

<b>Policy title</b>	Gas Safety Policy
<b>Directorate</b>	Property Care
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<b>Policy Scope/Users</b>	MSV staff and External Contractors
<b>Date EIA done</b>	17 <sup>th</sup> January 2023

## 1 Introduction/policy purpose

- 1.1 The overall aim of this policy, associated procedures and control documents is to ensure the safety of people living and working in properties, containing gas-fuelled heating appliances, owned or managed by Mosscafe St Vincents [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with gas so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring the safety of gas heating and hot water installations.

This purpose of this policy is to ensure MSV meets its obligations under:

- 'The Health and Safety at Work etc. Act 1974'
- 'The Management of Health and Safety at Work Regulations 1999'
- 'Gas Safety (Installation and Use) 1998 as amended'

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by Homes England as outlined below:

*(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.*

## 2 Description of the Policy

- 2.1 This policy applies to all properties owned or managed by MSV containing gas fuelled appliances and those that may have an unconnected gas supply.
- 2.2 The key policy objectives MSV will do are:
1. Carry out a gas safety checks at all properties which have a gas supply to comply with regulation 36 of the Gas Safety (Installation and Use) Regulations 1998 as amended:
    - within 12 months of the previous check however we endeavour to complete a 10 month service cycle
    - upon installation of a new gas appliance
    - change of tenancy or mutual exchange
  2. Ensure that where repairs and/or maintenance is required to gas appliances, pipe work and flues, this is completed to approved standards and current legislation.

3. Visual only checks will be carried out on residents' own appliances and outcomes recorded on the safety certificate and issued to the resident. Where the problem is potentially dangerous, the appliance will be disconnected and the supply capped off.
4. Only use suitably competent and Gas Safe registered contractors and Operatives to carry out such work.
5. Ensure that detailed records are kept for two years and administered, and residents provided with gas safety certificates on completion of safety checks within 28 days.
6. Act appropriately and in accordance with regulatory and legal requirements in gaining access to the premises to undertake necessary gas safety checks.
7. Annually review the job profiles, skills, knowledge and experience of those staff involved in the delivery of this policy and, where necessary, provide training so that they are able to deliver this policy.

### **3 Roles, Responsibility and Policy implementation**

The accountabilities for implementation of this policy are as set out below:

1. The Chief Executive retains overall accountability for the implementation of this policy.
2. The Executive Director - Customers is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Assistant Director of Property Care & Customer Experience is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.
4. The Energy Manager is accountable for achieving the targets associated with the key policy objectives.
5. The Energy Manager is responsible for operational delivery, including the management of contractors, of servicing and maintenance and annual gas safety checks.
6. Neighbourhood and Wellbeing staff shall support asset management and contractors teams in gaining access to carry out Gas Safety Checks.

7. The Group Health & Safety Manager is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.
8. All staff are responsible for following the requirements of the plan.

#### 4 Monitoring, Review and Evaluation

MSV will monitor implementation of this policy using a set of performance measures and governance as below:

Measure	Target	Reporting Interval	Reviewed by
% gas appliances inspected within 365 days of previous Landlord's Gas Safety Report	100%	Monthly	Energy Manager – Weekly  The Assistant Director of Property Care & Customer Experience - Monthly  Executive Directors - Monthly  Board – Quarterly or as required

Policy implementation will be reviewed:

1. Monthly by the Executive Team to review performance for each compliance area.
2. Quarterly by the Energy Manager reported to The Assistant Director of Property Care & Customer Experience.
3. By the MSV external audit team, as required, and a report provided to the Audit & Risk Committee/Strategic Health & Safety Steering Group.

*The operational oversight of this policy will sit at the Strategic Health & Safety Steering Group.*

#### 5 Related documents

- 5.1 Gas service procedure
- 5.2 Appendices 1-8