



Gas Safety Management Policy and Procedure

<i>Name of Policy</i>	Gas Safety Management Policy and Procedure
<i>Responsible Officer</i>	Property Services Manager
<i>Date approved by the Management Committee</i>	29th June 2022
<i>Date of next Review</i>	June 2025
<i>Section</i>	Maintenance

We can produce information, on request, in large print, Braille, tape and on disc. It is also available in other languages. If you need information in any of these formats, please contact us on 0141 952 4676.

1 Policy Objective

- 1.1 The aim of this policy is to ensure that the association provides a robust gas servicing and maintenance service to its tenants. This will ensure that all its properties have an annual safety check carried out and that all reactive repairs are carried out to a high standard and within our target response times.

2 Legal Framework

- 2.1 The Gas Safety (Installation and Use) Regulations 1998 as amended, place certain duties on landlords and installers; they aim to prevent injury to consumers and the public from carbon monoxide poisoning (CO), fire and explosion.
- 2.2 The association has a duty to ensure that any gas appliances/flues/pipework within any of the properties that we own and rent to tenants are maintained and are subject to a gas safety check within 12 months of installation and every 12 months thereafter until they are either removed or replaced.

We are required to keep a record of each gas safety check for a minimum of 2 years and to ensure that a copy of the certificate is given to the tenant.

Failure to adhere to our legal obligations is an offence unless we can provide evidence that we have taken all reasonable measures to prevent the breach occurring.

- 2.3 The Association will use its powers under the terms of the Scottish Secure Tenancy Agreement, signed by tenants, to gain access for carrying out gas safety checks.

Clause 5.12 of the Tenancy Agreement states:

“We have the right to come into your house to inspect it and its fixtures and fittings or carry out repairs to it, or adjoining property during reasonable times of the day. We will give you at least twenty-four hours’ notice in writing....If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused”.

3 Contract for Gas Servicing and Repairs

- 3.1 A contract will be entered into with a suitably qualified contractor for gas servicing and maintenance to carry out annual safety checks, reactive/out of hours repairs and void safety checks. The contractor will

be required to be Gas Safe registered and will have to provide evidence of such accreditation.

- 3.2 Whilst carrying out the annual safety check, the contractor will be required to detail and test the smoke and CO detectors present in the property and mark these down on the CP12 (landlord's safety certificate).
- 3.3 If the contractor is unable to carry out the safety check because there is no power in the property or gas in the meter, the gas will be capped until such times as the power is back on or the meter is in credit; the contractor will then return, remove the cap and carry out the safety check.

4 Regulatory Requirements

- 4.1 The Scottish Housing Regulator expects RSLs to achieve 100% success in carrying out gas safety checks in properties within a 12 month period. We will therefore take all necessary steps to obtain access as outlined in the procedures in section 6.
- 4.2 In order to maximise our chances of achieving 100% success, the gas servicing programme will be spread over a 10 month period.

5 Monitoring and Reporting

- 5.1 Tenants report repairs to the Association in a variety of ways: by telephoning the office; in person; via the website using the online repairs reporting form; by email to repairs@trafalgarha.co.uk and for emergency/out of hours repairs contacting BR24 call centre.
- 5.2 The maintenance staff will monitor the contract on a daily basis to ensure that reactive repairs are completed within target times and that gas safety checks are carried out on time and the appropriate certificates are received from the contractor.
- 5.3 The Association will instruct an independent Auditor to carry out quality control inspections of 10% of gas safety checks each month.
- 5.4 The Management Committee will receive reports on a quarterly basis on the performance of the contractor, including the number of times that we have failed to complete a gas service on time and an explanation for this.

6 Procedure for Gaining Access for Gas Servicing

- 6.1 The Association will keep a database detailing names and addresses, boiler types, installation date and gas service history/anniversary dates.

- 6.2 The contractor is responsible for obtaining access initially and will attempt to obtain access on two separate occasions starting from 2 months before the anniversary date of the last service. Records of no access should be passed to the Association and in the event of a second no access, it should be passed to the Association to take the matter further.
- 6.3 The Association will then issue a first letter to the tenant asking them to make contact and advising of the possibility of a forced entry if no contact is made.
- 6.4 Attempts will be made to contact the tenant by telephone/text before a second letter is sent out.
- 6.5 If no response from the tenant, the second letter will be issued giving a minimum of 24 hours' notice and advising of forced entry. Each letter will refer to section 5.12 of the Tenancy Agreement and ask the tenant to make contact to avoid forced access being necessary.
- 6.6 Forced entry will be a last resort; the property will be made secure, the locks will be changed and the keys will be left at Clydebank Police Station. Notification will be left with the tenant advising of what has taken place and what to do with regards to keys.

7 Equality and Diversity

- 7.1 This policy has been written in recognition that we have a pro-active role in valuing, promoting and encouraging diversity, fairness and social justice and equality of opportunity.