



# **GAS SAFETY POLICY COUNCIL HOUSING STOCK**

<b>Policy Date</b>	October 2020
<b>Approved by Full Council on</b>	
<b>Review Date</b>	April 2023 or following any change in legislation, codes of practice or case law

## CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1</b>	<b>Introduction and scope</b>	<b>3</b>
<b>2</b>	<b>Policy Objectives</b>	<b>3</b>
<b>3</b>	<b>Legislation and Guidance</b>	<b>5</b>
<b>4</b>	<b>Policy implementation</b>	<b>5</b>
<b>5</b>	<b>Monitoring and Quality Control</b>	<b>6</b>

## **1.0 Introduction and scope**

1.1 This Policy outlines how Arun District Council (ADC) will comply with the Regulatory Framework for Social Housing in England as outlined below:

*meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.*

1.2 ADC has a specific 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 ....".

1.3 ADC has a specific duty under Regulation 36 (Duties of Landlords) of the Gas Safety (Installation & Use) Regulations 1998 (GSIUR). Any gas appliance in a property that is owned by ADC and is rented to a tenant must be checked for Gas Safety within 12 months of its installation and within every subsequent 12-month period thereafter.

1.4 ADC aims to protect the occupiers of its properties, visitors, staff, contractors, and the public, from the risks associated with gas so far as is reasonably practicable. This document sets out key policy objectives, control measures and accountabilities to protect residents, staff, and contractors from harm.

1.5 This policy applies to all ADC owned, managed, and maintained residential buildings.

1.6 ADC does not hold a duty of care in respect of gas appliances in leaseholders or shared owners' homes

## **2.0 Policy Objectives**

### **2.1 Gas Safety checks**

ADC will carry out a programme of gas safety checks (CP 12-LGSRs), at each dwelling which has a gas supply.

ADC operate an "MOT Style" programme. The gas safety check can be completed up to 60 days before the expiry date. The next test is then due on the anniversary of the expiry date (not brought forward). [*To be introduced from 1 April 2021*]

Contractors will carry out visual checks on residents' own appliances such as gas cookers and gas fires. Any problems identified will be recorded on the safety certificate and issued to the resident. Where the problem is potentially

dangerous, the appliance will be disconnected, and the supply capped off. Suitable advice on health and safety will be provided to the resident in this event.

Carry out a gas safety check at each change of tenancy

Carry out an annual gas safety check on each commercial\communal system (CP16 Gas Testing & Purging).

## 2.2 **Access**

It is a condition of individual tenancy agreements that residents must provide access to their properties for a gas safety check. ADC will make every possible effort to gain access to carry out the safety check and will, as a minimum (via our contractors or otherwise):

1. Issue a letter offering an appointment or a convenient alternative
2. Issue a 1st warning letter on failure to gain access
3. Issue a final warning of legal action
4. Take legal action to gain access to the property in accordance with ADCs Access Policy

## 2.3 **Data records**

ADC will store all LGSRs centrally, in electronic format, logged to the Register, and linked to the relevant property record by Asset ID. ADC will retain records of the last 3 LGSRs and for 2 years, from the last certificate date, if appliances are removed.

## 2.4 **Contractors**

ADC will 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.

## 2.5 **Carbon Monoxide alarms**

ADC will fit and maintain a carbon monoxide detector\alarm in each property with a gas meter. Homes will be checked annually and where there is no operating carbon monoxide detector\alarm contractors will fit one. (Programme of installation to be complete by 31 December 2021).

## 2.6 **Gas Fires**

ADC will remove or isolate all gas fires through the annual servicing programme. (Programme to be completed by 31 December 2021).

## 2.7 Gas Management Plan

ADC will maintain a set of gas safety procedures and routinely carry out training with staff and contractors to ensure its requirements are understood.

The procedures will cover the following areas of management, amongst others:

- Allocation of specific roles and responsibilities to staff and contractors
- The means of populating and disseminating the LGSR Register
- The competencies & responsibilities of contractors
- Training requirements
- Processes for incident management / emergencies
- Arrangements relating to enforcement

## 3.0 Legislation and Guidance

3.1 ADC intends to meet its obligations under the following legislation:

- Health and Safety at Work etc. Act, 1974
- Management of Health and Safety at Work Regulations 1999
- HHSRS – Housing Health and Safety Rating System.
- The Gas Safety (Installation and Use) Regulations 1998 (Amended 2018)

3.2 ADC will also take note of the following legislation, which applies to private landlords only:

- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

## 4.0 Policy implementation

4.1 The Chief Executive retains overall accountability for this policy. ADC is the Duty-holder.

4.2 The Director of Services is responsible for ensuring adequate resources are available to meet the policy objectives.

4.3 The Group Head of Residential Services is responsible for policy implementation.

4.4 The Repairs and Maintenance Manager is responsible for delivery of the key policy objectives including the management of all contractors carrying out any works on gas appliances.

4.5 Repairs Support Officers shall support contractors in gaining access to carry out works and inspections.

## 5.0 Monitoring and Quality Control

5.1 ADC District Council will carry out following quality control:

- 3<sup>rd</sup> part specialist supplier will carry out 10% audit of all LGSR's each month

5.2 ADC will monitor implementation of this policy using a set of performance measures as below:

Measure	Target	Reviewed by/interval
No. of blocks (communal systems) with valid LGSR	100%	<u>Monthly</u> Repairs & Maintenance Manager Group Head of Residential Services
No. of dwellings with valid LGSR	100%	<u>Monthly</u> Repairs & Maintenance Manager Group Head of Residential Services