

**Paragon Asra Housing Limited**

# **Gas Safety Policy**

October 2017

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<b>Approved by</b>	EMT 18 October 2017
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**Paragon Asra Housing Limited (PA Housing) is committed to equality and diversity. This policy has considered the Equality Act 2010 and its protected characteristics which are: race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage, civil marriage and partnership, and pregnancy and maternity explicitly.**

**We will make sure that all of our communication is fully accessible and to achieve this if a policy or document needs to be available in other formats we will provide them.**

## AUDIT LOG

Date of change	Who updated	Details of the change

## **1 Introduction**

- 1.1 Paragon Asra Housing Limited (PA Housing) is committed to maintaining the Health and Safety of employees, residents, contractors and members of the public. PA Housing recognises that failure to adequately maintain, test for gas safety or repair gas pipework, gas appliances and associated flues, could result in death or injury, destruction or damage to property. It also exposes PA Housing to prosecution and fines and its employees to prosecution and imprisonment.
- 1.2 PA Housing will take all reasonable steps to ensure that appropriate management systems are in place to ensure employees, residents, contractors and members of the public are not put at risk from the effects of gas or carbon monoxide.
- 1.3 PA Housing will maintain and check all gas appliances, gas installation pipework, flues and chimneys to which these gas appliances are installed so that any risks to residents, employees, contractors or others are minimized.
- 1.4 This policy applies to all employees and contractors undertaking gas work on PA Housing's behalf and anyone likely to be put at risk from work on these properties.

## **2 Objectives**

- 2.1 The purpose of this policy is twofold. The first is to ensure that PA Housing complies with the statutory duty under the Gas Safety (Installation and Use) Regulations 1998 and the legislation listed in section 9. The second is to demonstrate PA Housing's commitment to ensuring its employees, residents, contractors and the general public, are not knowingly exposed to any risks that would affect their safety.

## **3 Definitions**

**LGSR** – Landlord's Gas Safety Record

**RIDDOR** – We have a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to notify the Health & Safety Executive of certain unsafe situations.

**Emergency Service Provider** – The National Grid (0800 111 999) is responsible for the gas supplies to PA Housing properties and dealing with gas leaks and emergency situations.

**Gas Safe** – Responsible for gas safety nationally since 2009.

**Gas Safe technical bulletins** – Gas Safe provides the gas industry with technical updates and Health & Safety Executive directives on gas safety issues.

**SEDBUK** – Seasonal Efficiency of a Domestic Boiler in the UK. Official rating for boiler efficiency.

## **4 Key points of policy**

### **General duty**

- 4.1 PA Housing has a legal and regulatory requirement to ensure that gas appliances and gas installation pipework are maintained in a safe condition. All PA Housing owned and managed flues and chimneys to which gas appliances are installed will also be maintained in a safe condition.
- 4.2 This policy applies to all employees and contractors undertaking gas work on PA Housing's behalf and anyone likely to be put at risk from work on these properties.

### **Servicing**

- 4.3 PA Housing is legally bound under the Gas Safety (Installation and Use) Regulations 1998 to carry out a Landlord's Gas Safety Record (LGSR) to each property with a gas supply. The annual safety check is carried out within 365 days of the previous LGSR, on all gas systems and appliances in PA Housing properties, regardless of ownership of the appliance.
- 4.4 PA Housing has appointed Gas Safe registered contractors to fulfil its obligation to carry out LGSRs, using an agreed appointment procedure: the Gas Servicing Appointment and Non-Access Procedure. The procedure starts a minimum of nine weeks before the expiry of the last LGSR in order to minimise the period the LGSR is non-complaint if a resident does not allow access.
- 4.5 Prior to commencing work in a property the contractor will undertake a risk assessment. The assessment will consider the following hazards: - occupants of the property; contact with unattended hand tools; trip hazards; and working at height. Appropriate control measures will be implemented to reduce the effect of these hazards.
- 4.6 A copy of the LGSR is provided to any person in lawful occupation of the property within 28 days of the annual safety check and to all new tenants within 28 days of the start of the tenancy.
- 4.7 A LGSR is carried out to all properties where there is a change of tenancy, including a mutual exchange. All gas boilers and appliances will be checked for safety and appropriate action taken before the property is let.

