaged in Process Operations must be in possession of a valid Certificate of Appointment.

4.2.6 Process Safety

Operations for ensuring Process Safety, including Pipeline Inspections, are to be outlined in the form of Safety Operating Procedures. These procedures are to be produced by the Network Controller or Responsible Person in collaboration with the Authorising Engineer.

All employees engaged in Process Safety must be in possession of a valid Certificate of Appointment.

4.2.7 Work Operations

Before any Work Operations can be completed Task Method Statements and Risk Assessments must be produced by the Person or Organisation, including Compass Group personnel, carrying out works. These are to be approved by the Network Controller and Responsible Person.

4.2.8 Safety Documentation

All employees working on a Gas Network or on Gas Equipment must be in possession of a valid Certificate of Appointment and/or Safety Documentation from the Network Controller or Responsible Person.

The following safety documents shall be used and issued by the Network Controller when it is required under the Safety Rules and Procedures:

- Limitation-of-Access.
- Specific Written Instruction.
- Standing Instruction.

The following safety documents shall be used and issued by the Responsible Person when it is required under the Safety Rules and Procedures:

- Permit to Work.
- Sanction to Work.
- Routine or Non-Routine Operational Procedure.

Full description on the use of these safety documents can be found in the Safety Rules and Procedures.

4.2.9 Control of Contractors

All Contractors engaged by Compass Group, and undertaking work on LPG or Natural Gas Systems should be approved by The Energy & Utility Skills Register (EUSR), Institution of Gas Engineers and Managers (IGEM) or The Gas Safe Register as appropriate.

When approved contractors are required to carry out work on the Gas Systems or Equipment, the following procedures shall be adopted:

- a) Contract specifications shall state that contractors shall be required to work in accordance with this Policy, and the Safety Rules and Procedures for Petroleum Systems.
- b) The Contractor will provide Task Risk Assessments and Method Statements or Routine Operation / Non-Routine Operation in advance of attendance to be reviewed and approved by the Authorised Signatory, Network Controller and Responsible Person.
- c) The Responsible Person sign the Routine Operation / Non-Routine Operation, or complete a Safety Programme, outlining the operations required to isolate,

depressurise, purge, and vent the Point of Work. Safety Programme to be approved by the Network Controller.

- d) The Responsible Person shall complete the operations outlined in the Safety Programme for the issue of a Permit to Work.
- e) The Authorised Signatory shall issue an Authority to Work (ATW) to the contractor in respect of the work.
- f) Before the commencement of work the Authorised Person shall specify the safety measures to be adopted by the contractor.
- g) The Authorised Person shall issue Safety Documentation to the contractor in respect of the work.
- h) The Competent Person shall complete the operations outlined in the Routine Operation / Non-Routine Operation, or Safety Programme for the issue of a Sanction to Work.
- i) On completion of the work and agreed handover the Contractor must provide any relevant documentation such as service reports or test certificates
- j) The Safety Documentation should then be cancelled.
- k) Where a Permit to Work was issued, The Responsible Person shall complete the operations required to return the Network to normal operation.

4.2.10 Operating Records

Accurate and up to date records will be kept in the following:

- Operational Procedures File.
- Gas Network Logbook.

4.2.11 Resetting of Automatic Shut-Off Valves

Automatic Shut-Off Valves are a Safety Devices designed to disrupt the flow of Gas in the event of an emergency. Any activation is to be investigated by the Network Controller and the cause of the activation determined before it is "Reset". The Activation, Cause and Subsequent Actions are to be recorded in the Network Logbook.

This "Reset" Operation can only be carried out by the Network Controller or Certificated Competent Person, whose duties include these operations.

4.2.12 Pipeline Identification

A standard method of Fuel System Pipeline identification shall be used across the Networks controlled by Compass Group. Details of the Pipeline Markings used on site can be found in Appendix 3.

Part 5 Maintenance of Fuel Systems and Equipment

5.1 Maintenance and Inspection of Fuel Systems and Equipment

5.1.1 General

All fuel systems equipment shall be included on the site Asset Register. The assets on the register will have been inputted into a CAFM System or Maintenance Plan.

The CAFM System or Maintenance Plan will produce Planned Preventative Maintenance (PPM) Task Sheets for every maintenance activity for the assets.

