

GAS SAFETY REGULATIONS PROCEDURE

Overview: this procedure gives outline of gas safety inspections, reports required, certificates and what to do if access is denied. Please note if you suspect a Gas Leak please refer to the Emergency Repairs procedure.

INDEX	
1. Statutory Requirements	3. Procedures for Property Services Team
2. Gas Checks (details on Contractors Actions) & CP12	

1.0 STATUTORY REQUIREMENTS

- 1.1** Property Services will be responsible for obtaining all certificates annually on Providence Row owned property. Where Providence Row is the manager / managing agent for others the Maintenance Manager will write to landlord annually requesting copy of a valid CP 12.
- 1.2** Under the Gas Safety (Installation and Use) Regulations 1998 it is a statutory requirement that all gas appliances, associated pipework and flues owned and operated by the Landlord are checked for safety and compliance with the regulations on an annual basis.
- 1.3** In order to comply with the requirements of the Gas Regulations, any person carrying out testing or works on a gas appliance must have a valid Registration Number from GAS Safety Registration and hold certification under the Approved Code of Practice Scheme (ACOPS). These registrations ensure that all persons working with gas are fully trained and up-to-date on all aspects of this type of work. There is a requirement for continuing training on annual basis to maintain these registrations.
- 1.4** The safety inspection normally involves the appliance tested being put out of use temporary while the gas supply is tested, the appliances then inspected which may involve the removal of access panels and the like, the appliance then being reassembled and tested in full working conditions.
- 1.5** The Gas Safety check is carried out over and above routine servicing, although on smaller domestic type installations, the annual services carried out at the same time as the safety check being carried out annually.
- 1.6** The checks carried out under the gas safety inspection include:

	MAINTENANCE & ASSET MANAGEMENT Providence Row Housing Association	Gas Safety Regulations Procedure VERSION: 3
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- Operating gas pressure
- Correct operation of safety devices
- Satisfactory ventilation
- Visual inspection of the flue
- Flow testing of the flue to ensure waste gasses are removed from the room
- Spillage testing of the flue to ensure waste gasses do not re-enter the room
- Satisfactory termination of the flue
- Safety of the appliance in use
- Confirmation that the appliance is owned and operated by the landlord
- Confirmation that the full inspection has been carried out

2.0 Gas Checks & CP12

- 2.1** When the safety inspection has been carried out, the Service Contractor issues a standard printed from (known as a CP12), which lists the gas appliances details, the inspections details, details of any faults found, and details of any remedial action taken.
- 2.2** If for any reason the appliance tested has been found to be faulty or does not comply with the regulations, the contractor is required to make safe any defects, which can be a repair, or if appropriate, disconnection of the appliance. If necessary the defective appliance and gas pipe work to the appliance will be labelled to ensure that all users are aware of the defect, and the appliance is rendered unusable and hence safe.
- 2.3** Each CP12 has an individual serial number, and must be completed by the Service Contractor to include the GAS Safety Number and date of inspection. Each CP12 is valid for one year, and the next safety check must be carried out prior to the expiry of the previous certificate, i.e. within the following twelve months.
- 2.4** Gas appliances within the Landlords property not owned and / or installed by the Landlord are excluded from the requirements of these Regulations.
- 2.5** The main appliances in Hostels are covered by annual service contracts for routine maintenance, servicing and repair. The CP12 is issued routinely as

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	MAINTENANCE & ASSET MANAGEMENT Providence Row Housing Association	Gas Safety Regulations Procedure VERSION: 3
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part of these contracts and is monitored by the Property Services Office to ensure works required are carried out delay.

- 2.6 The original white copy of the CP12 is kept on file in the Property Services Office, a copy being sent to the Project Manager for filing or if appropriate a copy for display to service users within the Project. In the case of individual boilers in individual flats, the copy is sent to the Responsible Officer for the Scheme. All the tenants have the right to request that they see this form. Project management ensure that it is made available to Environmental Health offices if requested.
- 2.7 The Property Services Office maintain a programme for CP12 works and orders are raised and issued when necessary by the Property Service team.
- 2.8 Records are kept in the Property Services Office for a period of **two years?** from the date of each check and the Landlord must make available to appropriate people on request either original record or copy of it.

3. Procedures for Property Services Team

- 3.1. **Schedules:** To maintain a schedule of gas servicing and gas testing and when due. This schedule lists the gas appliances, project and landlord and when the appliance check was last undertaken.
- 3.2 **Reports:** To report schedule on a quarterly basis to SMT and the Board. This report to highlight performance and any appliance that are overdue their annual check.
- 3.3 **Residential properties.**
 - **First Letter:** to liaise with the contractor and the tenant to attend the property to undertake the Gas Appliance Inspection.
 - **Second Letter:** In cases where entry is not permitted then a follow up appointment should be made with the tenant and the Project/Service Manager notified. Accompanying this letter is a notice informing the Tenant of the seriousness of the situation.
 - **Third Letter:** If after the second appointment entry is not permitted then the tenant should receive notification that the Association will apply to court for permission to enter the property. The tenant should also be notified that all court and associated costs will be recharged to the tenant.
 - **Court Action:** if still no response from the tenant and entry still refused then the Maintenance Manager should liaise with the Housing Services manager

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	MAINTENANCE & ASSET MANAGEMENT Providence Row Housing Association	Gas Safety Regulations Procedure VERSION: 3
--	--	--

informing them of the situation and to gain support in court action. A full and detailed report should be then presented to SMT seeking permission to go to Court for Permission to gain entry.

- 3.4 When the safety inspection has been carried out, the Service Contractor issues a standard printed form (know as CP12), which lists the gas appliances details, the inspection details, details of any faults found, and details of any remedial action taken.
- 3.5 If for any reason the appliance tested has been found to be faulty or does not comply with the regulations, the contractor is required to make safe any defects, which can be repair, or if appropriate, disconnection of the appliance. If necessary the defective appliance and gas pipework to the appliance will be labelled to ensure that all users are aware of the defects, and the appliance is rendered usable and hence safe.
- 3.6 The original white copy of the CP12 is kept on file in the Property Services Department, a copy being sent to Housing / Project Manager for filing and for display to service users within the Hostel. In case of individual boilers within individual flats, the copy is sent to the Responsible Officer for the Scheme.
- 3.7 Records are kept in the Property Services Office for a period of two years and the Landlord must make available to appropriate people on request either the original record or a copy of it.
- 3.8. **Following the Annual Checks:** The maintenance manager will review contractor performance, check SP12 certificates received and gas servicing complete. A copy of the annual checks will be passed to the projects for their records.
- 3.9 Annual Checks of Contract: The Maintenance Manager will check the schedule to identify contracts due for renewal on an annual basis. Contracts are normally annual contracts for three years.

At the end of the three-year contract tenders are obtained to ensure value for money. The tender procedures will be used.

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