



GAS SAFETY AND INSPECTIONS POLICY

POLICY IMPLEMENTATION CHECKLIST	
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Approved by Director:	24 FEBRUARY 2021
Effective From:	24 FEBRUARY 2021
Date of Next Review:	24 FEBRUARY 2024
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

COVID-19 Generic Policy Statement:

Although we will always endeavour to abide by our policies and procedures we may be unable to do so due to the COVID-19 global pandemic. The organisation will follow all Government guidance implemented to mitigate transmission of the COVID-19 virus. This could effect over service delivery and protocols contained within this policy.

1. Purpose

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance and management of gas systems within premises controlled by Forgewood Housing Co-operative. The gas safety system, inspection and monitoring programmes will also include the carbon monoxide monitoring systems which are considered to be an integral part of the gas safety management programme.
- 1.2 All gas servicing, maintenance and repair work will be sub-contracted to an external competent body.
- 1.3 The procedures detailed within this section are intended to facilitate the effective management of the contractor as well as all additional gas safety management issues, ensuring that all reasonable steps are taken to comply with the Health & Safety at Work etc. Act 1974 and the Gas Safety (Installation & Use) Regulations 1998.

2. Definitions

- 2.1 “*Gas Appliance*” – means an appliance for the heating, lighting, cooking or other purposes for which gas can be used. In general, portable or mobile appliances are not covered, except the use of portable or mobile space heaters (e.g. LPG cabinet heaters).
- 2.2 “*Gas Fittings*” – means pipework, valves (other than Emergency Controls), regulators and meters and fittings etc. designed for use by consumers of gas.
- 2.3 “*Flue*” – means a passage for conveying the products of combustion from a gas appliance to the external air.

3. HSE Advice

- 3.1 Health & Safety Executive (HSE) Gas Safety Advice Line. Open 9.00am to 5.30 pm Monday to Thursday and 9.00am to 5.00pm on Friday. Tel: 0800 300 363.

4. References (see also Section 8.7 - Guidance)

- 4.1 Health and Safety at Work etc. Act 1974
- 4.2 Management of Health and Safety at Work Regulations 1999, as amended
- 4.3 Gas Safety (Installation and Use) Regulations 1998
- 4.4 Gas Safety (Management) Regulations 1996
- 4.5 Gas Safety Guidance (supporting this policy)

5. Competent Persons

- 5.1 Forgewood Housing Co-operative shall ensure no person is permitted to carry out any works on gas installations unless competent to do so. Current competency is approved by the “Gas Safe Register” (www.gassaferegister.co.uk).

6. Roles and Responsibilities

- 6.1 Forgewood Housing Co-operative will define roles and responsibilities for named individuals with accountability for the following aspects of the gas safety management system:
1. Overall responsibility
 2. Delivery of the gas safety management programme
 3. Administration of the gas safety management programme
 4. Contractor selection, control and monitoring
 5. Repairs
 6. Communications with tenants
 7. Emergencies

7. Contractor Selection and Control

- 7.1 Forgewood Housing Co-operative will define a detailed scope of works for the annual gas servicing and maintenance contract and will follow through a rigorous tendering and contractor selection process.
- 7.2 Contractors will be required to demonstrate compliance with the competency requirements of the Regulations and will be, as a minimum, Gas Safe Registered.
- 7.3 A formal system of contractor monitoring will be established and maintained to ensure the gas safety management system continues to operate in compliance with the agreed scope of works and with documented procedures and that any non-conformances, ineffective arrangements and problem areas are quickly identified and actioned upon.
- 7.4 A defined 'no access' procedure will be developed to ensure all reasonable steps are taken by the contractor and Forgewood Housing Co-operative to meet the 12 month deadline for landlords gas safety checks.

8. Record Keeping

- 8.1 Under current legislation Landlord Gas Safety Records must be kept for a period of 2 years. Forgewood Housing Co-operative will establish and maintain a formal system for recording all activity in relation to gas servicing, maintenance, repairs, installations, emergencies and all other relevant gas safety management data.
- 8.2 In relation to the annual gas safety inspection programme, Forgewood Housing Co-operative will hold the following records as a minimum:-
- Inspection records, findings and actions
 - Reports and communications from gas contractors
 - No access reports and actions (audit trail)
 - Properties beyond 12 months
 - Intermediate safety checks on properties (voids).
 - External Audit Reports
 - Maintenance and repair records
 - Emergency situations and actions taken
 - Letters of complaint

9. Information to tenants

9.1 On an annual basis (and at the time of new tenants being housed), Forgewood Housing Co-operative will outline the pertinent issues of gas safety to tenants by way of written communication. This will include:

- Emergency contact numbers and reporting procedures
- Forgewood Housing Co-operative's commitment to gas safety.
- Tenants responsibilities under their Tenancy Agreement.
- Key health and safety risks.
- The importance of the annual safety check and the need for access to premises.
- Key points on the safe use of gas and gas appliances including action to be taken if a gas leak is suspected.
- The requirement to ensure that all gas related work must be carried out by a Gas Safe registered engineer.