### **Record keeping**

- 4.8 PA Housing retains all LGSRs electronically for a minimum of two years from the date of the certificate. The gas contractor and independent gas advisor also retain electronic copies of the LGSR certificates for a minimum of two years.

- 4.9 The gas contractor keeps records of all attempts to obtain access to carry out the LGSR. This will include records and copies of all letters, appointment card and phone calls.

#### **Quality audit**

- 4.10 PA Housing engages the services of an independent gas advisor to undertake:

- A monthly desktop audit of all completed LGSRs
- A minimum of 10% on-site quality control inspections for completed gas works

#### **Failure to allow access**

- 4.11 If the gas contractor cannot access the property to carry out the service, we will explore the reasons for this and ascertain other appropriate and reasonable ways to gain access. However, this will not delay PA Housing in applying to court for an Injunction ordering access pursuant to the Gas Safety (Installation and Use) Regulations 1998. The legal process will stop only when the LGSR has been completed.

- 4.12 PA Housing will seek to recover from residents any costs incurred in order to gain access. This includes legal costs and court costs.

- 4.13 PA Housing has approved the use of a Gas Appliance Safety Protector device to interrupt the electrical supply to the boiler so it is inoperable for a specified period of time. These devices may be fitted to any property issued with an Injunction Notice. PA Housing will maintain detailed electronic records of all properties that have been installed with a device.

#### **PA Housing owned gas appliances**

- 4.14 All PA Housing owned gas appliances will be serviced in accordance with the manufacturer's instructions at the time of the annual gas safety inspection. If after completing the inspection the gas operative has reason to believe that an unsafe situation has been identified or suspected, the current Gas Industry Unsafe Situations Procedure (GIUSP) will be implemented and the appropriate actions and warning notices and labels completed and issued.

- 4.15 PA Housing has properties that may contain gas appliances which are flued through neighbouring flats. In these cases, the LGSR will include an inspection of the other flats through which the flue passes, including lofts, to ensure that the flue meets safety standards. If PA Housing is unable to gain access to neighbouring properties to inspect the entire flue length, we are required under the 1998 regulations to leave the appliance turned off and isolated.

## **Gas fires**

- 4.16 PA Housing's annual safety check and servicing will include a visual inspection of the resident's own gas fire(s) free of charge, where it is installed on a flue or chimney in a PA Housing property.
- 4.17 Where the gas fire was provided by PA Housing, it will continue to be serviced until it becomes unserviceable or breaks down. When this happens, it will be disconnected and capped off so that it cannot be reconnected. The hearth will be removed and fireplace made good. Where the gas fire belongs to the resident, it will be left disconnected and in place. If, the gas fire is the main or secondary source of heating and was provided by PA Housing, and access has not been achieved to complete the flue inspection after subsequent attempts, it will be removed and made good. A replacement gas fire will not be installed and the fireplace and flue will be blocked up. PA Housing will install an alternative form of heating after carrying out a risk assessment and survey of the property to consider the risk to children, the resident's health or impact if they have a disability.
- 4.18 Permission will not be given for residents to replace or install a new gas fire. Gas fires left behind when a resident vacates a property will be removed.

## **Gas cookers**

- 4.19 The connection to a gas cooker up to the gas controls on the cooker is included in the LGSR. Where the gas cooker has a glass lid, a check is made that the automatic gas shut-off mechanism works when the glass lid is closed. Where the cooker is owned by the resident, these checks do not include a service of the cooker, since this is their responsibility.
- 4.20 Where the cooker or hob is owned by PA Housing we will carry out checks as recommended under the Gas Safety (Installation and Use) Regulations 1998 section 26 (9), detailed below:

'Where a person performs work on a gas appliance he shall immediately thereafter examine –

- (a) the effectiveness of any flue;
- (b) the supply of combustion air;
- (c) its operating pressure or heat input or, where necessary, both;
- (d) its operation so as to ensure its safe functioning,

and forthwith take all reasonably practicable steps to notify any defect to the responsible person and, where different, the owner of the premises in which the appliance is situated or, where neither is reasonably practicable, in the case of an appliance supplied with liquefied petroleum gas, the supplier of gas to the appliance, or, in any other case, the transporter.'

- 4.21 A battery-operated carbon monoxide detector will be installed to all properties with a gas supply, during service visits, boiler replacements and breakdown call-outs.

### **Boiler replacements**

- 4.22 Every time PA Housing replaces a boiler, the whole heating system will be brought up to current Part L standards of efficiency and control. All new boilers will meet current SEDBUK efficiency standards.

