

Gas Safety Policy

Housing Services

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Version Control

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Associated Documentation

Description of Documentation

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A. INTRODUCTION

1. South Derbyshire District Council (SDDC) will meet all legislative and regulatory requirements in relation to the safety management, of gas, oil fired and solid fuel heating systems/appliances.
2. This Policy outlines the arrangements that SDDC have in place to manage Gas risks to protect employees, tenants, contractors and others who may work on, occupy, visit or use its premises, or who may be affected by its activities.
3. This Policy is supported by additional Gas Safety Procedures (Ref. GAS.01) which are available on the Councils intranet.
4. This Policy will be reviewed annually by the Repair and Improvement Team Leader and approved by the Senior management Team. All revisions will be communicated to all relevant staff by the Project Officer (Compliance)

B. RESPONSIBILITIES

1. The Chief Executive Officer has overall governance responsibility for implementation of this Policy and will ensure that adequate physical and financial resources are made available to enable SDDC to meet its obligations under this Policy and associated procedures.
2. The Chief Executive Officer (CEO) has overall responsibility for the management of gas safety and will ensure the Leadership Team is committed to the implementation and adherence to this Policy and associated procedures.
3. The Head of Housing (HOH) has strategic responsibility for the management of gas safety. They will oversee the implementation of the gas safety policy and associated procedures and advise the CEO of any failure in the management arrangements.
4. The Repair and Improvement Team Leader (RITL) will ensure that the gas safety management arrangements comply with regulatory, legislative and best practice requirements. They will also ensure appropriate allocation of resources, maintenance of SDDC's Gas Safe Registration and appropriate levels of competency within the delivery team. The RITL will advise the HOH of any failure in the management arrangements.
5. The Gas and Heating Project Manager (GHPM) is responsible for the day-to-day operational delivery of all gas and heating work streams including servicing and safety check programmes, maintenance, installations and all works completed to all appliances, fittings and flues for all SDDC domestic premises. The GHPM is also responsible for the maintenance of accurate records in

respect of works completed to gas appliances, fittings and flues and overseeing all relevant independent quality checks and completion of actions arising from them. The GHPM will advise the RITL of any failure in the management arrangements.

6. The HOH will provide key support in gaining access to properties and facilitate legal process to gain access where necessary.
7. The Head of Planning and Strategic Housing will ensure that all elements within SDDC's design brief in relation to gas appliances, flues and installations are fully adhered to in SDDC development projects and adhered to as far as is reasonably practical in S106 and 'development agreement' acquisitions. They will also ensure that records of inspection and quality checks for all gas appliances, flues and installations in new properties are in place and forwarded to the GHPM.
8. The Health and Safety Committee will advise and support the operational teams on legal issues and the operational effectiveness of this Policy and associated procedures.
9. All employees will report gas related emergencies immediately to Cadent Emergency Call Centre. handover.

C. REGULATORY STANDARD

1. The implementation of this Policy and associated procedures will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes and Communities Agency (now the Regulator of Social Housing) in April 2012.

D. LEGISLATION, APPROVED CODES OF PRACTICE AND GUIDANCE

1. Legislation

1. Health & Safety at Work etc. Act 1974
2. Management of Health & Safety at Work Regulations 1999
3. Gas Safety (Installation and Use) Regulations 1998
4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
5. The Workplace (Health, Safety & Welfare) Regulations 1992

6. Gas Safety (Management) Regulations 1996
7. Pressure Systems Safety Regulations 2000
8. Health and Safety (Safety Signs and Signals) Regulations 1996
9. Provision and Use of Work Equipment Regulations 1998
10. Construction, (Design and Management) Regulations 2015

2. Approved Code of Practice, Guidance and British Standards

1. L56 - Safety in the installation and use of gas systems and appliances.
2. IGEM/G/11 The Gas Industry Unsafe Situations Procedure
3. Gas Safe Technical Bulletins.

E. STATEMENT OF INTENT

1. SDDC will comply with the Gas Safety (Installation and Use) Regulations 1998 and in particular duties under Regulation 36 which requires landlords to:
 - 1.1. Ensure gas fittings and flues are maintained in a safe condition, serviced in accordance with the manufacturer's instructions and in any case annually unless advised otherwise by a Gas Safe registered engineer.
 - 1.2. Ensure the annual safety check is carried out on each gas appliance and flue within 12 months of the previous safety check.
 - 1.3. Have all installation, maintenance and safety checks carried out by a Gas Safe registered engineer.
 - 1.4. Keep a record of each Landlord Gas Safety Record (LGSR) and associated records for at least two years.
 - 1.5. Issue a copy of the latest safety check record to the existing tenant within 28 days of the check being completed, or to any new tenant when they move in.
 - 1.6. Display a copy of the latest safety check record in a common area of a building where the gas appliance serves a communal heating system to multiple homes.
2. SDDC will ensure that no gas fitting of a type that would contravene Regulation 30 (e.g. certain gas fires and instantaneous water heaters) are fitted in any room occupied or to be occupied as sleeping accommodation.