9.2 Formal 'rules' setting out tenants' gas safety obligations and duties will be clearly set out in their Tenancy Agreements. Forgewood Housing Co-operative will define a procedure for dealing with unauthorised gas installations, repairs, disconnections and other gas related activities which fall foul of the Tenancy Agreement.

10. Gas Safety Internal Monitoring

10.1 A formal system of monitoring the gas servicing/landlords inspection and all gas repair work will be established and maintained with properly defined reporting, escalation and action procedures.

10.2 The monitoring system will include, as a minimum, timeous review of:

1. All servicing and repair certificates
2. Unsafe gas systems
3. No access procedure, notices and problems
4. Properties 'over 12 months'
5. Void properties
6. Quality assurance / quality control reports
7. Repairs and maintenance reports

11. Reactive Repairs and Emergencies

11.1 As well as carrying out annual servicing to gas appliances and raising landlord's gas safety records the contractor will provide a full reactive repairs and emergency response service. This will be properly defined and tenants made aware of the gas company's services and contact details in this regard.

11.2 Where the contractor has been unable to obtain access to undertake necessary repair work the contractor must bring the situation to the attention of Forgewood Housing Co-operative. Forgewood Housing Co-operative will ensure that the tenant is contacted as quickly as the situation demands.

11.3 Gas Leaks:

- Currently SGN have a statutory duty to attend gas escapes reported to them within two hours of receipt.
- In the main, gas escapes are likely to occur within individual properties and tenants should in the first instance contact SGN Emergency Services.
- Recognising that SGN will normally shut down the gas supply to an individual property where a leak is found and will not carry out any further works it is, recognised as good practice for Forgewood Housing Co-operative to follow up a report of a gas leak by instructing the gas contractor to attend.
- Where repairs cannot be readily made and the heating system remains switched off the contractor will be asked to provide temporary heating and will advise Forgewood Housing Co-operative of the repair problem in order to agree remedial work.

12. Quality Assurance (QA)

- 12.1 An external third party shall be appointed to carry out a minimum inspection of 10% of completed annual services.
- 12.2 The contractor undertaking the QA work will require to be Gas Safe registered and employ fully qualified engineers.
- 12.3 Where a QA check identifies non-compliances or where unsatisfactory performance of the primary gas contractor is being observed details of the problems and suggestions for rectification will be clearly set out in the QA contractor's report.
- 12.4 Where the QA contractor identifies situations that pose an immediate or imminent risk to health, the contractor will notify Forgewood Housing Co-operative as soon as practicable. These notifications should be in addition to the regular reporting regime.

13. Void/Re-Let Procedures

- 13.1 A formal procedure will be defined for gas safety inspections associated with void properties and this will be included in the overall gas safety management system, contractor's contractual requirements and monitoring procedures.

14. Closing Up

- 14.1 Where a property is to be closed up on a long term or permanent basis then the existing gas supply shall be disconnected from the pipework within the flat. The gas supply shall be physically disconnected at the meter point and both cut ends blanked. Where appropriate, SGN shall be advised and requested to remove the meter supply from the property.

15. RIDDOR

- 15.1 In relation to gas safety there are duties imposed upon gas conveyers, suppliers, etc. to report cases whereby death or a major injury (as defined by regulations) occurs out of or in connection with the gas supplied.

- 15.2 It is also recognised that a contractor will have a duty to formally report certain situations where it is deemed likely that the gas installation may cause death or major injury. The types of faults likely to cause death or major injury and would be reportable include: -
- i. A dangerous gas leak arising, for example, from the use of unsatisfactory materials or bad workmanship.
 - ii. A gas appliance which spills products of combustion or shows signs of incomplete combustion or shows signs of combustion problems due to inadequate ventilation
 - iii. An appliance which is not suitable for use with the gas supplied
 - iv. An appliance in which a safety device has been made inoperative
 - v. Use of unsatisfactory materials in gas connections
 - vi. An appliance installation which has become dangerous through faulty servicing
- 15.3 Further information on RIDDOR is contained within the Accidents Policy of Forgewood Housing Co-operative's Health & Safety Manual.

16. Temporary Heating

- 16.1 LPG or other bottled gas heating sources will not be provided to tenants as a temporary source of heating.
- 16.2 Where electrical heaters are provided as a temporary source of heating, the Electrical Safety policy should be consulted.