## **5 Resident owned gas appliances**

### **Types of appliance**

- 5.1 Gas cooker; gas hob; gas fire and miscellaneous gas appliances.

### **Responsibility of the resident**

- 5.2 Where a resident has installed their own appliances, PA Housing has a legal responsibility under the Gas Safety (Installation and Use) Regulations 1998 for parts of the associated installation, but not the actual appliance. However, to ensure the safety of residents, PA Housing will complete a visual inspection of the appliances. Maintenance and servicing of the appliances will remain the resident's responsibility.

### **Unsafe appliance or situation**

- 5.3 If after completing a "visual check" the Gas Operative has reason to believe that an unsafe situation has been identified or suspected, the current Gas Industry Unsafe Procedure (GIUSP) will be implemented and the appropriate actions and warning notices/labels completed and issued.

### **Dealing with unsafe appliances owned by residents**

- 5.4 It should be recognised that due to changes in industry standards, many existing installations do not meet current standards. This in itself may not deem an installation as unsafe. It is possible that older installations were installed in accordance with the manufacturer's instructions and standards at the time of installation. However, industry standards have changed to improve gas safety and reflect the experience gained from research and accident investigations. This means that gas operatives will be required to make an assessment of the risks posed taking into account all information available.

### **At Risk (AR)**

- 5.5 An AR appliance and/or installation is one which is potentially dangerous and which, as a result, if operated, may in the future constitute a danger to life or property.



- 5.6 Where an AR situation is identified, the Gas Operative will explain to the resident that the appliance or installation is, in their opinion AR and should not be used. The Operative will attach a warning label worded 'DO NOT USE' to the appliance and complete a 'WARNING NOTICE'. A copy of this will be given to the resident.
- 5.7 The appliance will be turned off and it will be the responsibility of the resident to get this rectified and inform PA Housing that this has been completed.

### **Immediately Dangerous (ID)**

- 5.8 An ID appliance and/or installation is one, which if operated, or left connected to a gas supply, is an immediate danger to life or property. Where an ID situation is identified the Gas Operative will explain to the resident that the appliance and/or installation is, in their opinion ID and must be disconnected from the gas supply until the situation has been rectified.
- 5.9 The operative will attach a warning label worded 'DO NOT USE' to the appliance and complete a 'WARNING NOTICE'. A copy of this will be given to the resident. The operative will immediately disconnect and seal the gas supply to the appliance.
- 5.10 It will be the resident's responsibility to get this rectified and inform PA Housing that this has been completed.

## **6 RIDDOR**

- 6.1 Under RIDDOR, PA Housing is required to notify the Health & Safety Executive of certain unsafe situations as outlined in Gas Safe's Technical Bulletin 001. Unsafe conditions include where: -
  - someone has died or suffered a major injury in connection with gas. This must be reported under RIDDOR 6(1) and can only be issued by the Emergency Service Provider within 2 hours of attending the incident.
  - by reason of the 'design, construction, manner of installation, modification or servicing' pose a risk of death, or major injury to gas users. This must be reported under RIDDOR 6(2) within fourteen days of discovery by PA Housing.
- 6.2 PA Housing's Health and Safety Committee and Board will be informed of these incidents.

## **7 Training**

- 7.1 We will carry out induction and refresher training for all relevant staff in line with PA Housing's Health and Safety training matrix to ensure that they are aware of this policy.

7.2 We will promote gas safety awareness to our tenants on the website; through our gas safety leaflet; and in letters notifying residents of gas appointments.

## **8 Monitoring and reporting**

8.1 We regularly monitor our performance on this policy and associated procedures through regular service review meetings with the gas contractor, and provide regular updates to our Board on compliance performance.

8.2 We monitor resident feedback and satisfaction levels for both servicing and breakdown works

## **9 Legislation**

9.1 The following legislation applies in respect of gas safety as at 1 October 2017:

- Section 36 Duty of Landlords – Gas Safety (installation and use) regulations 1998
- Construction Design & Management regulations 2007
- Management of Health & Safety at Work regulations 1999
- Health & Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrence regulations 1995
- Building Regulations Part L
- Building Regulations Part J

## **10 Linked policies**

Accident and Incident Reporting

Business Continuity

Commercial Boilers

Health and Safety

Maintenance