5.1.2 Guidance

The scope and frequency of Planned Preventative Maintenance on fuel systems and equipment shall be based on a combination of Legislation, Supplier Recommendation, Contractual Requirements, Written Schemes of Examinations and Risk Assessment.

Therefore, the following is included in this policy as guidance only:

5.1.3 LPG Storage Tanks

- Maintenance and Inspections (12 Monthly).

5.1.4 Fuel Storage (Above Ground)

- Tank and Bund Inspections (3 Monthly).
- Tank Maintenance and Bund Testing (12 Monthly).
- Tank Clean and Internal Inspection (60 Monthly).

5.1.5 Petroleum Tanks (Below Ground)

- Tank and Containment Inspections (6 Monthly).
- Tank Maintenance and Bund Testing (12 Monthly).
- Tank Clean and Internal Inspection (60 Monthly).

5.1.6 Meters

- Readings (Weekly / Monthly).
- Maintenance and Calibrations (12 Monthly).

5.1.7 Automatic Emergency Control Valves

- Inspection and Operational Test (12 Monthly).

5.1.8 Gas Governors and Regulators

- Maintenance (12 Monthly).

5.1.9 Gas Booster Pumps

- Maintenance Leak Testing (3 Monthly).

5.1.10 Fuel transfer Pumps

- Operational Checks (Monthly).
- Maintenance (6 Monthly).

5.1.11 Pipelines and Valves

- Pipeline Inspections (12 Monthly).
- Valve Inspection and Exercise (12 Monthly).
- Pipeline Integrity Testing (60 Monthly).
- Underground Pipelines Mechanical Joint Inspections (60 Monthly).
- Underground Pipelines Non-Mechanical Joint Inspections (120 Monthly).

5.1.12 Gas or Oil-Fired Plant / Appliances

- Plant Operational Checks (Daily / Weekly).
- Oil Burners Operational and Safety Checks (3 Monthly).
- Oil Burners Maintenance and Combustion Tests (6 Monthly).
- Gas Burners Operational Checks (6 Monthly).
- Gas Burners Maintenance and Combustion Tests (12 Monthly).
- Flue Condensate Draining (Monthly).
- Flues Inspections (12 Months).

Part 6 Training & Competency

6.1 General

All Persons conducting or overseeing Fuel Systems Operations controlled by Compass Group will be suitably trained to conduct their role safely. The following table provides a guide as to the standards of training required for various Roles.

Authorising Engineer (Pet)	(MS1) or equivalent, Authorising Engineer Training Course. (AP8) or equivalent, Authorised Person (Petroleum) Training Course.
Authorising Engineer (Gas)	(MS1) or equivalent, Authorising Engineer Training Course. Gas Technology, or equivalent RP (Gas) Training Course. (SCO 1, 2 & 5) Safe Control of Operations (Core, PTW and Authority). (GMLS 07) Gas Services and Main Laying for Managers.
Responsible Person (Gas)	Gas Technology, or equivalent RP (Gas) Training Course (SCO 1, 2 & 5) Safe Control of Operations (Core, PTW and Authority).
Authorised Person (Pet)	(AP8) or equivalent, Authorised Person (Petroleum) Training Course.
Operating Authority (Pet)	(OPITO) or equivalent, Terminal Operations Training Course.
Network Controller (Gas)	(SCO 1, 2 & 5) Safe Control of Operations (Core, PTW and Authority). SHEA Gas Passport Training Course.
Facility Emergency Coordinator (Pet)	(IMS) 200, or Incident Management Training Course. (IMO) Level 3 or equivalent Spill Response Management Training Course.
Network Emergency Coordinator (Gas)	(IMS) 200, or Incident Management Training Course.
Competent Persons (Pet)	(NGST / STA) or equivalent, EUSR, OPITO or Oftec accredited training courses concomitant to the nature of the works undertaken.
Competent Persons (Gas)	(NGST / STA) or equivalent, EUSR, IGEM or GasSafe Register accredited training courses concomitant to the nature of the works undertaken.

Part 7 Monitoring and Review of Fuel Systems Safety Processes

7.1 Technical Authority Review of the Safety Policy and Safety Rules

At intervals not exceeding 3 Years the Technical Authority will conduct, a Review of this Policy and the Compass Group Safety Rules and Procedures for Petroleum and Gas Systems.

