

Gas Safety Policy



Our Assets

Warrington Housing Association

INTRODUCTION

Warrington Housing Association (WHA) is a community based not-for-profit organisation located in the borough of Warrington.

This policy sets out Warrington Housing Association's (WHA) responsibilities to comply with the relevant legislation and regulatory guidance for the safe installation, maintenance and use of gas systems, including gas fittings, appliances and flues throughout its housing stock.

SCOPE OF POLICY

WHA must establish a policy which meets the requirements of the Gas Safety (Installation and Use) Regulations 1998 (as amended) and the Health and Safety at Work Act 1974. We expect the contractors employed to adhere to the Smoke and Carbon Monoxide (England) Alarm (Amendment) Regulations 2022 and the Dangerous Substances and Explosive Atmospheres Regulations 2002. The policy must also provide assurance to WHA that measures are in place to ensure compliance with these regulations and to identify, manage and/or mitigate risk associated with gas fittings, appliances and flues.

WHA will report compliance with electrical safety legislation to the Senior Management Team (SMT) and Board.

The policy is relevant to all WHA employees, tenants, contractors and other person's or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services.

OBLIGATIONS

The Gas Safety (Installation and use) Regulations 1998 impose duties on landlords to protect tenant's safety in their homes with respect to gas safety. The main duties as a landlord are set out in Regulation 36 requiring landlords to:

Ensure gas fittings and flues are maintained in a safe condition.

Gas appliances should be serviced in accordance with the manufacturer's instructions. If these are not available, it is recommended they are serviced annually unless advised otherwise by a gas safe registered engineer.

Ensure the annual safety check is carried out on each gas appliance and flue within 12 months of the previous safety check.

Have all installation, maintenance and safety checks carried out by a gas safe registered engineer.

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Keep a record of each safety check for at least 2 years.

Issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant when they move in.

Display a copy of the latest safety check record in a common area of a building where the gas appliance serves a communal heating system to multiple homes.

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 dictate that at least one smoke alarm is located on each storey of a property where there is a room used for living accommodation. We will ensure all smoke alarms are hard wired as part of our improvement programmes and when a property becomes void before re-letting.

STATEMENT OF INTENT

WHA has completed a full asset validation exercise to ensure adequate assurance is provided that gas supply data held against the organisation's property assets is accurate and up to date.

WHA will request the gas contractor to visit all properties with a gas supply on an annual basis to carry out gas safety checks, irrespective of whether the property has a gas supply meter or not.

WHA will ensure that each property requiring a gas safety check and/or service will have a landlord's gas safety record (LGSR) that has a completion date not more than 12 months following the completion date of the previous LGSR relating to the property or installation date of the new installation.

WHA 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.

WHA 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.

WHA 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.

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

WHA will carry out visual risk assessments of any tenants' own gas appliances,

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such as cookers and fires and will carry out a flue test.

WHA will test and replace as necessary hard wired or battery smoke alarms as part of the annual gas safety check visit. In addition, WHA will install Carbon Monoxide (CO) alarms as part of the gas service and for all new build installations or where there is a roomsealed appliance installed in a bedroom.

WHA will carry out an annual gas safety check to all properties where the gas supply is inactive (capped) at the request of the tenant.

WHA will ensure that only suitably competent Gas Safe accredited engineers undertake gas works for the organisation.

WHA will isolate any open flue gas appliances found in any rooms that are being used as bedrooms.

WHA will carry out a gas safety check and issue a new LGSR for the whole property following the installation of new gas appliances by WHA.

WHA will have a robust process in place to gain access to properties where tenant vulnerability issues are known or identified whilst ensuring the organisation can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant.

WHA will use all legal remedies available to gain access if a resident refuses access to carry out essential gas safety checks, maintenance and safety related repair works.

Follow up work

WHA will ensure there is a robust process in place for the management of any follow-up works required following the completion of a gas safety check.

WHA will ensure that there is a robust process in place to collate and store all warning letters and associated records of completed remedial works.

A safety check will be carried out on completion of any repair and/or refurbishment works to occupied or void properties where works may have affected any gas fittings, appliances or flues.

WHA will replace any faulty hard wired smoke alarms and carbon monoxide detectors in a property (where fitted) where faults are identified as part of the annual safety check.

Record keeping

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WHA will establish and maintain a core asset register of all properties that have an active or inactive gas supply. This register should identify gas installations within all domestic, non-domestic (communal) and other properties.

WHA will ensure the Gas Safe registered engineer records the details of all appliances and other equipment which is served by the gas supply in every domestic and non-domestic property.

The Asset Compliance Officer will check the relevant accreditations for the work that contractors are carrying out. These checks will be undertaken on an annual basis and evidenced appropriately.

The Asset Compliance Officer will ensure that all smoke detectors are compliant with the Regulations and in date.

ROLES AND RESPONSIBILITIES

The Board 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.

The Board will receive regular updates on the implementation of the gas safety policy and gas safety performance along with any notification of non-compliance issue which is identified. The Board will also receive updates on compliance with smoke detectors and carbon monoxide detectors.

The EMT will also 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.

The Chief Executive has strategic responsibility for the management of gas safety and ensuring compliance is achieved and maintained.

The Director of Operations will oversee the implementation of the gas safety policy.

The Head of Assets will be responsible for overseeing the delivery of the gas servicing and safety check programmes, supported by the Asset Compliance Officer will be responsible for day to day gas servicing programme and completion of any follow up works identified.

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The Head of Customer Services 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.

COMPETENT PERSONS

WHA will ensure that the officers responsible for operational delivery receive appropriate training to be able to manage the service.

WHA will ensure that all operatives maintain Gas Safe accreditation for all areas of gas works that they undertake.

The Asset Compliance Officer will check the relevant accreditations for the work that contractors are carrying out. These checks will be undertaken on an annual basis and evidenced appropriately.

The Asset Compliance Officer will have responsibility for records and reporting of all compliance related work streams.

TRAINING

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

PERFORMANCE REPORTING

Robust key performance indicator (KPI) measures will be established and maintained to ensure WHA is able to report on performance in relation to gas safety.

KPI measures will be provided at Senior Management Team and Board level and be produced on a quarterly basis.

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

NON-COMPLIANCE

Any non-compliance issue identified at an operational level will be formally reported to the Head of Assets in the first instance.

The Head of Assets will agree an appropriate course of corrective action with the operational team in order to address the non-compliance issue and report details of the same to the Executive Management Team (EMT).

EMT will ensure the Board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.

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DATA PROTECTION

When handling data sheets staff will come into contact with personal information. The handling and use of the data will be carried out under the General Data Protection Regulations 2018.

MONITORING AND REVIEW

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

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

EQUALITY IMPACT ASSESSMENT

In implementing this policy we aim to treat all customers fairly. An equality impact assessment has been carried out. Where customers require additional support, we will endeavour to provide a service that seeks to meet the needs of a particular individual or household.

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