

Policy Number: P1027
Policy Owner: Head of Property Services
Approved: July 2022
Review due: July 2025

Gas Safety Policy

1. Introduction

- 1.1 Salvation Army Housing Association (saha) is committed to ensuring that our resident homes, offices and communal areas are safe and secure places to live and work.
- 1.2 This policy sets out how we intend to meet our obligations as a landlord and provide assurances that gas safety is appropriately managed. We aim to ensure that our residents, the general public, employees and contractors are not exposed to any risk that may impact on their health, safety and wellbeing.
- 1.3 This policy sets out how saha will ensure that relevant gas appliances and gas installations pipework, flues and chimneys are correctly managed and periodically examined in line with current legislation.

2. Scope

- 2.1 The Gas Safety (Installation and Use) Regulations 1998 requires saha to ensure that any relevant gas fitting, gas pipework, flues and chimneys that services any relevant gas fitting are maintained and in safe condition. Relevant gas fitting means any gas appliance or installed pipework (not to include appliance the resident is entitled to remove from the premises): -
 - Installed in the premises,
 - Directly or indirectly, serves the premises and either: -
 - I. Is installed in any part of the premises in which saha has an estate or interest, or
 - II. Is owned or managed by saha
- 2.2 This policy applies to all staff and contractors undertaking gas work on saha's behalf and anyone likely to be at risk from work on these properties.

- 2.3 saha take the health, safety and wellbeing of its residents and staff seriously. It is our policy to exceed, where possible, the minimum health and safety standard required by law.

3. Policy Statement

- 3.1 saha will comply to all relevant legislation to meet our gas safety obligations to protect our residents, their visitors, staff and contractors from any risk to health and safety.

3.2 Management of Gas Safety Duties

saha will ensure the following general gas safety precautions are implemented and : -

- Appoint a competent person to lead the management of gas safety and ensure compliance is achieved and maintained
- Appoints an appropriately qualified contractor to carry out all gas safety checks and all required works to gas appliances, gas installation pipework, flues and chimneys on which appliances are installed.
- Ensure each gas appliance and flue are checked for safety before the “Deadline Date” of the LGSR.
- Ensure any room to be occupied or to be occupied as sleeping accommodation by the resident has no gas fitting of any type.
- Provide the resident with a copy of the Landlords Gas Safety Records (LGSR) within 28 days of the annual safety check and a copy of the latest survey check is given to the new resident.
- Will ensure prompt remedial action is taken where defects are identified during the annual safety check and deemed “Immediately Dangerous” or “At Risk”.
- Notify the Health and Safety Executive, within 14 days, of any death, dangerous occurrences, loss of consciousness or any person taken to hospital as a result of or in connection to gas activities.

3.3 Failure to Access Properties

- 3.3.1 If the contractor is unable to gain access to a property to carry out service or any emergency works, saha will review the reason for this and explore other appropriate and reasonable ways to gain access. However, this will not delay saha in applying to court for an injunction ordering to gain access to the premises.

3.4 Keeping Gas Safety Records

saha will keep and maintain: -

- An accurate asset register of all premises where there is a gas supply, to include appliances provided
- A record of copies of the LGSR certificate giving details of relevant gas appliances, gas installed pipework, flue and chimney checks, the date the check taking place, any defects identified and remedial works required or taken, these records should be retained for a period of 2 years from the data of the gas check.
- A record of staff attending gas safety training.

3.5 The gas contactor will keep a record of all attempts to gain access to properties to carry out the LGSR survey and provide such evidence if required for court action.

3.6 Promotion of Gas Safety

saha will protect residents, staff and contractors, and ensure: -

- Information about gas safety, prevention and protective measures is made available.
- Residents are informed and regularly refreshed about the gas and fire safety procedures, including evacuation measures from their home or block.
- Residents received the latest copy of the LGSR certificate.
- Staff and contractor receive relevant gas safety training which is personally signed off.
- Arrangements are in place with the contractors to ensure that relevant resident and staff are aware of any defects identified during a LGSR check and the risk of using the gas appliances, and action being taken to rectify the defect, so that the safety of residents are not endangered.
- Resident and staff are aware of their responsibilities in relation to gas safety measures.

3.7 Implementation and Performance Monitoring

3.7.1 The implementation of this policy will be carried out through staff briefings and made available on the intranet.

3.7.2 Performance will be monitored and challenged thorough agreed performance indicators and will be reviewed at the following scheduled meetings: -

- Health and Safety Committee
- Operations Committee
- EMT / Board

3.7.3 saha will seek independent assurances through internal and external audit processes

4. Data Protection and Equality Impact

In developing this policy we have carried out assessments to ensure that we have considered:

- Equality, Diversity and Inclusion
- Privacy and Data Protection

To request a copy of these full assessments, please contact the Business Assurance Team at business.assurance@saha.org.uk.

5. Further information

If you have any questions regarding this policy, please contact your line manager or the Business Assurance Team at business.assurance@saha.org.uk, who will direct your query to the relevant Policy owner.

Legislative and Regulatory Framework

The following legislation, regulatory standards and documents can be relied upon to inform this policy.

Legal Framework	Regulatory Standard	Other documents
Gas Safety (Installation and Use) Regulation 1998	Home Standard	Health and Safety Policy
Gas Safety (Installation and Use) Regulation (amendment) 2018		Gas Servicing Procedure
Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013		
Secure Tenants of Local Housing Authority (Right to Repair) Regulations 1994		
Landlord and Tenant Act 1985		
Environmental Protection Act 1990		

Document History Log

Lead Reviewer	Date			Version	Approval	
	Created:	Revised:	Expiry		By	Date

Interim Head and Safety Manager		May 2022	July 2025	2.0	EMT	July 2022
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Equality Impact Assessment Summary			
Protected characteristic	Impact (Positive, negative, neutral)	Protected characteristic	Impact (Positive, negative, neutral)
Age	Neutral	Disability	Neutral
Sex	Neutral	Race	Neutral
Religion of belief	Neutral	Sexual orientation	Neutral
Gender reassignment	Neutral	Pregnancy / maternity	Neutral
Marriage / civil partnership	Neutral		