



POLICY: GAS SAFETY

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Annexe 1 – Gas Safety Procedure

Copies of this Policy may be made available in alternative formats on request.

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POLICY: GAS SAFETY

All references to 'we', 'our' or 'us' in the Policy should read as meaning Sandbourne Housing Association.

1. Purpose and aim of the Policy

- 1.1 This Policy explains how Sandbourne Housing Association (SHA) will comply with the Regulatory Framework for Social Housing in England, described as:

(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants of their homes.

- 1.2 We also have an absolute duty under Section 11 of the Landlord and Tenant Act 1985 to 'keep in repair and proper working order the installations in the dwelling house', and a specific duty under Regulation 36 (Duties of Landlords) of the Gas Safety (Installation and Use Regulations 1998), to ensure that any gas appliance installed in a property that we own is checked and serviced every 12 months.
- 1.3 We will comply with the current regulations regarding the service, maintenance, and repair of all gas appliance work and installations that we are responsible for. In doing so we will follow the Health and Safety Executive's (HSE) Approved Codes of Practice (ACOPs) and ensure that all industry best practice guidance is properly considered.
- 1.4 We will take all reasonable measures to carry out safety checks on all gas appliances installed by us as well as those identified as resident – owned appliances in our homes.
- 1.5 In addition, we will take all reasonable measures to maintain all installations, appliances and flues serving these, in a safe condition, commissioning regular routine servicing, and including any repairs or replacements as required.
- 1.6 Our overall aim in this Policy is to protect the occupiers of our properties, their visitors, our staff and the general public from the risks associated with gas appliances so far as is reasonably practicable.

2. Key Policy objectives

We will:

- 2.1 Carry out a programme of gas safety checks (CP 12 – LGSRs) at each home that has a gas supply (not just those where it is believed that there are appliances connected to a metered supply). Each check will be within 365 days of the last as far as is reasonably practicable.

- 2.2 Carry out a gas safety check on first occupation, and when granting a new tenancy or assignment of tenancy, apart from when one or more existing residents remains in occupation.
- 2.3 At the discretion of the Head of Housing, the gas supply to long term vacant homes will be:
 - Capped off by our contractor until occupation
 - Left on, with the property being checked at appropriate intervals
- 2.4 Carry out an annual safety check at each communal system to include CP15 Plant Commissioning Servicing Record and CP 17 Gas Installation Safety Report where new systems have been installed within the preceding 12 months.
- 2.5 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.
- 2.6 Ensure that our contractors provide residents with gas safety certificates on completion of the safety checks in their home.
- 2.7 Keep a detailed record of all completed gas safety checks with certificates held electronically on our database and the completion dates entered onto our housing management system.

3. Gas Safety checks

- 3.1 As a minimum the last three Landlord Gas and Safety Record's (LGSR's) will be retained for 2 years from the last certificate date.
- 3.2 Where the home has an individual gas appliance each household will be supplied by the contractor with a copy of the gas safety certificate within 28 days of the checks being carried out. This will apply to existing and new residents as well as those who have moved in as a result of a mutual exchange.
- 3.3 Contractors will also carry out visual checks on residents own appliances such as gas cookers and fires. *All appliances will be listed on the LGSR.* Any problems identified will be recorded on the safety certificate issued to the resident. Where the problem is potentially dangerous, the appliance will be disconnected and the supply capped off. In this event suitable advice on health and safety will be given to the resident.
- 3.4 We will store all LGSR's centrally. In electronic format and ensure that ensure that the dates of the checks are recorded on our SASSHA database.

4. Carbon monoxide and smoke alarms

- 4.1 Smoke alarms are provided in all homes, and carbon monoxide alarms in all general needs' homes with an individual gas boiler. Heating to several of the Bournemouth 60+ blocks is provided by means of communal boilers and carbon monoxide alarms are installed in each of the relevant plant rooms.
- 4.2 All carbon monoxide alarms will be checked each year as part of the gas service and the results noted on the LGSR.
- 4.3 Our contractors will maintain a schedule of all carbon monoxide and smoke alarms replacing these at 7- and 10-year intervals respectively unless checks indicate that this is required earlier than that.

