Gas Safety Checklist – Gazebos, Tents or Marquees

NCASS has produced the following LPG advice, guidance and checklists based upon consultation with LPG certified Gas Safe Registered engineers. It follows the guidance given in CoP 24 (UKLPG Code of Practice 24 Part 3 – Use of LPG for Commercial Catering Events, Street Food and Mobile Catering) and is considered best practice.

If members wish to make alternative arrangements, it is strongly recommended that they consult an LPG certified Gas Safe Registered engineer to ensure that safety can be maintained.

This checklist comprehensively assesses the safety of LPG use for powering single or multiple pieces of equipment in gazebos, tents or marquees.

The full checklist should be completed before the beginning of the trading season, or annually if operating in the same way throughout the year.

To ensure that the completed document is readily accessible, NCASS recommends that the checklist included in the Daily Diary or the Digital Safety Management System be completed.

Completing the checklist

To complete the checklist, the Food Business Operator (FBO) or Responsible Person should:

- Complete the business details, then go through the checklist and fill in YES, N/A or NO for each question. In the case of a NO, details of the actions taken to keep systems safe should be included.

An answer of NO could mean that the system/operation does not comply with the law and might cause serious harm. Specialist advice from an LPG Certified Gas Safe Registered engineer should be sought to ensure that safety can be maintained.

- Where faults are found, details should be noted in the Issues Section of the Daily Record (within the Daily Diary) or the 'Actions' tab of the Digital Safety Management System together with details of the actions taken to maintain safety.

- On satisfactory completion, the checklist will need to be signed off and dated by a competent person.

This is a checklist, not Gas Certification. All commercial catering LPG equipment and installations must be routinely checked, serviced and certified by an LPG Certified Gas Safe Registered engineer. For more information please refer to Section 29: Gas Safety within this Compliance Manual.

Using the Checklist

Provided that the system, equipment, supply, transportation or storage (or any other major factor) does not change and no safety incidents occur, a full assessment will only be required annually. However, it is recommended this checklist is used every time an LPG “installation” is set up within gazebos, marquees or tents.

If there are changes or a safety incident, a gas leak or a near miss incident occurs then the assessment should be urgently reviewed and the necessary amendments made.

As a minimum, the opening, connection and closing procedures will need to be checked on every occasion that LPG is used within gazebos, tents or marquees.

Once these have been satisfactorily completed, the FBO/Responsible Person should confirm this by ticking the greyed out tick box alongside the comment “LPG safety checks complete” on the left hand side of the Daily Record within the Daily Diary. Or by completing the corresponding checks within the Digital Safety Management System.

Any faults should be recorded in the Issues section of the Daily Record, together with the remedial action taken.

If or when changes to the gas setup and or equipment used occur, the checklist should be reviewed and amended as necessary.

Scan the QR code or visit **ncass.org.uk/safetymanagementsystem** for additional resources.

Business Name: _____

Type of trading unit e.g., gazebo etc. _____

Unit Name: _____

Date: _____

Initial equipment checks – Are the following available?	Yes/NA	No - comments/actions taken
Emergency contact details for gas supplier (Calor, FloGas etc.)		
Emergency contact for event (Fire Marshall, EHO, Organiser etc.)		
Emergency procedures and/or RAMS present (A copy of the emergency procedure onsite)		
Essential Tools for Safety Propane Spanner Adjustable spanners or socket set (essential for on-site maintenance) Safety goggles Gloves Leak Detection Fluid (LDF) Water spray and cleaning cloth/blue roll etc. (To clean LDF after safety checks).		
Fire Blanket (Essential aid in case of fire - fryer requirement)		
Fire extinguisher for type of appliance/fuel (Essential aid in case of fire - generic)		

Initial equipment checks – Are the following available?	Yes/NA	No - comments/actions taken
Current Gas Safe certificate (Must be in date)		
Safe use of LPG information (e.g.. risk assessment, labelling and signage)		
Staff LPG Gas Safety Trained? (Are all staff handling LPG, trained in gas safety?)		

