

Gas Safety

Status: APPROVED

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Date Approved:	Mar-23
Approved By:	BHA Board
Review Date:	Mar-26
Regulatory / Legislative Considerations/ References	<ul style="list-style-type: none"> • The Health and Safety at Work Act 1974 • The Gas Safety (Installation & Use) Regulations 1998 • The Gas Industry Unsafe Situations Procedure • Right to Repair Regulations (under the Housing (Scotland) Act 2001) • Gas Safety (Management) Regulations 1996 (as amended) • Gas Appliances (Safety) Regulations 1995 • Building Standards (Scotland) Regulations 2014 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 • Construction (Design and Management) Regulations 2007 • Corporate Manslaughter Act 2007
Other Documents to be read in conjunction with this policy:	Gas Safety Procedure

Policy Title:	Gas Safety
Purpose / Aim of policy:	To set out our approach to ensuring compliance with regulatory requirements and good practice around gas safety.
Scope of Policy:	All properties owned or managed by BHA where there are gas supplies.
Definitions:	None required
Specific detail related to each strand in the scope:	Introduction Scope Objectives
Approval Source:	BHA Board
Equality Impact Assessment:	None required
Sustainability Assessment:	No direct implications or requirements
Partnership Assessment:	No direct implications or requirements
Glossary of Terms	None
Risk Implications:	

1. INTRODUCTION

- 1.1. BHA is committed to taking all reasonable steps to ensure it manages the safety of our customers, colleagues, contractors, and members of the public, in accordance with all relevant legislation pertaining to gas safety.
- 1.2. We will take all reasonable steps to ensure that appropriate management systems are put in place to ensure customers, colleagues, contractors, and members of the public are not put at risk from the effects of electrical hazards.
- 1.3. In making this commitment the Association will take appropriate action in gaining access to our properties to carry out gas safety checks including forcing access.

2. SCOPE OF POLICY

- 2.1 This policy describes the activities and responsibilities involved to ensure that we comply with the good practice set out in the following:
 - The Health and Safety at Work Act 1974
 - The Gas Safety (Installation & Use) Regulations 1998
 - The Gas Industry Unsafe Situations Procedure
 - Right to Repair Regulations (under the Housing (Scotland) Act 2001)
 - Gas Safety (Management) Regulations 1996 (as amended)
 - Gas Appliances (Safety) Regulations 1995
 - Building Standards (Scotland) Regulations 2014
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Construction (Design and Management) Regulations 2007
 - Corporate Manslaughter Act 2007
- 2.2 This policy applies to all properties which are owned, leased, or managed by Berwickshire Housing Association Ltd or any of its subsidiaries where there is gas heating and where there are supplies which terminate within our properties or on our land.

3. OBJECTIVES OF THE POLICY

- 3.1 To meet all legal and regulatory obligations and also ensure best practice is followed in relation to gas safety, the aims of this statement are to:
 - keep the general public, customers and colleagues safe from danger.
 - encourage customers to participate in the continuous improvement of the gas servicing and repairs service, providing a variety of opportunities for involvement
 - educate and inform customers on the safe use of appliances within their homes
 - raise customer and colleagues' awareness of carbon monoxide and gas safety including recognising the symptoms of CO poisoning and the procedure to follow if it is suspected

- ensure that all procedures relating to Gas Safety support the fair treatment of all customers with respect to their different needs, circumstances and lifestyle;
 - specifically, that communication with vulnerable customers is carried out through a variety of methods and, where appropriate, additional support is made available to enable their engagement resulting in forced access being a very last resort.
- ensure that we fulfil our legal and regulatory obligations relating to gas safety by:
 - carrying out an annual gas safety inspection in every home where gas appliances or there is a capped supply, within 12 months of the anniversary of the previous inspection or installation date.
 - making it as easy as possible for customers to arrange an appointment for annual gas safety inspections, maintenance, repair, installation and upgrading works.
 - maintaining robust procedures and safe systems of work that aim to prevent the release of carbon monoxide from domestic appliances and flues and minimise the risk of accidental damage to pipework and the subsequent release of natural gas.
 - maintaining emergency procedures to effectively manage any situation if such a release occurs.
 - taking action on any issues raised from the annual gas safety inspection within appropriate timescales.
 - monitoring installations and repairs to gas appliances carried out by our contractors.
 - maintaining gas safety records on all properties, ensuring a copy of the Landlord's Gas Safety Record is issued to the existing or new customer within 28 days of the inspection, and storing the Record on file for a period of 2 years.
 - operating and maintaining a robust internal reporting procedure.
 - ensuring that clear audit trails exist in the gas safety procedure and processes.
- ensure that the risk of danger to customers, their neighbours, visitors and colleagues is minimised by use of robust procedures when:
 - empty homes are let.
 - properties become void.
 - access to a property for the annual gas safety inspection cannot be gained with the consent of the tenant utilizing section 5.12 of the tenancy agreement to force access as a last resort.
 - unsafe appliances and installations are identified, and
 - customers are found sleeping in the same room as an open-flued gas appliance.
- ensure that a CO detector is installed in every habitable room containing a gas appliance or flue connected to a gas appliance.
- ensure that any capped supplies are regularly reviewed by contacting customers to confirm that they wish to continue with the capping and offering any additional support we can to facilitate uncapping of the supply.