Gas Safety Policy

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Liz Williams	Policy review	August 2023
Valesca Wilton-Smith	Periodic review	August 2025

Approval process for current version

Presented to	Date	Outcome
Health & Safety Committee	August 2023	Approved
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1. Introduction

1.1. Poplar HARCA has a responsibility to ensure that all our gas installations and appliances are safe, functional and maintained to a high standard.

1.2. Poplar HARCA is committed to safeguarding the health, safety and wellbeing of everybody living, working or visiting our buildings, and to protecting our property.

1.3. This policy sets out the gas servicing and maintenance standards for all assets, including housing stock with gas appliances or installations, offices, community centres and other buildings for which Poplar HARCA has responsibility (as defined by the lease).

2. Regulatory standards, legislation and codes of practice

2.1. Poplar HARCA's gas works and activities must comply with:

Regulator	• Regulatory framework and consumer standards (Home Standard) set out by the Regulator for Social Housing • Building Safety Regulator (Health & Safety Executive) for buildings in scope of Building Safety Act
Legislation	• Gas Safety (Installation & Use) Regulations 1998
Codes of practice	• ACoP L56 - Safety in the installation and use of gas systems and appliances • INDG285 - A guide to landlords' duties: Gas Safety (Installation and Use) Regulations 1998
This policy also operates in the context of:	• Building Safety Act 2022 • Smoke and Carbon Monoxide Alarm (England) Regulations 2022 • Health & Safety at Work Act 1974 • The Management of Health & Safety at Work Regulations 1999 • The Workplace (Health Safety & Welfare) Regulations 1992 • Gas Safety (Management) Regulations 1996 (as amended) • Dangerous Substances and Explosive Atmospheres Regulations 2002 • Pressure Systems Safety Regulations 2000 • Provision and Use of Work Equipment Regulations 1998 • Construction, Design and Management Regulations 2015 • Landlord and Tenant Act 1985 • RIDDOR 2013

2.2. **Sanctions**

Failure to discharge these responsibilities in full could result in prosecution, unlimited fines, and/ or a serious detriment judgement from the Regulator for Social Housing.

3. Requirements

3.1. Poplar HARCA is required to:

- ensure that gas fittings and flues are maintained in a safe condition
- ensure that a documented safety check is carried out on each gas appliance and flue within 12 months of the previous check (Landlord's Gas Safety Record)
- complete a safety check before a tenant moves into a property as part of the property re-let process. If an annual inspection is due within six weeks, the safety check should be brought forward
- complete a safety check before a mutual exchange takes place
- provide a copy of the latest safety check record to the tenant within 28 days of the check being completed, or to the new tenant when they move in
- keep all safety check records for a minimum of two years after the date of completion
- install and maintain a carbon monoxide detector in any room with a fixed combustion appliance (excluding gas cookers) within a tenants dwelling
- ensure that all contractors/ engineers working on Poplar HARCA owned gas appliances and installations are Gas Safe registered

4. Delivery

4.1. Gas servicing programmes are delivered through external contractors.

4.2. Contracts are regularly reviewed and retendered in line with the organisation's policies.

4.3. In order to meet requirements and ensure safety Poplar HARCA will:

- ensure robust processes and controls are in place to manage gas safety checks, servicing and maintenance in its properties
- keep accurate records of the need for gas servicing and maintenance for each property it owns or manages
- ensure that gas safety checks/ servicing is carried out within 12 months of the previous check and on completion of new installations
- ensure that each property that requires a gas safety check/ service will have a valid landlords' gas safety record (LGSR)
- provide tenants with a copy of the LGSR within 28 days of completion
- operate a ten month cycle for gas safety checks in tenanted properties in order allow sufficient time to gain access to each property
- manage access to tenant's homes in accordance with Poplar HARCA's Access Procedure
- instruct the contractor to carry out a visual inspection (not a service) of the tenant's own gas appliances. If any resident owned appliance is believed to cause a risk to life or property, it will be disconnected from the gas supply and a warning notice will be issued to the resident.
- cap off gas supplies when properties become empty (void or decommissioned properties)
- reinstate the gas supply and carry out a safety check at the start of a new tenancy
- ensure that only Gas Safe registered engineers carry out gas installation, servicing and maintenance

- check carbon monoxide detectors during annual servicing visits

4.4. Poplar HARCA will not:

- accept responsibility for the servicing or maintenance of tenant's gas installations or appliances (e.g. a tenant's own cooker)
- service or maintain gas installations or appliances within leaseholders' properties
- install, repair or maintain carbon monoxide detectors in leaseholders' properties
- install open flued- or fossil fuel appliances in any of our properties.