Is the following equipment available and in good condition?	Yes/NA	No - comments/actions taken
Cylinder cage/compartment and lock (keys) (Keys should be readily available in the event of an emergency)		
Gas warning plaques and safety signs (Clearly worded “LPG Highly Flammable/No Smoking”)		
Gas supply rig/regulator (Cracked/broken casing, POL thread clean?)		
Gas supply pipework/hose (Observe dents, cuts, cracks)		
The condition of the appliances is imperative to their safe working and functioning. Being broken and/or poorly maintained may result in incomplete combustion and will produce Carbon Monoxide (CO).		
Are all cooking equipment and appliances available and in good condition?		

Is the following equipment available and in good condition?	Yes/NA	No - comments/actions taken
Hired Appliances The hirer is responsible for the condition, the maintenance and safety of the appliance. However, the service record and instruction sheet should be present.		
List of Hired Appliance(s) (if applicable):		
Appliance(s) in good condition		
Appliance(s) service record attached		
Appliance(s) instruction sheet attached		

Cylinder(s) Siting	Yes/NA	No - comments/actions taken
Sited in the outdoors, in a well ventilated area, in an upright position, on flat, level and firm ground and secured. (Stakes or pegs with straps may be considered to prevent cylinders from falling over)		
Sited a minimum of 1m (horizontally) from an ignitable source or something that could become an ignitable source. For example combustible materials. (Take into consideration hedges, fences, foliage, leaves and rubbish).		
Sited a minimum of 0.3m (vertically) from an ignitable source or something that could become an ignitable source. For example combustible materials. (Also observe other traders' pitch positions and their cylinder siting in relation to your structure).		
Sited a minimum of 2m (horizontally) from an untrapped drain, rain gully, sunken ground or basement. (LPG is heavier than air, this distance is imperative should a gas leak occur. It is not easy to identify whether a drain is trapped or not, so NCASS advise that consideration is given to all drains).		

Cylinder(s) Siting	Yes/NA	No - comments/actions taken
Sited at/on “ground” level (A basement or low level courtyard are not permitted locations to store gas cylinders)		
Cylinders have suitably designed protective means of protection to avoid unauthorised tampering. (For example, cage, compartment and/or cordoned barrier.)		
Not sited where pedestrians, animals or vehicular traffic could cause a collision with cylinders (Avoid stretching hoses to cylinder creating a tripwire effect)		
Not sited across a public right of way, across an emergency exit or fire muster point (The event organiser will have this covered, be aware of the surroundings unrelated to the event)		
If sited within the gazebo (single cylinder to single appliance only) max 19kg propane. (Dynamic risk assessment carried out, paying particular attention to the minimum distances to ignitable sources as per CoP 24-3.)		
Sited so the ECV to the cylinder is accessible in the event of an emergency (The Emergency Control Valve (ECV) MUST always be accessible and operable)		
Where an appliance is connected to multiple cylinders, it can be isolated with one action (single valve) (For a single cylinder the valve is considered an ECV. Multiple cylinders require a single acting isolation valve)		
Where an appliance is connected to multiple cylinders the gas cylinders are kept in a well-ventilated area outside marquee/tents and have a suitably designed protective means of protection to avoid unauthorised tampering. (For example, cage, compartment and/or cordoned barrier.)		

Hoses	Yes/NA	No - comments/actions taken
Hose clips are suitable and in good condition (Jubilee clips or winding straps are not permitted)		
Where connected by a hose or tube, they are metallic over braided or PVC wrapped or both.		
Where connected by an orange hose that hose is a maximum of 1.5m in a single length and has been supplied and installed by the manufacturer. (Interconnecting lengths of rubber orange hose is unsuitable.)		
The manufactured pre-installed orange hose is in good condition and in date. Check for cracks, cuts, gouges and burns. (Hoses have a life expectancy of 5 years.)		
All hose connections been checked for leaks with LDF (If not, introduce suitable leak checks)		

Single Gas Appliance	Yes/NA	No - comments/actions taken
The gas appliance has one flame failure device per burner control. (Appliances used in commercial mobile catering should have flame failure devices)		
The gas appliance has a CE, UKCA or UKNI data plaque or mark.		
The gas appliance is sited more than 600mm (horizontally) from a combustible wall or combustible material. (Some appliances have open burners). (The minimum distance can be reduced by means of adding in or installing a fire block or barrier.)		

