Gas Site Visiting, Safety & Code of Conduct Policy

MOGAS DESIGN LTD | Director-approved policy for visits to gas facilities, AGIs, PRS, pipelines and construction worksites

Document reference	Revision	Policy date	Next review
MOG-POL-HS-SV-001	0	18 October 2026	18 October 2027

1. Purpose and scope

Mogas Design Ltd is committed to protecting people, gas assets, the environment and the public during site visits. This policy applies to both company directors and all independent contractors or other representatives visiting a site on behalf of Mogas, including surveys, inspections, engineering assessments, design verification and meetings. Directors and contractors normally operate remotely and Mogas does not employ an operational site workforce. The site operator, principal contractor or host retains control of its premises and relevant operational permits; Mogas visitors must comply with host rules in addition to this policy. Where standards differ, apply the more stringent lawful, applicable requirement.

2. Roles, authorisation and competence

The responsible Mogas director shall confirm the visit purpose, site contact, authorisation, suitable competence, appropriate insurance/contractor arrangements where relevant, and that the RAMS and emergency arrangements are in place. Each visitor shall read and acknowledge the site-specific RAMS, attend required inductions, comply with the host's instructions and exercise stop-work authority. No person may enter an operational or restricted area unescorted unless explicitly authorised and competent to do so.

3. Mandatory site-specific RAMS for EVERY visit

- Before every site visit, Mogas shall prepare and complete a site-specific Risk Assessment and Method Statement (RAMS), proportionate to the actual tasks and location, even where the visit is observational only. A generic RAMS may be used as a starting point but must be reviewed and tailored to each individual site and visit.
- The RAMS shall identify site, date, task sequence, persons attending, site host, hazards, initial and residual risk, control measures, required PPE, equipment, access restrictions, welfare, emergency arrangements, communications and any permits/escorts needed. Consider concurrent operations and public interfaces.
- The responsible director (or formally delegated competent reviewer) shall review and approve the RAMS before attendance; the visitor(s) must receive a briefing and confirm understanding. If a host requires submission or approval of RAMS, obtain that approval before entry.
- At arrival, check the RAMS against actual site conditions and the host induction. If conditions, scope, weather, permits or hazards change, stop the affected activity, revise and re-brief RAMS, and obtain renewed authorisation where required. Keep controlled records of versions, briefings and approvals.

4. Pre-visit planning and journey safety

- Arrange the visit with the designated site contact; confirm address, emergency contact, access route, expected time, escort/induction requirements, security clearance, photography restrictions and prohibited items.
- Check weather, daylight, terrain, work activities, site logistics and any known gas risks. Assess driving fatigue and safe parking; do not use a phone while driving. Inform a Mogas contact of schedule and expected return, particularly for lone travel.
- Carry appropriate identification, charged communication device, site documents and suitable PPE. Do not undertake a visit if competent supervision, safe access or critical safety information is unavailable.

5. Access, induction, PPE and conduct on site

- Sign in and out; attend the site-specific induction; identify emergency alarms, muster points, first aid, escape routes, welfare, exclusion zones and designated contact. Follow the site traffic plan and segregated pedestrian routes.
- Wear host-mandated PPE appropriate to the assessed risks (typically safety footwear, hard hat, hi-vis, eye protection and gloves, with flame-resistant or antistatic PPE and hearing protection where required). Inspect PPE before use.
- Obey barriers, signs, permits, escort requirements and instructions. Do not climb structures, enter confined spaces, open enclosures, remove covers, touch valves, use tools, connect test equipment, excavate, isolate, energise or operate plant without an expressly authorised task, competence, permit and adequate controls.
- Use only authorised routes and designated parking; maintain good housekeeping. No horseplay, aggression, harassment, discrimination, intimidation, offensive remarks or unsafe shortcuts. Treat clients, operators, other contractors and the public respectfully.
- Do not smoke or vape except in expressly designated areas. Observe restrictions on mobile phones, cameras, electronics, ignition sources and intrinsically safe equipment in hazardous areas. Never take or circulate photographs or technical information without permission.

6. Gas-specific and other significant hazards

- Identify pressurised gas systems, potential releases, hazardous-area zoning, ignition sources, gas odour, alarms, high-pressure pipework, venting/blowdown and nearby commissioning, lifting or excavation works. Maintain exclusion distances and do not disturb equipment.

