



GAS SAFETY POLICY

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GAS SAFETY POLICY

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GAS SAFETY POLICY

1.0 Aims

- 1.1 The overall aim of the Policy is to comply with the legal requirements as laid down in The Gas Safety (Installation and Use) Regulations 1998 (as amended).
- 1.2 We have a specific duty under Regulation 36 (Duties of Landlords) of the Gas Safety (Installation & Use) Regulations 1998 (GSIUR). Any gas appliance in a property owned by RHS and is rented to a tenant must be checked for gas safety within 12 months of its installation, and within every subsequent 12-month period thereafter.
- 1.3 All reasonable steps will be taken by RHS to ensure access to all properties within a 12-month time frame.
- 1.4 This Policy applies to all properties owned or managed by us, including non-residential premises. This includes offices we own, and any residential communal systems applicable for gas servicing.
- 1.5 To meet our aims RHS will:
 - Carry out an annual audit and service of all RHS owned properties, to ensure our information is fully updated and accurate
 - Arrange for our contractors to regularly service our gas use boilers, on a rolling programme for all our tenanted properties
 - Work proactively with the contractor to establish contact with any residents failing to provide access for the service
 - Where properties are re-let, we will ensure we carry out an inspection and service of the boiler and connecting pipework. The new resident will be issued with a new Landlords Gas Safety Record (LGSR).

2.0 Policy Statement

- 2.1 Our Policy is to ensure the health and safety of residents, staff and third parties by taking all reasonable steps to comply with all legal requirements relating to the annual servicing of gas appliances owned by us.
- 2.2 We will follow all reasonable steps to contact our residents in order to make arrangements for carrying out our legal obligations and will keep up to date records of its actions.
- 2.3 Effective communication with our residents is crucial to the success of this Policy. We will use a variety of means of communication and will provide information to residents in the most appropriate language and format. We do this as part of our commitment to focus on the needs of the resident, whilst fulfilling our legal obligations.
- 2.4 Once RHS has exhausted any informal steps in accordance with the procedure, it will take legal steps to gain access to properties to undertake the required annual safety inspection that the Regulations requires of them. It is also to ensure and protect the health and safety of residents, staff and third parties.

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2.5 In addition to regular servicing, RHS may, where appropriate, provide such other measures to ensure the health and safety of our residents in relation to gas appliances e.g., the installation of carbon monoxide alarms.

3.0 Policy implementation

3.1 The Chief Executive Officer retains overall accountability for this Policy. RHS is the Duty holder.

3.2 The Operations Director is responsible for Policy implementation, ensuring adequate resources are made available to meet the Policy objectives and for ensuring this Policy is reviewed, and updated in line with legislation.

3.3 The Strategic Asset Management Lead is responsible for delivery of the key Policy objectives and for achieving the associated targets.

3.4 The Repairs & Compliance Officer is responsible for operational delivery, including the management of all contractors carrying out any works on gas appliances.

3.5 Our Tenancy Services and Independent Living staff will support contractors in gaining access to carry out works and inspections.

4.0 Policy Objectives

4.1 RHS sets a target of 100% of all properties serviced within a 12-month period on a rolling annual basis.

4.2 To carry out a programme of gas safety checks (CPI2-LGSRs), at each dwelling which has a gas supply (not just those where it is believed there are appliances connected to a metered supply). Each check will be within 365 days of the last.

4.3 We operate an 'MOT Style' programme. The gas safety check can be completed up to 60 days before the expiry date. The next test is then due on the anniversary of the expiry date (not brought forward).

4.4 We will carry out a gas safety check on first occupation. Gas servicing will also apply when granting a new tenancy, apart from when one or more existing residents remain in occupation.

4.5 The gas supply to vacant properties will, at the discretion of the Operations Director be:

- Capped off, by our Contractor until occupation or
- Left on; in which case the property shall be checked weekly for potential issues.

4.6 Carry out an annual gas safety check on each commercial / communal system.

4.7 Only allow contractors registered with Gas Safe and Engineers who have been issued with an appropriate Gas Safe ID Card, to work on gas appliances.

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- 4.8 Provide residents with gas safety certificates on completion of safety checks.
- 4.9 Keep a detailed list of properties and an associated library of Landlords Gas Safety Checks (LGSRs) & maintenance records.

