



# GAS SAFETY MANAGEMENT POLICY

**Approved by Committee: 16<sup>th</sup> October 2012**

**Date Due for Review: October 2015**

## 1. INTRODUCTION

This document sets out the Association's policy on gas safety and has been compiled with reference to the **Duty of Landlord as confirmed in Gas Safety (Installation and Use Regulations) 1994 (Amended 1998)**.

- All landlords owning a gas appliance or any installation pipework installed in premises let by them have a duty to ensure that such an appliance or pipework is maintained in a safe condition so as to prevent risk of injury to any person.
- A landlord shall ensure that each appliance to which that duty extends is checked for safety at intervals of not more than 12 months by an employee of a contractor approved by the Health and Safety Executive (Gas Safe Registered).
- The landlord shall keep a record of the appliances to which the duty extends, the dates of inspection to the appliances, any defects identified and remedial action taken. This record shall be kept for a minimum period of 2 years. This record will be made available for inspection on request to any tenant once reasonable notice is given.

## 2. AIMS OF POLICY

- 2.1 To ensure that the Association meets its statutory responsibilities in relation to the servicing of gas appliances.
- 2.2 To ensure that all tenants can live in their house in the safe knowledge that gas appliances provided by Ruchazie Housing Association are being tested and serviced regularly.

## 3. EQUAL OPPORTUNITIES

In line with the Association's commitment to equal opportunities, this policy can be made available free of charge in a variety of formats, including large print, translated into another language or on audio tape.

## 4. CONTRACT FOR GAS SAFETY CHECKS, ANNUAL SERVICING AND DAY TO DAY REPAIRS

A contract will be entered into with a qualified and experienced contractor to carry out an annual safety check and service which meets current regulations.

The contractor will be Gas Safe registered and will have a proven track record in carrying out this type of work.

The names and qualifications of all operatives who will work on the contract will be registered with the Association. Any operative whose qualifications have not been registered will not be permitted to work on the Association's gas appliances.

The contractor will be required to meet performance standards, response times and operate RTR scheme including compensation payments.

Safety checks will be carried out to all void properties and a gas safety record (CP12) will be obtained prior to letting.

In addition the contract will include testing to smoke alarms.

At the start of the gas servicing contract the Association will issue the contractor with a list of properties with their last service date recorded and the appliances within the house e.g make and model of boiler.

## **5. NEW BUILD DEVELOPMENTS**

- 5.1 A gas safety inspection form or landlord safety certificate will be provided by the developer for each property within a new build or rehabilitated development. Such properties will not be included in the gas appliance service contract until the warranty expires on the system. In line with the policy the contractor will be informed 2 months prior to the warranty ending to enable the properties to be added to the contract.

## **6. GAS SAFETY RECORDS**

- 6.1** The contractor will provide a landlord's safety certificate (CP12) which will detail the following:

- Date on which the appliance was checked
- Address
- Landlords name and address
- Location and description of each appliance
- Any defects identified
- Any remedial action taken/required
- The name and signature of the operative
- Gas Safe registration number

This will be filed in the gas safety certificate file.

- 6.2 The contractor will ensure that the servicing takes place within 12 months of the current certificate inspection date.
- 6.3 The tenant will receive a copy of the certificate from the operative carrying out the service.
- 6.4 Quality control checks will be carried out by an independent assessor on 10% of the total number of services.

## 7 IDENTIFIED DEFECTS

7.1 During the course of the safety inspection the contractor will identify any defects within the heating system and record these on the certificate. The following categories are used:

**“Immediately Dangerous”** – If any aspect of the system is deemed to be immediately dangerous the contractor will where possible rectify the problem. If this is not possible the contractor will disconnect the appliance, seal the gas supply and issue a warning label on the appliance. The contractor will advise the Association immediately of the defect to allow rectification work to be carried out.

**“At Risk”** – If any aspect of the system is deemed to be potentially dangerous the contractor will issue a warning label on the appliance and advise the resident not to use the appliance. The contractor will advise the Association immediately of the defect to allow rectification work to be carried out.

**“Not to Current Standard”** – If any aspect of the system is deemed to be “not to current standard” the contractor will note this on the certificate which will be passed to the Association. There is no need to carry out rectification work in such cases. However, the Association may decide to carry out at a later date, a planned programme of upgrading work to bring the older systems up to current standard. The “standards” are regularly changed and there is no requirement to carry out work retrospectively.

On completion of remedial works required to rectify defects copies of contractor job lines should be attached to the CP12 to form an audit trail showing that the work has been carried out.

7.2 The following defects shall be considered as rechargeable

- Damage caused by Tenants or their Visitors negligence
- Costs relating to tenants failing to provide reasonable access

## 8. DELEGATION

8.1 The Housing Services and Maintenance Sub Committee is responsible for the following:

Reviewing the policy every three years or earlier to meet new regulations/good practice.

Approving the annual contract

8.2 The Housing Services Manager is responsible for the day to day operation of this policy and procedure. However the administration of the contract will be carried out by the Property Management Assistant, and Housing Assistant (in the absence of the Property Management Assistant).

## **9. INFORMATION TO TENANTS**

- 9.1** Tenants will be advised on a regular basis by means of newsletters, tenant handbook, web of the importance of the annual gas appliance service within their home and the dangers of carbon monoxide poisoning as a result of faulty appliances.
- 9.2** The importance of giving access to allow the gas safety inspection to be carried out will be emphasised to new tenants during the signing of the tenancy agreement.

## **10. NO ACCESS**

The contractor will commence the access programme 2 months before the current certificate expires. Once the contractor has attempted to gain access on two occasions without success the Association will be notified and it will then be our responsibility to arrange access prior to the expiry of the current certificate.

*As a final mechanism to ensure the Association's compliance with its statutory obligations, we will consider forcing entry to carry out this work. Every effort will be made to avoid this.*

## **11. REVIEW OF POLICY**

- 11.1** This Policy will be reviewed every 3 years, or earlier if required, to meet new regulations, good practice etc.