



Gas Safety Policy

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Assets & Investment

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Document Review and Approvals		
Name	Action	Date
Housing Committee	Approved	September 2024

1. INTRODUCTION

1.1 Purpose and scope

1.2 This policy intends to provide a set of principles for compliance with all aspects of the gas safety (installation and use) Regulations that affect Stroud District Council's (SDC) housing stock.

1.3 The Council aims to comply fully with its duties under The Gas Safety (Installation and Use) Regulations 1998 and Approved Code of Practice and any other relevant legislation.

1.4 SDC has a statutory responsibility to its customers and staff, to ensure that all gas installations are safe and that all gas related work undertaken by, or on behalf of, SDC is completed safely and that only suitably qualified and trained personnel work on gas installations and equipment owned or managed by the SDC.

1.5 SDC are committed to ensuring our tenants homes are safe and comply with all gas safety regulations.

1.6 It is the responsibility and intention to ensure that all gas installations, that SDC are responsible for, are serviced and maintained, so that they are safe to use and are checked for safe operation at least once every twelve months. SDC will also carry out a visual safety inspection on customers own appliances and advise on any remedial action which is highlighted.

The scope of this policy is to give clear guidance on:

2. Responsibilities and Training Requirements
3. Legislation and regulations
4. Gas installation, maintenance, and safety checks
5. Tenant Owned Appliances and Responsibilities
6. Access
7. Completion and Issuing of Paperwork
8. Dealing with Unsafe Situations
9. Auditing and Quality Control Process
10. Void Property

- 11. Mutual Exchange Property
- 12. Properties with a gas carcass but no Gas or Electricity credit
- 13. Monitoring and Review

2. Responsibilities and Training Requirements

2.1 The responsibility for ensuring compliance with this policy is with the Heating and Electrical Manager. All gas related works needs to be notified to the Heating and Electrical Manager to enable the correct guidance and procedure notes are available to the person responsible for the works.

2.2 Meeting legal obligations for the annual gas safety checks and implementing procedures to ensure that all gas appliance, flue or installation pipework is checked and maintained at suitable intervals in compliance with legal requirements, is the responsibility of the Heating and Electrical Manager.

2.3 Only those people who have the necessary qualifications and are Gas Safe Registered will be allowed to work on gas installations for SDC, including contractors or sub-contractors.

2.4 The Gas Safe registration scheme includes numerous separate training and assessment accreditations. These separate accreditations will determine specifically what parts of any gas installation an employee or contractor is qualified to work on.

2.5 The Heating and Electrical Manager will maintain a file of employees, contractors and sub-contractors' employees to ensure that all are Gas Safe registered for the works being undertaken. This is to include holding copies of the ACS records of all gas contractors and sub-contractors.

2.6 Appropriate training will be provided to officers on gas safety awareness. This will include team and contractor briefings, e-learning and access to external training.

2.7 Ensure arrangements are in place to enable staff or tenants to report defective gas appliances, flues or installation pipework and ensure they are promptly brought back into operation.

2.8 The Senior Leadership Team has overall responsibility for ensuring the Gas Safety Policy is fully implemented to ensure full compliance with the regulatory standards, legislation, and codes of practice.

2.9 The Housing improvement Board will receive reports in respect of the gas safety management performance and ensure compliance is being achieved, they will also be notified of any non-compliance issue identified.

2.10 The Head of asset and investment will oversee the implementation of the gas safety policy.

2.11 The Heating and Electrical manager will be responsible for overseeing the delivery of the gas servicing and safety check programmes, supported by the Lead Engineer and business support officer who will be responsible for day-to-day gas servicing programme and completion of any follow up works identified.

2.12 The Housing Manager will provide key support in facilitating the legal process to gain access as necessary. Legal interventions will include gas injunctions, NTQ and NOSP orders if necessary.

3. Legislation and regulation

3.1 The Council must adhere to its legal obligations and although not exhaustive the Council will comply with all relevant legislation and associated regulations, including:

- Gas Safety (Installation and Use) Regulations 1998
- The Health and Safety at Work etc. Act 1974
- Smoke and CO Alarm Regulations 2015 (including 2022 amendment)
- The Defective Premises Act 1972
- The Landlord and Tenant Act 1985
- The Housing Act 2004
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- L56 – approved code of practice and guidance on gas safety (installation and use) regulations 1998

3.2 Legislation and Regulations describe specific responsibilities in terms of gas, supply, installation, servicing, and gas safety.

