

Gas Safety Policy

1. Policy Statement

1.1. Providence Row Housing Association is committed to ensuring the highest possible standards in the services it provides, to providing properties of a standard that reflects current legislation, best practice and meets our customer's reasonable expectations.

1.2. The object of this policy is to ensure as far as is reasonably practicable the safety of residents, employees, visitors and contractors in the properties owned or managed by Providence Row Housing Association and which have gas fired appliances or a gas service.

2. Aims and Objectives

2.1. The Gas Servicing Policy aims to ensure that the Association effectively and administers compliance with its landlords obligations in respect of gas servicing and to provide assurance to our residents in terms of gas safety.

2.2. The objectives of this policy are:

- To ensure compliance with current legislation and best practice under Sections 35, 36 and 39 respectively of the Gas Safety (Installation and Use) Regulations 1998.
- To ensure that installation pipework, appliances and chimney/flues to which our duty extends are checked for safety at periods not exceeding 12 months.
- To identify and manage all risks involved.
- To provide relevant gas safety information and maintain a dialogue with our residents and work in partnership with our contractors.
- To maintain all gas appliances that are Providence Row Housing Association's responsibility in safe working order and to manufacturers' instructions.
- To ensure that all properties are safe and suitable for letting from a health and safety perspective and comply with all legal requirements.
- To ensure that all tenanted properties receive an annual gas service and all have a valid current and in date Landlords' Gas Safety Record (LGSR).

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- Any property that does not have a current LSGR has been properly notified by the contractor to the Association and is properly accounted for at the appropriate stage in the Association's 'no access procedures'.
- It is the duty of the contractor and the responsibility of the Association to ensure that there is no shortfall between the numbers of tenanted properties with a gas appliance, the number of valid, in date LSGRs and no access properties.

3. Legislation

3.1. PRHA will comply with all the relevant legislation, regulations and performance standards or any targets laid by the Homes and Community Agency. This will include:

- The RSH's Regulatory Code and Guidance
- Health and Safety at Work Act 1974
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulation 1996
- The Landlord and Tenant Act 1985
- The Housing Act 1985

4. Responsibilities

4.1. The Chief Executive Officer of Providence Row Housing Association retains the overall responsibility for the implementations of this policy and is committed to ensuring that this Gas Safety Policy will:

- Illustrate the Association's recognition of its duties
- State how it will discharge its duties
- State how it will monitor those acting on its behalf and their work in order to fulfil its duty so far as is reasonably practicable.

4.2. For the purposes of this policy the Chief Executive Officer has devolved the responsibility specific to the 'Duties' of a landlord to the Assistant Director Resident Services, who has a direct gas safety management remit and acts as the Client taking on the responsibility of the Chief Executive Officer as being the landlord.

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4.3. In respect of the landlord's 'Duties', this is specific in two of the current Regulations:

Regulation 35: Require an employer or self-employed person to ensure that any gas appliance, flue or installation pipe work installed at a place of work they control is maintained in a safe condition.

Regulation 36: Require landlords in specific circumstance to ensure safe maintenance of gas appliances, flues and installation pipe work installed in premises under their control, that annual checks are carried out on such appliances/flues and that a record is kept and issued (or in certain cases displayed) to tenants.

4.4 In order to reduce the risks associated with the use of appliances and installation using gas, the Association will ensure:

- That gas installations and appliances are designed and installed by a qualified and competent person in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance on a 10 month cycle to ensure boilers do not exceed 12 months without an inspection.
- That a Gas Safety Management System is established.
- That relevant consultants will be engaged to maintain an overview of contractor performance in relation to annual safety checks and regular maintenance.
- That the Association operates a rigorous and robust process to gain access, using innovative ways to gain access where Tenants and service users refuse it, using court action to seek an injunction as a last resort and only after taking appropriate legal advice. Where necessary authorising the capping off of gas supply to prevent risk to life (thus must be authorised by an SMT member)
- Carbon monoxide detectors are present and working to domestic gas boilers and replaced if not working.

4.5 The Assistant Director Resident Services is responsible for ensuring that adequate resources are made available to enable the objects of the policy to be met.

4.6 The Maintenance Manager is responsible for the operational delivery of this policy and the associated procedures. This includes responsibility for monitoring and reviewing, staff awareness and training and communications to customers.

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5. Equality and Diversity

- 5.1. Through the annual servicing of our gas appliances Providence Row Housing Association aims to treat all customers fairly, with respect and professionalism regard less of their gender, race age, disability, religion, sexual orientation and marital status.
- 5.2. The Association will publish its service standards for gas safety and servicing in a range of appropriate languages and formats through a range of media upon request.
- 5.3. The Association will apply these standards flexibly in the case of vulnerable and disabled tenants and may, at the Association's discretion, choose to exceed or amend the standards to meet the needs of a particular individual or family.
- 5.4. Full details of our approach are set out in our Equality and Diversity Policy.

6. Monitoring and Review

- 6.1. Performance monitoring of the following will be carried out to assess the effect of the policy:
 - The number of gas services completed
 - Summary of reasons for gas services completed outside timescales and remedial actions taken
 - 100% of all customers receiving this service will be surveyed for feedback.
- 6.2. Providence Row will review its methodology for managing Gas Servicing every three years or sooner if required by statutory regulation or best practice.

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