



CRAIGOWEN HOUSING ASSOCIATION GAS POLICY & PROCEDURES

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Version: V4

GAS SAFETY POLICY AND PROCEDURES (2018) (RESIDENTIAL PROPERTIES)

Introduction

The following policy outlines the practice and procedures for gas safety, it aims to ensure that the gas appliances, boilers, fires and flues that the Association provides for occupant's use are maintained in a safe condition at all times. It covers the following areas: -

- The Association's Responsibilities
- The Policy Statement
- The Policy Content
- The Contractor's Responsibilities
- The Competence of the Contractor
- The Gas Appliance Register
- Annual Safety Inspection
- Gas Repairs
- Quality Control
- Policy Review

The Associations Responsibilities

Rationale

This policy is underpinned by Health & Safety legislation and places a duty on the Association to provide and maintain a safe environment.

Responsibilities

The overall responsibilities for these arrangements lie with Craigowen Housing Association.

Managers are responsible for ensuring staff and employees are aware of this policy and understand the method and timings of reporting incidents.

Ensuring risk assessments, local policies and procedures are produced and that safe systems of work are adopted including emergency response arrangements.

Ensuring that gas safety working procedures and safe systems of work implemented are subject to regular monitoring and reviewing to ensure effectiveness.

Ensuring staff and employees receive appropriate information, instruction, training supervision and equipment.

Policy Statement

Craigowen Housing Association is committed to achieving the highest possible standards in the services it provides, providing properties of a standard which reflect legislative

requirements, best practice and meets occupant's reasonable expectations. This Gas Safety Policy supports the Repairs and Maintenance Policy by establishing a set of challenging minimum standards which are comparable with or exceed those of other local providers of social housing.

The overall aim of this policy is to ensure the safety of people in properties owned or managed by Craigowen Housing Association that have gas utility services and gas-fired appliances. We aim to protect the health and welfare of the occupants of our properties, residents, visitors, staff, contractors and the general public so far as is reasonably practicable.

The objectives of this policy are:

- To ensure compliance with current legislation and best practice, under Sections 35, 36 and 39, respectively, of the Gas Safety (Installation and Use) GSIUR (NI) 2004, and the 2018 amendment, and the appropriate Codes of Practice for solid fuel, oil and LPG installations.
- To identify and manage all risks involved
- To provide relevant gas safety information and maintain a dialogue with our customers and work in partnership with our contractors.
- To maintain all gas appliances that are Craigowen Housing Association's responsibility in safe working order and to manufacturer's instructions.
- To ensure that all our properties are safe and suitable for letting from a health and safety perspective and comply with all legal requirements.

For the sake of clarity, the prime objectives of this policy are to ensure that:

- All tenanted properties have a current, in-date Landlords Gas Safety Record (LGSR)
- Any tenanted properties that do not have a current LGSR have been properly notified by the contractor to the Association and are properly accounted for.
- It is the duty of the contractor and responsibility of the Association to ensure that there is no performance shortfall between the number of tenanted properties, and the number of valid in-date LGSR's.

The Board of Craigowen Housing Association is committed to ensuring that this Gas Safety Policy will:

- Illustrate the Association's recognition of its duties.
- State how it will discharge its duties.
- State the standards it requires of those contractors acting on its behalf.
- State how it will monitor those acting on its behalf, and their work, in order to fulfil its duty so far as is reasonably practicable.

This policy is supported by individual, modular gas safety procedures which cover the following areas:

- Qualifying Contractors and Operatives
- Uniformity of Documentation
- Unsafe Situations
- Gas Escapes
- Gaining Access
- Voids and Mutual Exchanges

- Quality Control
- Document Storage and Retrieval
- Gas Safety Training
- Vulnerability Assessment
- Properties with No Gas Supply

Before Occupation

Complete a Gas Safety Inspection before a tenant moves into a property (with certificate) unless an annual inspection is being arranged or is due within 6 weeks, in which case the completion of the Landlord's Annual Gas Safety Record will be brought forward.

Information to Occupants

Provide a copy of the certificate to the tenants of inspected properties within 28 days of the safety check records

Keep all Certificates for a minimum of 2 years after the date of completion.

Ensure that all work carried out on the Association's behalf to gas appliances or flues is carried out by a Registered Gas Installer or Gas Registered Contractor.

Make a copy of the certificate available for inspection by any lawful occupier of the inspected property at reasonable notice and provide a copy of the certificate to the tenant when it is issued.

The Health and Safety Executive Appointed Gas Safe on 1st April 2009 to manage and certify the registers of installers and contractors.

The Gas Industry Unsafe Situations Procedure IGEM/G/11 (Copy available by request) has significant implications for the Association's properties. The legislation brings additional requirements for ventilation caused by the recalculation of ventilation requirements.

Key Legislation and Regulations

- Health & Safety at work Act (HSWA) 1974
- Health & Safety at Work (Northern Ireland) Order 1978 (as amended 2000)
- Gas Safety (Installation and Use) Regulations (GSUIR) NI 2004
- The Gas Safety (Installation and Use) (amendment) Regulations (GSIUR) 2018
- The Gas Industry Unsafe Situations Procedure IGEM/G/11.
- The Gas (Rights of Entry) Regulations 1996
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Northern Ireland 1997.

