



C&C HOUSING GROUP

GAS SAFETY POLICY

Approver	Board of Management
Policy	Gas Safety Policy
Date last revised	October 2019
Revised by	Head of Property Compliance
Next Revision Date	October 2022
Related Documents	Gas Safety Management Procedures

Signed:

Julia Ashley
Chief Executive

On Behalf of the Board Management

1. INTRODUCTION

- 1.1 The Central & Cecil Housing Group (C&C) is committed to ensuring the health and safety of its residents, staff and others who may be affected by gas escapes and products of combustion from appliances in properties that it owns and manages.
- 1.2 This policy applies to all properties owned or managed by C&C.
- 1.3 This Policy will be reviewed on a three-yearly basis unless any legislative changes require an earlier review.

2. PURPOSE

- 2.1 This policy sets out how C&C is to discharge its obligations under the Gas Safety Regulations and associated legislation. It relates only to those properties that have a gas supply within the dwelling where C&C has a duty to maintain and service gas systems.
- 2.2 Failure to comply with this legislation is a criminal offence which could result in the prosecution of senior officers in the association by the Health and Safety Executive. Responsibility for gas safety lies ultimately with the Board through a framework of delegated authority as detailed in the Associations standing orders.
- 2.3 It covers all gas systems in care homes, supported housing, sheltered accommodation, general needs homes, intermediate market rent, agency managed accommodation. In respect of leaseholders and shared owners, C&C can only advise resident of their responsibilities in respect of their leasehold commitments, legal and regulatory requirements.
- 2.4 This policy relates primarily to domestic gas appliances within dwellings. Communal gas heating installations are also covered in general terms by this policy, with any specific differences in the policy requirements identified accordingly.

3. SCOPE

- 3.1 This Policy applies to all employees, volunteers and Board and Committee members. It also applies to those employed by agencies under agreements with C&C. All of these will be referred to as “worker” in this Policy.
- 3.2 Failure by any Worker to comply with this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy.
- 3.3 This document applies to all C&C owned, leased and managed stock.

4. RESPONSIBILITIES

- 4.1 C&C will carry out its responsibilities and obligations as landlords by;
- Ensuring Landlord Gas Safety Records are completed for every qualifying property within a 12-month period every year.
 - Ensuring that C&C employ Gas Safe registered contractors with engineers having the correct accreditations to undertake any works or servicing on gas pipework, installations and flues
 - Ensuring that all relevant gas fittings as defined in Gas Regulation 36 including that gas pipework, appliances and flues are repaired and maintained to current approved standards and manufacturer's instructions.
 - Procuring, managing and auditing appointed Gas Safe registered contractors and engineers
 - Keeping detailed records on gas safety including gas safety inspections checks for a minimum of two years
 - Regularly reminding residents of potential dangers of gas and promoting gas safety and their responsibilities
- 4.2 C&C residents fall under a number of tenures which dictate the responsibility for gas safety. C&C is responsible for all rented properties. Leaseholder and shared ownership units do not fall under the responsibility of C&C or its partners for gas safety, with the exception of communal areas.
- 4.3 For dwellings that are under Management Control there will be a clear statement of responsibility for gas safety in communal areas and within dwellings.
- 4.4 For dwellings where the housing management has been outsourced there will be a clear statement on which partner is responsible for gas safety.

5. POLICY

- 5.1 C&C will comply with all legislation, regulations or any targets in terms of Gas Servicing, Maintenance and the Installation of Gas Systems they have responsibility for. This will include;
- The Management of Health and Safety at Work Regulations 1999
 - Health and Safety at Work etc. Act 1974
 - Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
 - The Gas Safety (Installation and Use) (Amended) Regulations 2018
 - Gas Safety (Management) Regulations 1996
 - The Construction (Design and Management) Regulations 2015
 - Housing Act 2004
 - Landlord and Tenant Act 1985
 - Data Protection Act 1998

- Environmental Protection Act 1990
- All Technical Bulletins issued by Gas Safe

5.2 C&C will:

- 5.2.1 Undertake necessary maintenance, inspection and repair work to ensure that gas fired appliances and apparatus are functional and provide a safe, efficient and reliable means of heating and hot water services to residents.
- 5.2.2 Have in place suitable maintenance contract arrangements for all gas fired systems and apparatus that C&C is responsible for.
- 5.2.3 Complete Landlord Gas Safety Records on an annual basis in accordance with the Gas Safety (Installation and Use) (Amended) Regulations 2018, including the maintenance of adequate records and the provision of gas safety evidence to residents on request.
- 5.2.4 Manage access arrangements where the contractor is unable to gain access to complete the Landlord Gas Safety Record, so as to demonstrate that reasonable steps have been taken.
- 5.2.5 Hold regular review meetings and reporting systems.
- 5.2.6 Allocate funding to enable C&C to discharge its statutory responsibilities in relation to gas safety.
- 5.2.7 Have in place suitable Stock Reinvestment programmes and funding to enable a planned pro-active approach for the replacement of older appliances and upgrading of systems to improve energy efficiency.

6. SUPPORTING DOCUMENTS

6.1 Other relevant legislation includes:

- The Electrical Equipment (Safety) Regulations 1994
- The Dangerous Substance and Explosives Atmosphere Regulations (DSEAR) 2002
- RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Disabled Discrimination Act 2005
- Disability and the Equality Act 2010

6.2 C&C will also comply with Building Regulations 2010, Approved Document Part J Combustion Appliances and Fuel Storage Systems.

6.3 Guidance

- The Tenancy Agreement
- A guide to Landlords' duties: Gas Safety (Installation and Use) Regulations 1998 as amended by HSE

- HSE L56 ACOP document 'Safety in the installation and use of gas systems and appliances.

7 GAS SAFETY MONITORING

7.1 C&C is committed to completing **100%** services and safety Inspections to its properties as required by Regulation 36 of Gas Safety (Installation and Use) (Amended) Regulations 2018. Property Asset Management is responsible for the performance of the gas servicing programme and will monitor the gas servicing and safety inspection programme to ensure that all risks are minimised, and C&C's legal obligations are met.

7.2 A 10% audit of the service inspections, intrusive and non-intrusive will be carried out by an independent consultant to check technical compliance with Gas Safe and installation guidelines.

Domestic and Commercial heating installations are subject to a 100% desktop audit of LGSR's.

7.3 Monthly monitoring information will be reported to Chief Executive and to Board.