



## PLYMOUTH COMMUNITY HOMES Gas Safety Management Policy

<b>Version:</b>	Final
<b>Lead Directorate:</b>	Homes and Neighbourhoods
<b>EIA completed:</b>	September 2017
<b>Approved date:</b>	April 2021

### 1. Purpose and policy statement

Plymouth Community Homes (PCH) recognises that gas safety in its properties is paramount and will take all reasonably practicable steps to ensure that gas fittings, appliances and flues are correctly installed, maintained in a safe condition and regularly checked for safe operation in line with the requirements of the current Gas Safety (Installation and Use) Regulations (GSIUR) and the Approved Code of Practice, L56.

This policy sets out PCH's commitment and approach to:

- Meeting our legal obligations regarding gas safety.
- Minimising risk to residents, employees, visitors and property.
- Adopting a tailored approach to assist residents who have support needs that may lead to a particular risk in relation to gas safety.

This policy applies to all buildings owned or occupied by PCH or its subsidiary companies where gas appliances, flues or gas installation pipework are installed.

### 2. Responsibilities

To embed gas safety as a corporate priority, the PCH Board and Executive Management Team must ensure this policy is communicated and implemented throughout all areas of PCH.

To fulfil its statutory duty in relation to gas safety, the PCH Board and Executive Management Team shall provide adequate resources to maintain suitable and sufficient levels of staff, supervision, training and equipment.

The Head of Asset Management will ensure that PCH's Gas Safety Management Plan, which supports this policy, is implemented and regularly reviewed.

The Gas and Mechanical Services Manager is responsible for implementing, monitoring and reviewing procedures to ensure compliance with this policy and the GSIUR.

In order for PCH to discharge its legal duty, tenants must allow access to their property for the annual gas safety check.

Tenants must not:

- install any gas appliance (see section 3 relating to tenant-owned appliances).
- use any gas appliance or fitting they know or suspect to be unsafe.

### **3. Arrangements**

PCH will comply with all relevant legislation including the GSIUR and the general duties set out in the Health and Safety at Work Act 1974. In relation to gas safety, the key provisions of the GSIUR require PCH as a landlord and registered installer to:

- Ensure all PCH owned or adopted gas appliances, flues and installation pipework are correctly installed, maintained in a safe condition and regularly checked for their safe operation.
- Assess the level of risk associated with the installation and use of natural gas and implement control measures to reduce or eliminate these.
- Use competent operatives and contractors registered with the Gas Safe Register.
- Provide a copy of the Landlord's Gas Safety Record to the tenant within 28 days of a safety check.
- Ensure new tenants are provided with a copy of a valid Landlord's Gas Safety Record on occupancy.
- Ensure that any other work undertaken on behalf of PCH, that may affect gas safety, is undertaken with due diligence given to the GSIUR.

Other relevant legislation and industry guidance can be found in Gas Safe Register's Legislation and Standards Document list. An electronic link to the current version of this list is provided within the PCH Gas Safety Management Plan.

To comply with the GSIUR:

- PCH shall undertake annual gas safety checks to all properties with a live gas supply within a 12 month period of the previous check.
- Gas servicing appointments shall be arranged two months prior to the expiry date of the previous safety check on a ten-month cycle. This demonstrates that all reasonable steps are taken by PCH to access properties in order to discharge its Landlord's duties under regulation 30 of the GSIUR.

- Where a gas appliance, flue or installation is found to be unsafe, we will make every effort to effect an immediate repair. When this is not possible we will take the appropriate action to ensure the installation is made safe.
- Gas work undertaken on behalf of PCH shall be carried out only by approved in-house operatives or contractors registered with the Gas Safe Register.
- Any PCH employee procuring gas work must notify the Gas Quality Inspection team prior to engaging any contractor or gas operative. This is to allow verification of registration, qualification and suitability.
- Any PCH employee arranging or procuring any work activities that may impact gas safety must ensure the risk to gas safety is assessed and a record of the assessment is kept for future reference.
- To provide clear robust audit trails, any PCH approved contractor utilising a sub-contractor to carry out gas work must ensure the subcontractor is included in the principal contractor's own Gas Safe Register list of operatives.
- PCH will retain current, legally compliant and accessible records relating to gas safety and gas work undertaken in its properties.
- PCH will not grant permission for tenants to install gas appliances in its properties. This restriction does not apply to gas cooking appliances or other appliances classed within the GSIUR as tenant-owned. If a tenant wishes to install such appliances they must employ a Gas Safe Register approved operative and inform PCH.
- Although PCH does not have a legal responsibility to ensure that leaseholders maintain their gas installations in a safe manner, we will take action which minimises the risk to residents, visitors, customers and property. This includes ensuring leaseholders comply with relevant lease terms, that PCH inform leaseholders of their obligations and that leaseholders comply with other relevant PCH policies such as our Alterations to Homes policy. (For the provisions of this clause, leaseholders include residential and commercial).
- PCH will adopt a person-centred approach, taking prompt, appropriate and tailored action to safeguard residents with support needs that may lead to a particular risk in relation to gas safety. PCH will ensure an appropriate balance of firmness and sensitivity as required ensuring the safety of residents.

#### **4. Procedures**

The Gas Safety Management Plan, operating procedures, industry guidance and standards support this policy and detail of how PCH manage Gas Safety.

## **5. Monitoring and review**

PCH will monitor this policy to ensure it meets current legislation and best practice and will review it in accordance with our review timetable for all policies.

## **6. Data protection**

In applying this policy, all members of staff must comply with PCH's data protection policy and ensure that personal information supplied by customers is protected at all times.

## **7. Equality and diversity**

PCH 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.

PCH will make this policy available in other languages and formats on request.

PCH will carry out an equality impact assessment on this policy, in line with our corporate procedure.