3.3 This policy will be implemented via detailed procedures and guidance notes. The procedure and guidance notes should always be used in conjunction with the policy, to provide a consistent approach in the practical implementation of this area of operation.

4. Gas installation, maintenance, and safety checks

4.1 All installation, maintenance and safety checks must be carried out by a Gas safe registered engineer. All pipework, appliances and flues must be maintained in a safe condition.

4.2 Gas appliances shall be serviced in accordance with the manufacturer's instructions. If these are not available, they must be serviced annually unless advised otherwise by a Gas Safe registered employee or contractor.

4.3 In Leaseholder's properties on full repairing lease is to be treated as an SDC owned property. Alternative terms of lease have the responsibility for safety of gas appliances resting with the Leaseholder and is not the responsibility of SDC. SDC takes no responsibility or liability for gas appliances in these circumstances. Leaseholders are advised and recommended to ensure that they arrange for their appliances to be tested at least annually.

4.4 Carbon Monoxide alarms are fitted as standard in the SDC properties and will be responsible for the servicing and maintenance of the units.

4.5 SDC will also replace any faulty carbon monoxide detectors in a property (where fitted) where faults are identified as part of the annual safety check.

4.6 The carbon monoxide detectors and smoke alarms will be tested for those properties that have a gas appliance during the landlord's gas safety check and a record of this will appear on the LGSR.

4.7 Provide new tenants with additional guidance on the safe use of appliances.

4.8 Ensure effective procedures exist for the reporting of breakdowns and or a gas leak.

5. Tenant Owned Appliances and Responsibilities.

5.1 Tenants must ensure that gas appliances they own are regularly maintained and a safety check carried out at least once every 12 months by a Gas safe registered engineer.

5.2 SDC will not be responsible for cookers/hobs/fires unless they have been installed by them.

5.3 During the annual gas safety check the Tenant's own appliance will receive a full safety visual inspection and all safety devices will be checked but not serviced. If the appliance is found to be faulty, the gas safe registered engineer will follow item **8.1** of this policy. A record of this is to be made on the LGSR.

5.4 SDC do not allow the use of a ceiling fan in the same room as a gas fire. If this scenario identified, the fire will be isolated until the ceiling fan is either decommissioned or removed, unless there is medical evidence and a signed customer disclaimer relating to the use of the installations, and the installation is not deemed At Risk or Immediately Dangerous.

5.5 Tenants may choose to improve their homes but must seek written permission from SDC. If permission is refused SDC will provide the tenant with a reason.

5.6 Tenants are not permitted to replace/make alternations SDC owned gas appliances. To do so would be a breach of tenant obligations under their Tenancy Agreement.

5.7 Tenants should be aware that if there is any doubt about the safety of gas

equipment that it should be turned off and not touched until checked by a competent gas safe engineer, and remedial action taken as necessary.

5.8 Tenant are responsible for reporting any faults or concerns with their gas heating system directly to SDC's appointed engineer to carry out annual servicing and repairs.

5.9 Tenants are responsible for reporting any suspected gas leaks to Gas Transporter on 0800 111 999.

6 . Access

6.1 SDC will write to the tenant advising them of when they will be attending to carry out the gas safety check This will be approximately 60 days before the expiry of the last Landlord's Gas Safety Record (LGSR).

6.2 If the tenant is not home for the appointment or the tenant refuses access, SDC will make a further two attempts to enter the tenant's property to carry out the gas safety check. Should the tenant refuse access or SDC is unable to carry out the Gas safety check, on the third attempt for whatever reason, SDC will use all legal remedies available to gain access.

6.2 SDC keeps accurate records of all their efforts to obtain access to carry out the annual gas safety check and all non- accesses and the dates and times will be recorded on housing database. This will include records/copies of all letters, appointment cards, telephone calls etc. **See our "No Access Policy"**

7 .Completion and Issuing of Paperwork

7.1 SDC will ensure that copies of all LGSRs are provided to tenants within 28 days of completion or displayed in a common area where necessary, again within 28 days of completion of the LGSR.