These reviews may include consultation with the Coordinating Authorising Engineer, and Authorising Engineers (Gas and Pet).

The reviewed documents will be submitted to the Duty Holder for approval and publication on the Compass Group HSE Website.

7.2 Authorising Engineers Audit of Responsible / Authorised Persons and Safe Systems

Following acceptance and sign off of this safety policy and appointment of a Responsible Person or Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- i. Appointed Responsible or Authorised Persons
- ii. Appointed Network Controllers and Operating Authorities
- iii. Appointed Emergency Coordinators
- iv. Appointed Competent Persons
- v. Site Logbooks
- vi. Operational Files
- vii. Completed Safety Documentation
- viii. Compliance with the Safety Rules and Procedures
- ix. Safety Equipment
- x. Control of Network or Facility Operations
- xi. Emergency Action Planning
- xii. Network and Facility Security
- xiii. Maintenance Records
- xiv. DSEAR Risk Assessments

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

APPENDICES

Appendix 1 Safety Documentation

- A1.1 Petroleum Systems Permit to Work Template**
- A1.2 Sanction to Work (Gas) Template**

Appendix 2 Signage

- A2.1 Model Safety Signs**
- A2.2 Model Caution Sign**
- A2.3 Model Danger Signs**
- A2.4 Model Personal Isolation Sign**
- A2.5 Model Warning Signs**

Appendix 3 Pipeline Identification Markings

Appendix 4 General Definitions

A2. Safety Signs

A2.1 Model Safety Signs



**DO NOT OPEN
VALVE**

NAME DATE

REASON

SAFETY PROGRAMME No.....

CONTACT No.....



**DO NOT CLOSE
VALVE**

NAME DATE

REASON

SAFETY PROGRAMME No.....

CONTACT No.....