5. Follow on works

5.1. Poplar HARCA will ensure that there is a robust process in place for managing any follow on works arising from the gas servicing programme.

5.2. Any appliance found to be in dangerous state will be decommissioned immediately.

5.3. Faulty or expired smoke/ heat and carbon monoxide detectors will be reported by the Gas Safe Contractor to Poplar HARCA to be replaced by electrical contractors as a matter of course during annual gas safety checks.

6. Record keeping

6.1. Orders for gas safety checks and follow on repairs will be issued to contractors via the Orchard Housing Management System (core system).

6.2. Poplar HARCA will establish and maintain accurate asset registers for all domestic and non-domestic properties

6.3. Landlords' Gas Safety Records (LGSR) will be transferred electronically from the contractor's system to Poplar HARCA's central document repository in a standardized format.

7. Performance monitoring and reporting

7.1. There is a robust procedure in place for monitoring compliance and validating asset lists.

7.2. Key performance indicator (KPI) measures are in place, regularly reviewed and reported to senior management, other relevant staff, resident committees and the Board.

8. Roles and responsibilities

Poplar HARCA	Duty holder for gas safety
Poplar Board	Governance responsibility for ensuring compliance with regulatory standards, legislation, and codes of practice
Chief Executive	Overall accountability for this policy
Director of Technical Resources	Accountable for policy development and for ensuring compliance is achieved and maintained. Responsible for securing and assigning resources

Deputy Director of Technical Resources	Responsible for strategic policy implementation
Head of Asset Compliance	Responsible for delivery and monitoring of policy objectives.
Compliance Manager	Responsible for managing the delivery of gas servicing programmes including quality control. The post holder will be Gas Safe registered, and will have both a Gas Safety CCN1 qualification and the Corgi Level 4 VRQ in Gas Safety Management in Social Housing.
Mechanical Manager	Responsible for contract management of Poplar HARCA's Gas Contractors, managing the delivery of responsive repairs, capital works and major repairs to gas installations and appliances including quality control and contract management. Acts as the Responsible and Competent Person for domestic and communal gas safety The post holder will be Gas Safe registered, will have a Gas Safety CCN1 qualification and, where possible, will achieve the Corgi Level 4 VRQ in Gas Safety Management in Social Housing.
Competent contractor(s)	Responsible for the operational delivery of gas servicing, installation and maintenance works. Contractors and their engineers must be Gas Safe registered.

9. Policy review

9.1. Policies are reviewed every 2 years or sooner if they no longer reflect best practice.

10. Appendix 1: Impact assessment

How does the policy/procedure/strategy contribute to Poplar HARCA's aims?	**The policy is a statement of our intention to meet all statutory obligations associated with gas safety.**
Which group(s) of people benefit from the policy/procedure/strategy? **If any group could be disadvantaged, what is the mitigation or justification?**	All groups benefit from this policy in terms of health & safety. It is also beneficial for residents, staff and the Board to be aware of Poplar HARCA's statutory obligations.
How have residents been involved in developing the policy/procedure/strategy? **If they have not been involved, why not?**	The policy is a statement of our intention to meet all statutory obligations associated with gas safety. There is no scope for resident involvement other than Board approval.
How will the policy/procedure/strategy be monitored and measured? (e.g. performance indicators?)	A requirement to monitor has been included in this policy document. Means of monitoring have been built into the Association's procedures.
If any, what are the Value for Money implications?	The policy is a statement of our intention to meet all statutory obligations. Value for Money is not a consideration for this policy.

Will personal data be collected, stored, used or shared? **If yes, a privacy impact assessment must be carried out.**	Yes, personal information may be shared with contractors (e.g. name, address, contact details) in order to allow them to carry out required works.