

GAS SAFETY MANAGEMENT POLICY



Document Control

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<i>Author(s) Names/Job Title responsible/email</i>	Victoria McGall, Health & Safety Manager, Victoria.mcgall@teignhousing.co.uk
<i>Ratifying Committee:</i>	Board
<i>Primary Readers:</i>	All Staff, Tenants and Leaseholders
<i>Director/Sponsor</i>	Director of People and Technology
<i>Additional Readers:</i>	Templer HomeBuild, Contractors, Residents
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Gas Safety Management Policy

1. Introduction

- 1.1. Teign Housing has a legal duty under the Gas Safety (Installation and Use) Regulations 1998 as amended to ensure that gas appliances, fittings and flues provided for tenants' use are safe.
- 1.2. This policy sets out how Teign Housing will manage Gas Safety throughout the organisation and should be read in conjunction with the supporting Gas Safety Procedure and related protocols which underpin the delivery of this policy.

2. Scope

2.1. The policy applies to:

- All Teign Housing and Templer HomeBuild employees
- All contractors undertaking work on or in the proximity of our buildings.
- Anyone who is likely to be put at risk from work that is undertaken of from gas safety conditions in these properties.
- To gas safety arrangements in workplaces, communal areas of residential premises managed and/or owned by Teign Housing that are subject to the requirements Gas Safety (Installation and Use) Regulations 1998 as amended.

3. Associated Policies and Procedures

3.1. This policy should be read in conjunction with the:

- Gas safety management Procedure
- Fire Safety Management Procedures
- Health and Safety Policy
- Hoarding Policy and Procedure
- Lease Holder Management Policy

4. Gas Management Safety Policy

4. Our Policy is that:

- 4.1. We will ensure compliance with current legislation and best practice relating to gas safety.
- 4.2. We will ensure that all gas appliances, fittings, and flues provided by Teign Housing for our tenant's use are maintained in a safe condition.
- 4.3. We will undertake an annual service on all gas appliances provided by Teign Housing for the use of our tenants.
- 4.4. We will undertake an annual gas safety check on each gas appliance/flue.
- 4.5. We will undertake a gas safety check before any new tenancy starts/ or 12 months after the installation date (for new installations).
- 4.6. Safety check records will be issued to the tenants within 28 days of completion, or to any new tenant before they move in.
- 4.7. We will keep a record of the gas safety check records until 2 further checks have been completed.
- 4.8. We will work with our tenants to make reasonable arrangements to access their property to undertake the gas safety check and annual maintenance before the expiry date of the gas safety check in accordance with our gas safety procedures. Where access is not provided by the tenants within the required timescales, we will seek an injunction to gain access to the property or we will cap the gas supply to ensure that we protect the safety of our tenants and other residents that may be at risk from an unsafe gas appliance.
- 4.9. Teign Housing will seek assurance from all leaseholders that their gas appliances are being maintained in safe condition by annually requesting a copy of their gas safety check certificate. We will work with our leaseholders to assist them in ensuring that their gas systems are safe by offering leaseholders a discounted gas safety check service via Templer HomeBuild. Where assurance is not provided Teign Housing will take legal action to seek assurance from leaseholders to ensure that the safety of our tenants and other residents within the building is protected.
- 4.10. Teign Housing will ensure that all installation, maintenance, and safety checks are carried out by Gas Safe Registered Engineers who hold the relevant qualifications for the work that they are undertaking.

5. Review

- 5.1. This policy will be reviewed annually by the Health and Safety Manager in consultation with all key stakeholders.

6. Governance and Assurance

- 6.1. Compliance with the policy in relation to Gas Safety Management will be reported to the Health and Safety Committee and the Board quarterly.

7. Equality and Diversity

- 7.1. Teign Housing will apply this policy consistently and fairly and will not discriminate against anyone based on any relevant characteristics, including those set out in the Equalities Act 2010.
- 7.2. Teign Housing will carry out an equality assessment in line with our policy.

8. Relevant Legislation

- Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended.
- Housing Act 2004
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999