A2.2 Model Caution Sign

	Caution
	Warning Do Not Attempt to remove

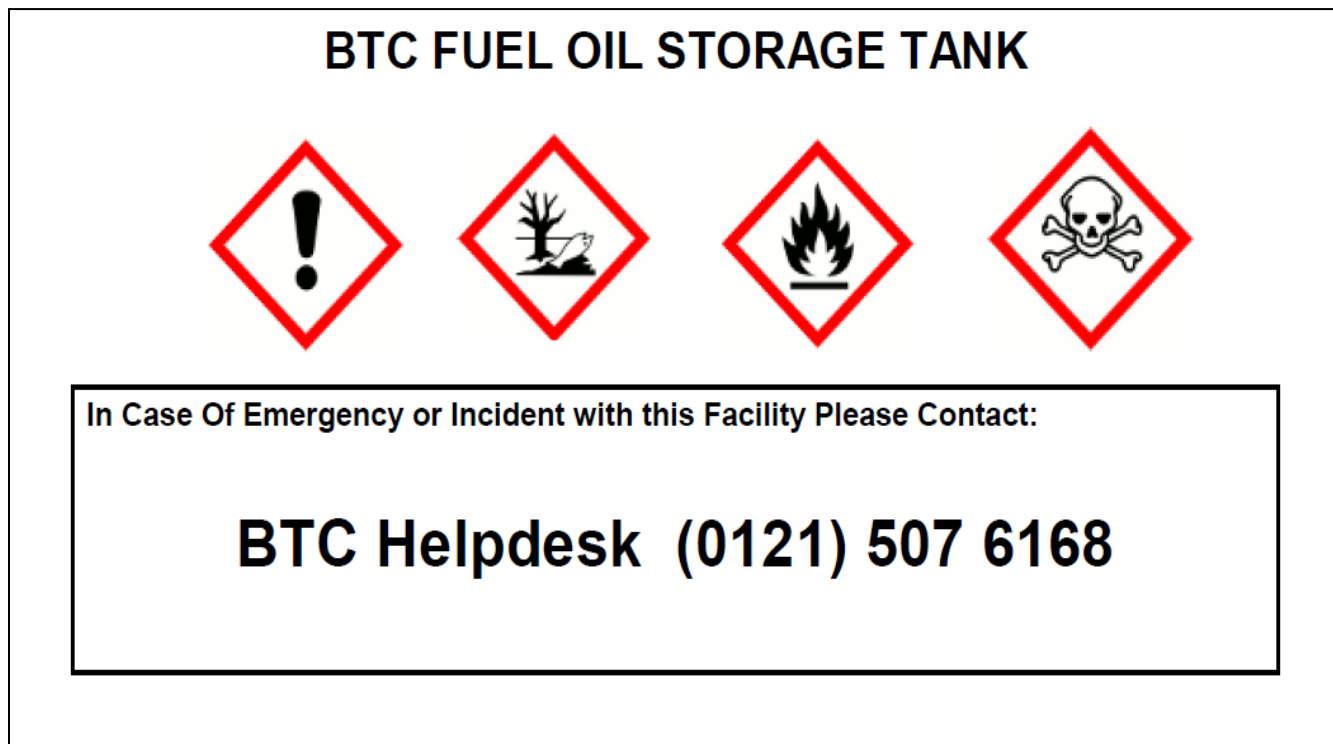
A2.3 Model Danger Signs



A2.4 Model Personal Isolation Sign



A2.5 Model Warning Sign



A3. Pipeline Identification Markings

Water



LTHW, Low Temperature Hot Water (Heating Return)



HWS, Hot Water Services (Domestic Hot Return)



CHW, Chilled Water (Cooling Flow)



BCWS, Boosted Cold Water Services (Domestic Cold)



CWS, Cold Water Services (Domestic Cold)

Fuels



Natural Gas



Fuel Oil

A4. General Definitions

Audit

The structured process of collecting independent information on the efficiency, effectiveness, and reliability of the safe system of work, and drawing up plans for corrective action “Independent” does not necessarily mean external to the organisation.

Automatic Shut-Off Valve

An item of Fuel Systems Equipment designed to turn off the fuel supply to its point of use in the event of an emergency.

Dangerous Condition

A condition that is likely to lead to a dangerous occurrence.

Dangerous Occurrence (Fuels)

An incident involving a source of Mechanical energy which may be dangerous to any person, whether or not an accident has occurred.

Dead

A system, component or pipeline of a fuel system which has been isolated, drained, depressurised and purged.

Depressurised

A system, component or pipeline of a fuel system that has had its internal pressure reduced to atmospheric.

Designated authorities

Designated authorities are Category 1 ‘core’ responders in the Civil Contingencies Act 2004 and include The Emergency Services, Local Authorities, Health Bodies and Government Agencies.

Draining

The action of removing the contents from Fuel Oil Systems Pipelines and Equipment following depressurisation.

Facility

A location containing Fuels Systems Equipment, designed to receipt, store, pressurise, measure, transfer, transmit, dispense, or use Petroleum Products.

Fuel Products

Materials, usually hydrocarbon, such as coal, gas, or oil burned to produce heat or power.

Fuel System:

An arrangement of Pipelines and other Fuel Systems Equipment designed to distribute or transfer Fuels from their point of supply or storage to the point(s) of use.

Fuel Systems Equipment:

Anything used, intended to be used or installed for use to receipt, store, pressurise, measure, transfer, transmit, dispense, or use Fuel Products.

Isolation

Disconnection and separation of equipment from every source of energy, including electrical, Fuel, inertia and kinetic, in such a way that this disconnection and separation is secure.

Natural Gas

Gas which has been refined and pressurised so that it is able to be burnt to provide heat energy.

Network

A location containing Fuels Systems Equipment, designed to receipt, store, pressurise, measure, transfer, transmit, dispense, or use LPG or Natural Gas Products.

Purging

The action of removing the contents from Fuel Systems Pipelines and Equipment following depressurisation.

Protective Equipment

Equipment used to protect persons from danger in the working environment. Protective equipment includes items such as protective clothing, screens, temporary safety signs etc.

Risk Assessment

The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

Safety Locks

These are padlocks having only one key, which is different from all other keys in use on the Fuel System. Safety locks are to be indelibly coloured red, and each safety lock and its key are to have the same unique serial number for ease of identification. They are used for securing points of isolation, depressurisation or draining.

Schematic Drawings

A diagram(s) of the whole system, which show the layout of the site Fuel Systems and Equipment.

Valve

An item of Fuel Systems Equipment designed to control, depressurise, drain or isolate Fuel Systems Equipment