5.0 Gas Safety Checks

- 5.1 Records of the last three LGSRs will be retained and for two years, from the last certificate date, if appliances are removed.
- 5.2 Each resident will be supplied with a copy of the gas safety record (also referred to as a CPI2 or LGSR) within 28 days of the inspection being completed. New or mutually exchanged residents will be provided with a copy on occupation.
- 5.3 Contractors will carry out visual checks on residents' own appliances such as gas cookers and gas fires. All appliances will be listed on the LGSR. Any problems identified will be recorded on the safety certificate and issued to the resident. Where the problem is potentially dangerous, the appliance will be disconnected, and the supply capped off. Suitable advice on health and safety will be provided to the resident in this event.
- 5.4 We will determine our obligations under relevant lease agreements which specifically states that we are responsible for the maintenance of the gas heating or water heating appliance.
- 5.5 We will store all LGSRs centrally, in electronic format, and these will be linked to the relevant property record by a unique property reference.

6.0 Carbon Monoxide Detectors

- 6.1 We actively monitor best practice and legislation on requirements to fit carbon monoxide alarms. We encourage residents to test carbon monoxide alarms in their properties. We will ensure:
 - At least one smoke alarm is equipped on each storey of our homes where there is a room used as living accommodation
 - A carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers)
 - We actively encourage our residents to contact us if there are any concerns with carbon monoxide detectors. Smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.
- 6.2 We will make an informed decision and choose the best alarms for our properties and tenants, with due regard for their circumstances. For example, specialist smoke alarms and carbon monoxide alarms that alert by vibration or flashing lights (as opposed to by sound alerts) may be required for residents who are deaf or hard of hearing. We will consider our duties under the Equality Act 2010.

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7.0 Legal Provisions

7.1 The Gas Safety (Installation and Use) Regulations 1998 (as amended) require landlords to ensure that all gas appliances (and any flues and pipe work connected to them) are maintained in good order and that an annual service and safety check is carried out within a 12-month period, by a qualified engineer who is registered with Gas Safe.

7.2 RHS intends to meet its obligations under the following legislation:

- The Gas Safety (Installation and Use) Regulations 1998 (Amended 2018)
- Health and Safety at Work etc. Act, 1974
- Management of Health and Safety at Work Regulations 1999
- HHSRS – Housing Health and Safety Rating System
- Smoke and Carbon Monoxide Alarm Regulations 2015 (Amended 2022)
- Defective Premises Act 1972

7.3 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, landlords have general duties to protect their employees and any other person's safety when employees are working in the property or the surrounds.

7.4 To ensure the safety of all our residents, RHS will adhere to Regulation 36(11) of the Regulations that states that any room that is used for sleeping accommodation is not fitted with an open flued gas appliance. Where a tenant is sleeping in a room fitted with an open flued gas appliance, he/she will be advised to arrange alternative sleeping arrangements. If this is not possible, the gas appliance will be removed and replaced with an alternative form of heating.

8.0 Access

8.1 Under the Landlord and Tenant Act 1985 (as amended) the resident is obliged to allow the Landlord reasonable access to the property, in order to carry out any necessary repairs for which the Landlord is responsible.

8.2 It is a condition of individual tenancy agreements that residents must provide access to their properties for a gas safety check. We are obliged to make every possible effort to gain access to carry out the safety check and will, as a minimum (via our contractors or otherwise):

- Issue a letter offering an appointment or a convenient alternative
- Issue a first warning letter on failure to gain access
- Issue a final warning of legal action
- Take legal steps to secure access into the property

8.3 RHS will act appropriately, and in accordance with legal requirements in gaining access to properties. We will take into account any special needs, or vulnerability issues, before initiating legal action against a resident.

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9.0 Monitoring and Quality Control

- 9.1 We ensure our employees are provided with adequate health and safety training, which is repeated periodically where required. This will take into account any new or changed risks to the health and safety of the employees. Training will also include cross referenced risks, including Safeguarding and Fraud.
- 9.2 We complete desktop checks on all LGSRs to ensure they are complete and do not contain obvious errors.
- 9.3 We monitor the implementation of this Policy by adopting the following performance measures:

Measure	Target	Reviewing Interval
No. of blocks (communal systems) with valid LGSR	100%	<u>Monthly</u> <ul style="list-style-type: none">• SMT• Asset Management
No. of dwellings with valid LGSR	100%	
No. of LGSRs completed on time in the last 12 months	100%	<u>Quarterly</u> <ul style="list-style-type: none">• Our Board

10.0 Policy Review

- 10.1 This policy will be formally reviewed every three years. A formal review may be carried out earlier if there have been changes to gas legislation, or any other relevant changes in regard to gas safety.