



Rural Stirling
Housing Association



Quality property
management services

Group Gas Safety Policy

Rural Stirling Housing Association, Registered as a Scottish Charity No. SC037849 Venachar Limited, Incorporated under the Companies Act (Company Number SC447415) Registered Office: Stirling Road, Doune, FK16 6AA	
Policy Name	Group Gas Safety Policy
Policy Category	Health & Safety
Date Policy Approved	11 August 2022
Review Period	Three Years
Review Due	August 2025
Equality Impact Assessment	No

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 the Rural Stirling Group (RSG). 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. Relevant Legislation

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999, as amended

Gas Safety (Installation and Use) Regulations 1998

Gas Safety (Management) Regulations 1996

EVH Landlord Safety Manual 2021

4. SHR Regulatory Standards

4.1 The SHR's regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that RSG complies with these standards. The standards of direct relevance to this policy are noted below:

1. *The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.*
4. *The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.*

5. Equality & Diversity Statement

5.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other RSG publication is available in other formats e.g., other languages, Braille, large print, audio.

6. Competent Persons

6.1 RSG 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).

7. Roles and Responsibilities

7.1 RSG will define roles and responsibilities for named individuals with accountability for the following aspects of the gas safety management system:

1. Overall responsibility (Chief Executive Officer)
2. Delivery of the gas safety management programme (Director of Housing and Property Services)
3. Administration of the gas safety management programme (Property Services Officer)
4. Contractor selection, control and monitoring (Property Services Officer)
5. Repairs (Property Services Assistant)
6. Communications with tenants (Property Services Coordinator)
7. Emergencies (Property Services Officer)

8 Contractor Selection and Control

- 8.1 The RSG 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.
- 8.2 Contractors will be required to demonstrate compliance with the competency requirements of the Regulations and will be, as a minimum, Gas Safe Registered.
- 8.3 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.
- 8.4 A defined 'no access' procedure will be developed to ensure all reasonable steps are taken by the contractor and RSG to meet the 12-month deadline for landlords' gas safety checks.

9. Record Keeping

- 9.1 Under current legislation Landlord Gas Safety Records must be kept for a period of two years. The RSG 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.
- 9.2 In relation to the annual gas safety inspection programme, RSG 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

10. Information to Tenants

- 10.1 On at least an annual basis (and at the time of new tenants being housed), RSG will outline the pertinent issues of gas safety to tenants by way of written communication. This will include:
- Emergency contact numbers and reporting procedures.
 - RSG'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.

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

11. Gas Safety Internal Monitoring

11.1 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.

11.2 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

12. Reactive Repairs and Emergencies

12.1 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.

12.2 Where the contractor has been unable to obtain access to undertake necessary repair work the contractor must bring the situation to the attention of RSG. RSG will ensure that the tenant is contacted as quickly as the situation demands.

12.3 Gas Leaks:

- Currently Scotland Gas Networks (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 RSG 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 RSG of the repair problem in order to agree remedial work.

13. Quality Assurance (QA)

- 13.1 An external third party shall be appointed to carry out a minimum inspection of 10% of completed annual services.
- 13.2 The contractor undertaking the QA work will require to be Gas Safe registered and employ fully qualified engineers.
- 13.3 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.
- 13.4 Where the QA contractor identifies situations that pose an immediate or imminent risk to health, the contractor will notify RSG as soon as practicable. These notifications should be in addition to the regular reporting regime.

14. Void/Re-Let Procedures

- 14.1 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.

15. Closing Up

- 15.1 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.

16. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

16.1 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.

16.2 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

16.3 Further information on RIDDOR is contained within the Accidents Policy of RSG's Health & Safety Manual.

17. Temporary Heating

17.1 LPG or other bottled gas heating sources will not be provided to tenants as a temporary source of heating.

17.2 Where electrical heaters are provided as a temporary source of heating, the Electrical Safety policy should be consulted.

18. Related Documents

18.1 None

19. Monitoring and Review

18.1 We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.