Single Gas Appliance	Yes/NA	No - comments/actions taken
Where an appliance is sited on a bench or worktop made of combustible material, the appliance is sited on a suitable fire/heat resistant material or fire block		
All appliances are commercial grade appliances/equipment (Camping use equipment or domestic appliances are not suitable for commercial use)		
Where connected by a hose, the connections at both ends are machine crimped or factory swaged. (Jubilee clips or winding straps are not permitted)		
The appliance is protected from public interaction. (Appliances need to be sited and protected from the public so they cannot be touched or tampered with)		

Multiple Gas Appliances	Yes/NA	No - comments/actions taken
All gas appliances have a CE, UKCA or UKNI data plaque or mark		
All appliances have flame failure devices (Appliances used in commercial mobile catering should have flame failure devices)		
All appliances are protected from public interaction (Gas appliances will become hot to the touch so preventative measures should be taken)		
Appliances are connected to a single supply gas line either by a fixed rigid pipework system (copper pipe, mild steel or stainless steel, the “Quicksafe Gas Rig” system or similar) (Orange hoses should not be used for multiple appliance installations)		
Where the appliance or appliances are connected to multiple cylinders, the cylinders can be isolated with one action (single valve) (For a single cylinder the valve is considered an ECV. Multiple cylinders require a single acting isolation valve)		

Multiple Gas Appliances	Yes/NA	No - comments/actions taken
Where multiple appliances are connected to a single cylinder, the appliances have individual isolation valves (Multiple appliances on an installation line should have appliance isolation valves unless flexible branches can be removed completely)		
The appliances are sited more than 600mm (horizontally) from a combustible wall or combustible material. (Some appliances have open burners). (The minimum distance can be reduced by means of adding in or installing a fire block or barrier.)		
Connected to a regulator that has Over Pressure Shut Off (OPSO) protection (Irrespective of the number of cylinders attached)		
Where appliances are sited on a bench or worktop made of combustible material, they are sited on suitable fire/heat resistant materials or fire blocks		

Setting up Open and Close	Yes/NA	No - comments/actions taken
Will the open and close procedure be followed at each time of trading? (Simple step by step guide ensuring safe working practice)		

Open and close procedure

- Appliances are secure and are a safe distance from combustibles
- Cylinders sited safely and securely following the safety checklist
- Gas supply line connected to the appliances and ready to be connected to the cylinders

Connecting the gas

1. Make sure the cylinder valves are in an off position
2. Remove plastic bung from the cylinder nozzle opening
3. Insert regulator or pigtail fitting (POL) to nozzle opening and screw “finger tight”
4. Using the Propane Spanner, tighten the POL nut **(DO NOT USE BRUTE FORCE)**

5. Double check all gas lever valves or cocks are in an off position

6. Apply a good amount Leak Detection Fluid to ALL visible joints on the entire installation including POL nut to cylinder valve, any gas connection, and the connection to appliances

7. Whilst observing the POL to cylinder connection, gently open the valve and make sure the connection is gas tight - bubbles will activate if a leak is apparent (they will dissipate if gas tight). If bubbles form, retighten the connection using a little more force and apply more LDF and repeat last step. Ensure there are no bubbles before leaving the cylinder valve in an open position, remember **BUBBLES MEANS TROUBLES**

8. Once it is confirmed there are no bubbles, open the valve fully and turn back a half turn (to prevent locking in an open position)

9. Once each section (quarter turn acting valve to isolation valves, isolation valves to appliances etc.) is checked and free from forming bubbles, it is safe to proceed

10. Clean off LDF with clean water and a cloth/blue roll

Disconnecting the gas

1. Leave the appliance at the end of the line in an on position (if lit DO NOT leave unattended)

2. Close down the cylinder(s) and ensure they are closed tight

3. Wait until the appliance extinguishes

4. It is safe to disconnect the gas supply to the cylinder(s)

5. Re-insert cylinder(s) bung

6. Close all isolation valves in readiness for the opening procedure next time

7. Disconnect the gas supply pipe system

8. Ensure the appliance(s) are cool to touch before handling them

9. Allow any oil/fat to cool before decanting into the transport vessel

Signed _____

Position _____

Date _____