

GAS SAFETY POLICY – PROPERTY MANAGEMENT

1. Policy

Loddon Homes Ltd and Berry Brook Homes Ltd, herein referred to as the Local Housing Companies (LHC), fully recognise the importance of implementing for their properties efficient and effective gas safety checks and maintenance programmes to prevent gas related incidents. The purpose of this policy is to reference the legal duties placed on LHC as a landlords and outline the arrangements in place for ensuring that all installation pipe work, gas appliances and flue systems owned by LHC are serviced and maintained accordingly and in a safe manner.

2. The legal framework

The Gas Safety (Installation and Use) Regulations 1998 set out the requirements for landlords to inspect and service gas installations on an annual basis and to only allow qualified and approved gas engineers to work on any gas appliances or installations. These duties sit within the wider context of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Landlords have specific responsibilities under the legislation and related guidance to:

- Ensure gas fittings and flues supplied with their properties are maintained in a safe condition.
- Ensure an annual safety check is carried out on each gas appliance/flue.
- Make sure that appliances are safe and have been checked within 12 months before re-letting a property.
- Have all installation, maintenance and safety checks carried out by a Gas Safe registered engineer.
- Give a copy of the gas safety certificate to the tenant within 28 days of the safety check.
- To ensure that all new tenants are given a copy of the gas safety certificate prior to occupancy.
- Keep all records for a minimum of two years.
- Work closely with tenants in gaining access to properties for safety checks, maintenance, and repairs and in respect of the early reporting of faulty appliances.
- Make available all relevant instruction booklets for gas appliances at the property.

The safety check and maintenance requirements generally apply to any gas appliance, a term that includes gas boilers, gas fires, gas cookers and hobs provided by the landlord.

3. Responsibilities

The Operations Manager is accountable for the implementation of this policy and for liaising with our maintenance and repair contractors to ensure that compliance with gas safety requirements is secured.

4. Competence

Only approved competent gas contractors and engineers will be permitted to work on or install gas systems and appliances in LHC properties; those companies and engineers must be registered on the Gas Safe register.

It has been formally agreed that the responsibility for checking evidence to confirm Gas Safe registration for individual engineers working on LHC properties, including the areas of gas work they are qualified and certified to carry out, sits with the LHC managing agents.

5. Annual gas safety checks and servicing

In accordance with legal requirements, annual gas safety checks will be carried out on all appliances/flues within a 12 month period; the servicing of appliances forms part of those visits. To ensure that gas safety checks are achieved within the statutory timeframe, LHC work to an annual safety check cycle of 10 months.

Our tenants will be made aware of the importance of gas safety and their responsibilities towards helping to achieve that overall state, including that of providing access. Tenants will receive adequate notice in writing of their annual gas safety check. When arranging visits and passing on information, particular consideration will be given to tenants who are vulnerable, have cultural requirements and where English is not the first language.

A non-access procedure has been agreed with our managing agents (see appendix A) to cover situations where difficulties may arise in gaining access to LHC properties. The LHC Service and Compliance officer will be notified through the monthly performance reporting procedures of any non-access issues and measures adopted to address the situation. Records will be kept by the LHC managing agents of all correspondence with tenants with regard to appointments and access in respect of gas safety check visits.

The LHC appointed management agents and maintenance and repair contractor will retain gas safety check records on behalf of the companies. A copy of the latest Landlord's Gas Safety Record will be issued to existing tenants within 28 days of the check being completed.

On re-letting a property, even if a safety certificate is still current, the gas installation and appliances will be visually inspected. New tenants will be given a copy of the Landlord's Gas Safety Record prior to taking up occupancy.

The annual gas safety checks cover any gas fittings installed and owned by LHC. Where an approved appliance owned by a tenant is fitted to a flue maintained by LHC, a visual inspection

will be included within the gas safety check visit. Should it be considered that such an appliance is faulty, it will be disconnected and the tenant formally advised to seek help from a qualified Gas Safe registered engineer.

6. LHC Gas Appliance Register

The LHC appointed management agents and maintenance and repair contractor will maintain on behalf of the companies a comprehensive, central register of gas appliances in LHC properties and related works detailing the following:

- The properties with gas supplies.
- Details of the gas appliances in the property.
- A description of the appliance.
- The make, model and location.
- Date of installation.
- Accurate records of all gas servicing work, repairs and gas safety checks.

All gas records will be retained for a minimum of two years. LHC remains the owner of the records and will give instruction to their contractor about retention periods or at contract end.

7. Monitoring

A monthly management report will be prepared for LHC by the appointed managing agents for the purpose of monitoring non-compliances in respect of gas safety checks. The monthly reports will show the current level of gas safety compliance and will provide a comprehensive schedule of accessing attempts on all non-compliant properties and detail a proposed plan of action to bring the property back into compliance.

The LHC Operations Manager will provide an annual gas compliance summary report to the Boards for assurance purposes.

8. Information for tenants

LHC's managing agent will inform tenants that under no circumstances must they carry out DIY work on gas installations/appliances. They will provide them with instructions on what to do in a gas emergency and will be given ready access to their gas meter and the gas cut-off valve for their property. Copies of appliance manufacturers' operating instructions should also be provided to tenants.

Where a carbon monoxide detector is not wired into the property, tenants will be actively and strongly encouraged to fit an alarm and advised to regularly check and replace any batteries as required.

9. Policy review

This policy will be reviewed in line with any regulatory or legislative changes or by the scheduled review date as per the information provided in document control, whichever is sooner.

DOCUMENT CONTROL

Issue date	Approval date	Planned review date	Actual review date
April 2017	January 2018	June 2018	April 2019
		August 2020	August 2020
	December 2020	August 2021	

APPROVED