



PLYMOUTH COMMUNITY HOMES GAS SAFETY POLICY

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| Version: | 3 |
| Lead Directorate: | Homes and Communities |
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1. Purpose

1.1 The purpose of this policy is to outline Plymouth Community Homes' (PCH) approach to managing Gas Safety in properties under the organisation's management and control. This policy provides a framework within which gas safety will be managed and sets out key roles and responsibilities for delivery of this policy.

1.2 The Gas Safety Management Plan (GSMP) will provide PCHs' operational approach to managing gas safety including monitoring and accountability and gas safety access procedures and emergency protocols.

1.3 The operational procedures in the GSMP set out how PCH will meet the statutory obligation outlined in this policy, and therefore the GSMP is enforceable through this policy.

2. Introduction

2.1 PCH recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from hazards arising from gas installations in premises managed and controlled by the organisation.

2.2 This policy supports PCH to ensure that our obligations as a landlord, tenant management organisation and employer are being met, and seeks to provide assurance that risks associated with gas installations are appropriately managed.

3. Policy Statement

3.1 PCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from gas installations exists in PCH owned and managed properties. PCH accepts that it is the legal Duty Holder for its premises, and has a responsibility to protect its residents, employees, those who work in PCH premises and others from risks arising from gas installations.

3.2 The Regulator of Social Housing and Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of residents in their homes, including gas safety management.

3.4 To meet its statutory duties in relation to Gas Safety Management PCH will comply with our duties under The Gas Safety (Installation and Use) Regulations 2018 (GSIUR) and Pressure Equipment (Safety) Regulations 2016. To comply with the duties in these regulations PCH will:

- Ensure that works in relation to a gas fitting is carried out by a suitable qualified and competent person in line with the regulations.
- Ensure that all parties contracted/commissioned by PCH to carry out works in relation to a gas fitting are working to current regulations and standards.

- Ensure that each appliance and flue is checked for safety at intervals of no more than 12 months. Wherever possible this is to be conducted within 2 months of prior to the anniversary date of the previous safety check.
- Carry out a gas safety check prior to letting a property.
- Provide a copy of the gas safety check to any person lawfully occupying the premise within which the gas appliance is located.
- Follow all available options for access to support the implementation of this policy.
- Apply protocols to deal with emergencies such as gas escape.
- Ensure a working carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers)
- Ensure that manufacturers' recommendations are applied when developing maintenance programmes or carrying out maintenance and installation of gas appliances and carbon monoxide alarms.
- Engage with 3rd parties to carry out audits on works completed by parties contracted by PCH to carry out works on gas fittings.

4. Related Documents

- The Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended 2018.
- Pressure Equipment (Safety) Regulations 2016
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Housing Act 2004
- Health and Safety at Work etc. Act 1974

5. Scope of Policy

5.1 This policy applies to all PCH staff, contractors, and others carrying out works in PCH premises.

5.2 The policy applies to all buildings owned or occupied by PCH and its subsidiary companies. This policy applies to the following location: -

- Rented properties including garages.
- Communal areas
- Offices and storage facilities

5.3 PCH's Leasehold Team will remind leaseholders of their obligations in writing annually and obtain copies of any gas safety checks undertaken.

5.4 We will undertake consultation as required with 'variable service charge payers', such as Leaseholders, on a works or contract specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

6. Roles and Responsibilities

6.1 Under this policy, PCH has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors.

6.2 Board Members

The Board has the overall governance responsibility for ensuring that PCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Establishing key H&S policies
- Awareness of risks and risk controls in place
- Agree performance targets and a performance monitoring framework.
- Ensuring availability of adequate resources and competencies for delivering policy commitments
- Ensuring appropriate reporting and auditing activity
- Hearing the voice of residents.

6.3 Duty Holder

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| Duty Holder | Chief Executive |
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The Chief Executive has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge the duties outlined in this policy.

6.4 Policy Management and Assurance

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| Appointed Person | Position: | Executive Director of Homes and Communities |
| | Responsibilities: | Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met. To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties. |
| Deputy Appointed Person | Position: | Head of Repairs, Voids & Compliance |
| | Responsibilities: | Ensuring the Gas Safety Management plan is implemented, relevant, current, and practical. |

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| | | <p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports to the Board as part of the monitoring framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.</p> |
| <p>Appointed Competent Person:</p> | <p>Positions:</p> | <p>Snr Compliance Manager and Gas Compliance Manager</p> |
| | <p>Responsibilities:</p> | <p>Administer associated contracts and act as the first point of contact for gas safety and policy related queries.</p> <p>Ensure effective management of PCH gas safety programmes.</p> <p>Liaising between the employees, contractors, and residents about matters pertaining to gas safety for locations within the scope of this policy.</p> |

7. Equality, Inclusion and Diversity Statement

7.1 PCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise we have a duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff to share these values and treat all residents with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

7.2 PCH will apply a zero-tolerance response to acts of discrimination.

7.3 PCH recognises that residents have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.

7.4 PCH will ensure it meets its duties under the Equality Act 2010 to take into account the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity
- Foster good relations between different parts of the community

7.5 All contractors employed by PCH or carrying out works on PCH owned or managed premises are required to adhere to the commitments we have made to valuing and promoting equality and diversity and inclusion across our services.

8. Communication

8.1 PCH will ensure that appropriate Gas Safety information is provided to relevant persons on our website and upon request.

8.2 PCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

8.3 PCH will promote awareness of the risks from gas installations through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

8.4 To ensure that appropriate and suitable training is provide to staff, PCH will carry out training needs where appropriate.

8.5 PCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with out contractors delivering services.

Document Control – Change History

| Version | Date | Created/Amended By | Purpose |
|----------------|-------------|---------------------------------------|---|
| 3 | April 2024 | Head of Repairs, Voids and Compliance | Policy revised to ensure compliance following an external audit review. |
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