3. SDDC will also ensure that all solid fuel, chimney stacks, oiled fire appliances and flues are inspected and maintained at least annually by a suitably qualified engineer.
4. SDDC will ensure completion of any remedial works required following the completion of a gas, oil or solid fuel safety check.
5. SDDC will comply with the RIDDOR 2013 by reporting any incident where a gas fitting, flue or ventilation by reason of its design, construction, manner of installation, modification or servicing is or has been likely to cause death or major injury.
6. SDDC will also comply with the requirements of the Construction (Design and Management) Regulations 2015 as they apply to gas maintenance work by making suitable arrangements for managing construction work and maintaining and reviewing the arrangements to ensure the effective control of health and safety risks.

F. ARRANGEMENTS

1. SDDC will cap off gas supplies to all properties when they become void
2. SDDC will reinstate gas supplies to void properties and new build properties at commencement of the new tenancy, including mutual exchange or transfer, and will undertake a gas safety check and issue a new LGSR.
3. Where prepayment meters are installed, these will be inspected as soon as practicable once gas and electrical services are reinstated.
4. SDDC will carry out a gas safety check and issue a LGSR following the installation of new gas appliances or the completion of any repair and/or refurbishment works to occupied or void properties where works may have affected any gas fittings, appliances or flues.
5. SDDC will carry out gas safety checks of tenants' own gas appliances and will carry out a five-point safety check for gas cookers and service to gas fires where the manufacturers' instructions are available. Where appliances are found to be faulty these will be disconnected, and a warning notice issued.
6. SDDC will carry out a physical annual gas safety check to all properties where the gas supply has previously been recorded capped to ensure that gas supplies have not been reconnected by the tenant.
7. SDDC will also carry out annual assessments on properties where tenants have chosen not to use the gas supply in the property to check on the tenant's wellbeing and assess whether a lack of heating has adversely affected the

condition of the property.

8. SDDC will enforce terms within individual tenancies to ensure timely access to any property in order to meet our legal obligations and safeguard the wellbeing of the tenant.
9. SDDC will test and replace as necessary smoke alarms, heat alarms and carbon monoxide detectors as part of the annual gas safety check visit.

G. RECORD KEEPING

1. SDDC will establish and maintain a core asset register of all properties that have an active or inactive gas supply. This register will also hold data of gas, oil and solid fuel inspection and servicing requirements for all domestic and non-domestic property assets. This will be held in the Lifespan system.
2. SDDC will ensure that gas engineers record the details of all appliances and other equipment which is served by the gas supply in every domestic and non-domestic property.
3. SDDC will establish and maintain accurate records of all completed LGSRs, warning notices and associated remedial works and keep these for a period of not less than two years.
4. SDDC will hold and maintain accurate records on the qualifications of all engineers undertaking gas works for the organisation.
5. SDDC will maintain appropriate levels of security for all gas safety records. out.

H. TRAINING & COMPETENCE

1. The Gas and Heating Project Officer (GHPO) will hold a recognised gas engineering qualification and have or be working towards gaining the CORGI Level 4 VRQ in Gas Safety Management. If they do not hold these credentials on appointment, they will be obtain them within 12 months of appointment.
2. On the job training will be provided to other employees who are involved in managing the programme of gas safety checks and repair works to gas fittings, appliances and flues.
3. SDDC will maintain Gas Safe registration for all areas of gas works that they undertake.
4. Only Accredited Certification Scheme (ACS) gas accredited engineers will be employed by the District Council to undertake works to gas fittings, appliances and flues. The GHPM will check the relevant qualifications of employees

working for SDDC annually to ensure they are appropriately qualified and accredited for the work that they are carrying out.

5. Only Gas Safe registered contractors are appointed to undertake works to gas fittings, appliances and flues. The GHPM will check the relevant qualifications of employees working for these contractors annually to ensure that all persons are appropriately qualified and accredited for the work that they are carrying out.
6. Only suitably competent Oil Firing Technical Association (OFTEC) and/or HETAS accredited contractors are procured and appointed to undertake works to oil fired and solid fuel fittings, appliances and flues. The GHPM will check the relevant qualifications of employees working for these contractors annually to ensure that all persons are appropriately qualified and accredited for the work that they are carrying out.

I. MONITORING AND REVIEW

1. Performance against the domestic gas inspection programme is reported monthly to Housing Management Teams .Any RIDDOR reportable gas safety incidents will be reported to the Councils Health and Safety Committee
2. SDDC carries out a minimum of 5% independent third party quality assurance audits of gas safety checks, gas appliance services and gas appliance repair works.
3. Independent auditing of gas safety management arrangements will take place at least once every two years.
4. Any non-compliance identified by the audit will be reported to the RITL. They will agree an appropriate course of corrective action and report to the Leadership Team.
5. Audit action completion will be monitored by Audit & Risk Assurance Committee.
6. In the case of a serious non-compliance issue the Health and Safety Committee will determine whether it should be declared to the Regulator of Social Housing and or reported as a RIDDOR incident.