7.2 SDC retain all records of the annual gas safety certificates for a minimum of two years from the date of the certificate. Records are kept in SDC's Asset data base and hard copies are stored to ensure they can be produced if required.

8 . Dealing with Unsafe Situations and Incidents

8.1 The IGEM/G/11 Edition 2 - Gas industry unsafe situations procedure with amendments July 2022 and May 2024 will be the guide for the correct classification of unsafe or substandard situations, along with any relevant manufacturer's instructions and Gas Safe Technical Bulletin updates.

8.2 When a registered gas engineer identifies an unsafe situation, they should try to find the cause and repair any faults. Where this is not possible, they should inform the Heating and Electrical manager that the fault(s) should be repaired before the installation is used again. If it can't be corrected immediately, they should make the installation safe, after first seeking permission to do so. This is normally done by disconnecting or by turning off the gas to the affected part of the installation. This will be dependent upon how bad the defects are.

8.3 Where gas work carried out by an employee or an employee of an approved contractor or sub-contractor is found to have led to an Immediately Dangerous (ID) or At Risk (AR) unsafe situation, that employee will be immediately suspended from working on any gas installation or gas maintenance work pending investigation.

8.4 In the event there is a report of a suspected carbon monoxide exposure or gas leak, the Emergency Service Provider (ESP) will be requested to attend within their response time and the team will adhere to working procedures which support this scenario.

8.5 If the Gas Emergency Service Provider has visited a property because of a smell of gas or fumes and cannot confirm the installation is safe, they may use a further category, 'Concern for Safety', and issue an appropriate notice.

Where a 'Concern for Safety notice has been issued by the Gas Emergency Service Provider, the occupier will be told not to use the installation until it has been

checked by a Gas Safe registered engineer. It is the relevant manager's responsibility to get the installation checked and ensure the gas appliance is not used again until it has been checked.

9 . Auditing of Gas Related Works and Operatives

9.1 SDC is committed to completing 100% of required servicing and safety checks to its properties. The Heating and Electrical manager is responsible for monitoring the performance of the gas servicing programme, to ensure that all risks are minimised, and legal obligations met. These systems may involve examining and managing electronic or paper-based data such as gas safety certificates, but in many cases will also require inspection visits to workplace locations.

9.2 It is the responsibility of the Heating and Electrical Manager to ensure that SDC employees are continually monitored and assessed to ensure their capabilities to carry out gas works.

9.3 It is the responsibility of the Heating and Electrical Manager to ensure all employees, contractors and sub-contractors work is quality checked on a regular basis.

9.4 SDC will appoint a third-party independent auditor to undertake quality assurance audits on a sample of 10% gas works in the field.

10. Void Property Check

10.1 Upon notification that a tenancy has ended, SDC will cap off gas supplies to all properties when the property becomes void, and a new tenant is not moving in immediately following the previous tenant leaving within 3 working days.

10.2 SDC will cap off gas supplies to all new build properties at handover if the new tenancy is not commencing immediately at the point of Handover.

10.3 For new Tenancies the gas supply will aim to be reinstated, either in consultation with lettings team individual cases, or by following a request by the new customer to carry out a "turn on and test" (TOAT) at the commencement of their tenancy. A full gas safety check will be completed within 3 days of the customer requesting a turn on and test

11. Mutual Exchange Property Check

11.1 SDC will ensure that gas safety checks are carried out prior to, or immediately following the commencement of any mutual exchange and/or transfer and that the tenant receives a copy of the LGSR prior to, or immediately after moving in.

12. Properties with gas carcass but not SDC owned appliance.

12.1 Gas carcasses will be checked on an annual basis in-line with the Landlord Gas Safety Record. Tenants will allow access to the property to undertake this inspection in the same way as Gas Safety Checks (LGSR).

13. Monitoring and Review

13.1 SDC will monitor and report on compliance performance and use this information to identify areas for improvement.

13.2 This policy will be reviewed every 3 years, or sooner if required by statutory, regulatory, or best practice

