

# Gas Safety Policy

GAS SAFETY POLICY	
<b>Purpose</b>	This policy covers the provision of cyclical servicing, safety checks and related repairs to all properties owned or managed by Harrison Housing where there are gas installations.
<b>Applies to</b>	All Harrison Housing Employees, Trustees, Contractors, Consultants, Volunteers, Residents and their Visitors.
<b>Date first implemented</b>	December 2024
<b>Author</b>	Asset Manager
<b>Date first approved by Leadership Team</b>	December 2024
<b>Date first approved by Board of Trustees</b>	December 2024
<b>Review Frequency</b>	Every 3 Years or if significant changes to the organisation, legislative change, or serious incident.
<b>Service Area</b>	Asset Management
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CONSEQUENTIAL AMENDMENTS (made prior to full policy revision)		
Amendment Date	Nature of Amendment	Revised by

VERSION HISTORY			
Revision Date	Version No.	Revised by	Approved by

CURRENT POLICY REVISION	
<b>Date revised</b>	November 2024
<b>Revised by</b>	Asset Manager
<b>LT approval date</b>	December 2024
<b>Board of Trustees Approval date</b>	December 2024
<b>Next revision due</b>	December 2027

## 1. Policy Statement

- 1.1 Harrison Housing (HH) recognises that it has legal responsibility to ensure that gas pipe work, appliances, fittings and flues installed for our residents are safe.
- 1.2 Where gas safety work is sub-contracted it is HH's responsibility to ensure that the contractor is Gas Safe qualified.
- 1.3 All reasonable steps will be taken by HH to secure the Health and Safety of employees, residents, and others who use, operate or are affected by our gas appliances. This policy is to meet the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018.
- 1.4 HH's aims and objectives are to:
- Ensure that all our properties are safe and suitable for letting from a Health and Safety perspective.
  - Meet our legal and regulatory obligations to undertake annual gas safety inspections, as required under the provisions of Gas Safety (Installation and use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amended) Regulations 2018.
  - Ensure that all gas appliances that are HH's responsibility, are in safe working order and to manufacturer's instructions.
  - Identify and effectively manage any associated risks.
  - To proactively manage the assets to ensure maximum life expectancy.
- 1.5 In order to reduce the risks associated with the use of appliances and installation using gas, HH will ensure that:
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amended) Regulations 2018.
  - Gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance. In the case of communal boilers we will also carry out an interim check at 6 months.
  - A rigorous and robust process is applied to gain access to dwellings , and taking legal court action to seek an injunction as a last resort and only after taking appropriate legal advice.
  - In extreme emergencies HH will force entry in order to ensure the safety of residents

## **2. Implementation**

- 2.1 All staff will be made aware of this policy through Harrison Housing's internal communication channels, including email.
- 2.2 Changes to this policy and its associated procedure, if applicable, will be communicated to all staff.
- 2.3 All staff will be required to read this policy, and to confirm that they have read and understood it.
- 2.4 This policy will be published to residents through our website.

## **3. Policy Requirements**

HH will:

- 3.1 Maintain all gas appliances, flues and associated pipework in a safe condition and carry out annual gas safety checks on all appliances, flues and pipe work in accordance with the current gas safety regulations and legislation. Additionally, we carry out 6 monthly interim checks on communal boilers.
- 3.2 Ensure all properties that have a gas appliance have a carbon monoxide alarm fitted. This alarm will be checked annually by the gas contractor and a record of the expiry date will be kept on the stock condition spreadsheet.
- 3.3 Seek to identify and respond appropriately to the specific needs of our residents and ensure that every resident is aware of the importance of the annual gas safety check and service.
- 3.4 Maintain a gas property database that clearly details the property's gas servicing history and date that the next service is due, the gas appliances installed.
- 3.5 Positively promote the importance of gas safety to our residents.
- 3.6 Take a proactive approach, in cases of 'no access', to ensure that it meets its legal obligations to complete the statutory annual gas safety check. We will use any legal remedy to gain access including injunctions and possession proceedings.
- 3.7 Ensure that all work to gas appliances and fittings are carried out by a competent and suitably qualified engineer who is Gas Safe registered. Ensure that all gas appliance installations are fitted and conform to current legislation, codes of practice and manufacturer instructions.