5. Access for gas safety checks

- 5.1 It is a condition of our individual tenancy agreements that residents must allow access to their homes for the safety checks that we as the landlord are required to undertake by law.
- 5.2 To facilitate this, we will act appropriately, in a reasonable and proportionate manner and in accordance with regulatory and legal requirements in gaining access to the property to undertake the necessary gas safety check. In doing so we will have regard to the resident's circumstances before initiating legal action to require access to complete the check.
- 5.3 In the event that our employees or contractors are unable to gain access to a home to undertake a gas safety check, we may seek to obtain an injunction from the local county court and / or implement possession proceedings for a breach of tenancy. An order for costs may be sought as part of any such action.
- 5.4 We will have a Gas Safety Procedure for employees and contractors setting out their respective roles and responsibilities in both arranging access to a home and undertaking the gas safety check.

6. Monitoring

- 6.1 Our Board will act as Duty Holder and will receive regular reports on the performance of this policy. The Board are accountable for ensuring its implementation and are responsible for ensuring that any necessary remedial work or action is undertaken to comply with the policy. Our Chief Executive will retain overall responsibility for the monitoring of and the consistent implementation of this policy.
- 6.2 Our Head of Housing will be responsible for implementing the policy on a day-to-day basis.

6.3 Our Maintenance Managers will be responsible for ensuring that any necessary remedial works or actions are undertaken as required and monitoring the performance of our contractors in both undertaking the gas safety checks and providing LGSRs to us and our residents in accordance with the policy.

6.4 Our performance in completing safety checks within the required timescales will be reported to the Board regularly with the Head of Housing reporting on a sample check to verify the accuracy of the information held on our database.

7. Equality impact assessment / Protected characteristics

7.1 Neutral

8. Consultation arrangements

8.1 We will consult all tenants and recognised tenants' bodies on this Policy and their views will be taken into account by the Board before adopting it. In addition, our staff will be consulted on this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board

9. Related procedures

9.1 A procedure note is available for the implementation and management of this Policy.



GAS SAFETY PROCEDURE

PROCEDURE

1. This procedure should be read in conjunction with the Gas Safety Policy, in particular to Section 5 – Access for gas safety checks.
2. **Reporting procedure**
 - 2.1 Orders are placed on a 12 months' cycle with a 35-day lead time and sent on a 28-day priority. These are raised automatically by SASSHA and checked by the Maintenance Manager.
 - 2.2 If the contractor fails to make an appointment within 10 working days of the order being placed, then the contractor should send a letter to the tenant on the 10th working day (day 10).
 - 2.3 The contractor must let us know about failures to make appointments by copying us in on the letter they have sent to the tenant. This should be by email on the same day as it is sent to the tenant.
 - 2.4 If the contractor does not receive a reply from the tenant within 5 working days of writing to them, the contractor must let us know.
 - 2.5 The Maintenance Manager must discuss with the Housing Services Manager, or the Head of Housing, if there any other issues that need to be taken into account. This must be on the same day that the contractor informs us of there being no reply to their letter to the tenant.
 - 2.6 If there is still no contact, we should attempt to make contact with the tenant within five working days of the contractor letting us know of the no response (day 15).
 - 2.7 If no satisfactory response from the tenant, then solicitors should be instructed, by the Housing Services Manager, within 20 working days to warn of access or legal action (day 20).
 - 2.8 Any non-compliance to meet the 12-month required timeframe is reported to the Board as part of the Property Key Performance Indicators report and must be updated until the matter is satisfactorily resolved.

2.9 Legal action will be instigated by the Housing Services Manager/ Officer by instructing our solicitors if access is still not forthcoming and there are no mitigating factors such as the property is under notice to terminate the tenancy, or an eviction has been arranged and a date has been set etc.

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