Policy Content

The Gas Safety (Installation and Use) (amendment) Regulations 2018, GSIUR (NI) 2004 deal with the safe installation, maintenance and use of gas systems, including gas fittings, appliances and flues, mainly in domestic and commercial premises. They update, consolidate and replace the Gas Safety (Installation and Use) Regulations 2018. The Regulations generally apply to any 'gas' as defined in the Gas Act 1995. The requirements therefore include both natural gas and liquefied petroleum gas (LPG).

These Regulations place responsibilities on a range of people, including those installing, servicing, maintaining or repairing gas appliances or fittings, as well as landlords.

The enforcing authority for the Regulations is the Health and Safety Executive (HSE). Within the scope of the Gas Safety (Installation and Use) Regulations, a landlord is defined as 'the person providing residential accommodation for occupation by others on the basis of a tenancy agreement for a periodic term.'

The Contractors Responsibilities

The Contractors' responsibilities emanate from the Gas Safety (Installation and Use) Regulations 2018 / Gas Safety (Installation and Use) Regulations NI 2004 and the Association's current gas contract which state that: -

All engineers working on the Association's appliances are appointed by a Contractor who has been appointed by the Association.

24-hour cover is provided for the maintenance of the Association's gas appliances and flues.

A safety check and service on the Associations gas appliances is carried out within a 12-month period. The contractor must also ensure that a battery powered carbon monoxide detector (BS 7860 certified) is installed and have the battery renewed when the annual safety check and service is being carried out.

A safety check and servicing programme will be provided by the Contractor to the Association at least one month prior to the first safety check and service.

Regular reports, including formal monthly reports and electronic updates will be received during the safety check and servicing programme period. Details on the units completed, non-access to property and planned dates for the outstanding appliances will be provided to the Association by the Contractor.

The Contractor will provide certificates and job sheets which will be submitted within 7 days of any work being carried out.

The Contractor is required to advise the Association immediately when an unsafe appliance is identified. The Contractor will apply a warning label to the unsafe appliance. The label should not be removed until repairs are complete.

When working on the Association's appliances the Contractor will at all times comply with legislation and amend practices and procedures in accordance with changing legislation.

The Contractor will attend meetings with the Association as scheduled or called for.

The contractor will provide a form which will record:

- The date the appliance was checked
- The address of the installation(s)
- The name and address of the Association
- A description of the location of each appliance and flue checked
- Any defects identified
- Any remedial action taken
- The effectiveness of the flue
- The supply of air
- The operating pressure
- The heat inputs
- The safe functioning of the appliance
- The name and signature of the operative completing the check
- The Gas Safe registration number of the operative or his/her employee

The Competence of the Contractor

The Association only approves competent contractors for the gas servicing contract or the installation of new appliances. In order that this objective can be achieved, all potential contractors will be required to complete a questionnaire. The contract will be procured in accordance with the Association's Procurement Policy.

To ensure that the Association is satisfied that the gas contractor's operatives are competent, the Association will carry out the following checks:

Check the Contractors' operatives Gas Safe Register registration by contacting the council for Registered Gas Installers Gas Safe direct and by obtaining a copy of their Gas Safe registration.

Ensure that all engineers working on the Association's appliances have the appropriate Accepted Certificate of Competence.

Copies of the engineer's qualifications will be held in a central file at the Association's Offices.

The contractor method statements and procedures will be checked by a nominated responsible person or qualified third party appointed by the Association.

The Gas Appliance Register

The Association will hold centrally on computer a register of gas appliances. The register will detail as a minimum:

- A description of the appliance
- Date of installation
- Servicing history

Annual Safety Inspections

The Association will ensure that annual inspections can be carried out on all appliances within a 12-month period by instructing the contractor to prepare and agree with the

Association a programme of inspection and servicing in the 2 months before the first service is due.

Gas Repairs

Residents report any gas repairs directly to the community's office or to the out of normal hours call service.

In the case of any suspected gas leak immediate notification to the gas transporter or gas networks provider is required.

The gas service contractor will visit the property, following any attendance by gas transporters networks to assess the problem and repair any faults.

A job sheet will be submitted to the Association, and the details will be logged onto the repair's history for that property for record purposes.

The Associations appointed contractor must ensure that any outstanding problems highlighted on the job sheet are followed up, where applicable, examined including but not limited to:

- The effectiveness of any flue
- The supply of combustion air
- Its operating pressure and heat input
- Its operation so as to ensure its safe functioning

Quality Control

In the event of a grievance arising or where discrepancies and deficiencies are uncovered, the Association will require the contractor to instruct (if applicable) at the contractor's own cost, Gas Safe Register to carry out an investigation with all findings copied to the Association.

Any further action against the contractor will be considered by the board following a report from the nominated qualified person.

Policy Review

This policy will be subject to review at least every three years or when applicable to any change in regulations or relevant legislation.

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