- 3.8 Ensure that any operative who installs a gas appliance or heating system on behalf of HH issues to the resident the manufactures operating instructions and explains how to use appliance controls.

## **4. Responsibility**

**The Board of Trustees has overall responsibility for ensuring that HH adheres to Gas Safety Policy.**

**Health and Safety Compliance, including Gas Safety, is monitored via quarterly KPIs, which are reported to the Board of Trustees.**

### **4.1 Chief Executive Officer – Responsible Person**

- 4.1.1 The Gas Safety Policy applies to all premises with gas installations and activities within HH's control.
- 4.1.2 The policy sets down the framework by which HH will undertake the relevant duties. The main responsibility for statutory compliance is held by HH with the management and supervision devolved via the Chief Executive to the Asset Manager, who will ensure that the requirements of the duty holder's responsibilities are diligently met.
- 4.1.3 The Leadership Team will regularly report to the Finance, Risk & Audit Committee (FRAC) and the Board of Trustees on compliance with this policy.

### **4.2 Asset Manager – Devolved Responsible Person**

- 4.2.1 The Asset Manager will be assisted by the Surveyor, Housing Manager and Office Manager to ensure that this policy is met. They are responsible for:
- 4.2.2 Ensuring that residents are at the forefront in terms of Gas safety.
- 4.2.3 Ensuring that record keeping systems are devised, implemented and maintained.
- 4.2.4 Ensuring the effective monitoring of this document.
- 4.2.5 Ensuring that any gas-related incidents which are required to be reported to the enforcement authorities are duly reported and ensuring HH cooperates with any subsequent investigation.
- 4.2.6 Ensure that planned programmes are critical to correct and suitable for ongoing implementation of required control measures.
- 4.2.7 Setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment.

4.2.8 The Leadership Team will assist the Asset Manager in carrying out these duties for their areas of responsibilities. The Asset Manager, along with the Chief Executive, is also directly accountable to Board Members for Gas safety matters.

#### 4.3 Surveyor

4.3.1 The Surveyor will monitor gas safety performance regularly to ensure the effectiveness of this policy and the gas safety procedure.

#### 4.4 Employees

4.4.1 Employees are to report any concerns on gas safety to their line manager. Employees should only use gas equipment for the function it has been supplied for and not tamper with any devices. Where there are specific service related requirements relating to gas safety these procedures should be followed.

#### 4.5 Residents

4.5.1 Residents have a responsibility to:

- Immediately report a smell of gas and/or escape of gas to the gas emergency services on 0800 111 999
- Give access to the property to allow the Gas Safe registered contractor to carry out the statutory annual gas safety check and regular maintenance of all gas appliances that are the responsibility of HH.
- Maintain their own appliances.

## 5. Legislative Context

5.1 Legislation associated with this policy are:

- The Gas Safety (Installation and Use) Regulation 1998 as amended by the Gas Safety (Installation and Use) Regulations 2018
- Health and Safety at Work etc Act 1974
- The Landlord and Tenant Act 1998

## 6. Data Protection

6.1 HH has a legal obligation to undertake gas safety checks, as well as a legitimate interest in completing necessary servicing and repairs, to ensure residents remain safe. Trusted contractors are used to complete these works on HH's behalf and residents' contact details, and relevant associated information, are provided to these partner organisations to enable this.

## **7. Equality, Diversity, and Inclusion**

- 7.1 For Harrison Housing, diversity is about respecting people's individual differences and ensuring that all people that come into contact with us have access to the same high standards of behaviour and service.
- 7.2 We are committed to ensuring that no resident or team member will be treated less favourably because of their protected characteristics.