- Assess moving vehicles/plant, slips and trips, uneven ground, open excavations, falling objects, noise, electrical systems, overhead services, confined spaces, weather, biological hazards and lone working as relevant.
- Never assume an area is safe because there is no smell of gas. Do not enter a suspected gas atmosphere or carry out gas testing unless trained, authorised and equipped under an approved procedure.
- Designer visits are normally visual and non-intrusive. Any intrusive inspection or operational task requires separate scope, competence, authorisation and task-specific safe system of work; Mogas shall not undertake it by default.

7. Alcohol, drugs, medication and fitness for duty

- Zero tolerance applies to attending work or a gas site under the influence of alcohol, illegal drugs or any substance impairing judgement, coordination or attention. Alcohol or illegal drug consumption, possession or supply during a visit is prohibited.
- Anyone taking prescription or over-the-counter medication that may cause drowsiness or impairment must assess fitness before driving/attending and confidentially disclose any relevant functional limitation to the responsible director or host as necessary for safety, without unnecessary medical disclosure.
- Anyone who is unwell, excessively fatigued, distressed or otherwise unfit shall not attend or continue safety-sensitive activity; arrange safe withdrawal and alternative transport if needed. A person suspected of impairment must be kept away from hazards, not permitted to drive, and reported to the director/site contact.
- Any drug/alcohol testing must follow the host's lawful rules, contractual arrangements, consent and applicable privacy requirements. Suspected breaches shall be investigated fairly; action may include removal from site or cessation of a contractor assignment.

8. Lone working, communication and safeguarding

- Assess whether an escort or buddy is required. Avoid unescorted attendance in operational, hazardous or isolated areas unless authorised with a suitable lone-working plan.
- Agree arrival/departure check-ins, an escalation contact, mobile signal arrangements and overdue-person escalation. Never enter areas without a reliable means of raising an alarm where such communication is required.

9. Emergencies and stop-work

- On a gas release, alarm, fire or other serious hazard, stop work, withdraw by the designated safe route, raise the alarm using site procedures and contact the control room/emergency services as directed. Do not operate site equipment, investigate a leak or attempt a rescue without specific training and authorisation.
- Follow the host evacuation and muster procedures; account for all Mogas visitors. If instructed to shelter or evacuate, comply immediately. Preserve the scene when safe and cooperate with emergency responders.
- Every attendee has authority and responsibility to stop the visit when conditions are unsafe, unclear or outside the approved RAMS. Resume only after hazards and controls have been reassessed and the host/director has authorised continuation.

10. Accident, near-miss, hazard and environmental reporting

- Immediately notify the site controller/host and Mogas director about any injury, near miss, unsafe act/condition, gas release, property damage, pollution or security event, including events involving contractors.
- Provide first aid or seek emergency assistance as appropriate; preserve facts and submit the Mogas Accident/Near-Miss Report Form as soon as practicable, normally within 24 hours when safe. Support proportionate investigation and corrective actions.
- The relevant dutyholder shall determine and fulfil any statutory RIDDOR reporting; Mogas shall assess its own duties, coordinate with the host and retain records. Do not assume the host's report automatically discharges every party's legal duties.
- Contain no release or spill unless trained, authorised and safe to do so. Follow host spill-response instructions and report possible environmental harm immediately.

11. Confidentiality, security and information handling

- Protect client drawings, layouts, critical infrastructure information, passes, credentials and photographs. Follow site cybersecurity requirements; use approved storage and sharing channels only.
- No posting site details or images on social media without written client authorisation. Report lost devices, documents and suspected security incidents promptly.

12. Records, monitoring and policy review

- Maintain a controlled record for each visit: visit authorisation, completed site-specific RAMS, director/competent review, attendee briefing, applicable induction/permit evidence, visit notes and any incident/corrective-action record.
- Directors shall periodically sample RAMS and visit records, act on incident trends and review this policy at least annually and sooner following serious events, client changes or revised law/site arrangements.
- Failure to comply may result in suspension of site activity, remedial instruction or contractor engagement review. This policy does not imply ISO 45001 certification or transfer statutory obligations away from the appropriate dutyholder.

Director approval

Approving director	Mohammed Fasiuddin

Position	Director — Mogas Design Ltd
Approval date	18 October 2026
Next review	18 October 2027

Director signature:

Signed copy held on file – available on request.

Referenced procedures and guidance

Mogas Health & Safety Policy; Accident and Near-Miss Reporting Policy and Form; Generic H&S Risk Assessment; Risk Management Policy; client/operator site rules and permit systems. General guidance: HSE site rules/induction, risk assessment, method statements, and managing drug and alcohol misuse at work (hse.gov.uk).