



TAI CANOLBARTH CYMRU MID-WALES HOUSING

Yn barod **amdani** **Equal** to the challenge

Gas, Oil & Solid Fuel Safety Policy

Strategic Aim:	To ensure the Association complies with its statutory obligations in terms of resident safety.
Reference No:	Gas, Oil & Solid Fuel Safety Policy
Date Of Issue:	September 2017
Associated Policies	Asset Management Strategy Health & Safety Policy Fire Safety Policy Repair & Maintenance Policy
Next Review Date:	September 2020
Departments Affected:	New Business teams, Community Housing
Approved By/Date:	Board of Management, September 2017
Lead Officer:	Sian Howells Director of New Business
Statutory Compliance:	<ul style="list-style-type: none"> • Gas Safety (Installation and Use) Regulations 1998. • OFTEC. • HETAS. • Health and Safety at Work etc. Act 1974. • Management of Health and Safety at Work Regulations 1999.

Title: GAS, OIL & SOLID FUEL SAFETY

1.0 Introduction

- 1.1 There are potentially fatal risks associated with gas appliances, both through leaks of the natural gas itself, which is highly flammable, and carbon monoxide leaks which are potentially fatal. This policy sets out the Association's approach to ensuring the safety of all gas heating installations including boilers, fires and associated pipework.
- 1.2 We also understand the risks associated with poor or irregularly serviced oil, solid fuel appliances and open fires. Therefore, all oil and solid fuel appliances also will be serviced on an annual basis in line with this Policy.

2.0 Role of Board

- 2.1 The Board is responsible for ensuring its business complies with the Gas Safety (Installations & Use Regulations 1998 and the requirements recommended by OFTEC (Oil Fired Technical Association) and HETA (Heating Equipment Testing and Approval Services) for oil and solid fuel appliances.
- 2.2 Its role is to seek robust assurance that the Association is compliant with the above health and safety legislation and best practice requirements, that the associated risks are identified and managed and proper controls and assurance reporting is in place.
- 2.3 The Board will receive regular reports on compliance with this policy and key performance indicators outlining the percentage of properties with a current gas certificate will be reported monthly in Covalent.
- 2.4 The Health & Safety Committee will receive quarterly reports on compliance with all servicing requirements.

3.0 Delegation of Duties

- 3.1 Under the Gas Safety (Installation and Use) Regulations 1998, the individual Registered Social Landlord (RSL) has ultimate **responsibility** for all landlord duties relating to gas and carbon monoxide safety.
- 3.2 The Director of New Business is responsible for ensuring compliance with this policy, meeting all statutory requirements and delivering our gas safety commitments to those individuals who occupy our properties.
- 3.3 **Performance** of the landlord duties is delegated to the **Technical Services Manager (TSM)**. These duties include making sure that gas appliances, fittings and flues provided for tenants are safe and well maintained. They also include ensuring a Gas Safe registered engineer carries out an annual gas safety check, appropriate records are kept of the service and a copy is issued to tenants.
- 3.4 Record keeping of Statutory Compliance in connection with this Policy is delegated to the **New Business Systems Team Leader**.

- 3.5 Where the Association manages properties on behalf of external owners or leaseholders, we retain the responsibility for the annual Gas/Oil safety check, the cost of which is recovered via the service charge for that property.
- 3.6 Where there is a Support Provider (managing a particular tenant/tenant group in one of our properties), the Association retains responsibility for the annual Gas/Oil Safety checks required.

4.0 **Policy Statement**

In order to comply with the legislation the Association will ensure:

- We are aware of all instances where gas appliances are present in our stock and carry out a quarterly reconciliation/audit to check totals against property acquisition/disposal figures.
- **Annual gas safety and oil checks (CP12 and CP11s respectively) are carried out every 12 months by a Gas Safe or OFTEC - registered engineers and appropriate action is taken to gain access where necessary;**
- **Six monthly visual and carbon monoxide checks on the two remaining properties heated by solid fuel means are carried out by a HETAS registered engineer together with an annual sweep of the chimneys;**
- **Gas certificates issued will be CP12s, except in specific instances where only one appliance is involved, where a CP4 may be used instead; Oil certificates will be CD11s and HETAS certificates in respect of the two solid fuel heated properties.**
- **Each existing resident will be issued with a copy of the appropriate safety certificate within 28 days of it being completed;**
- **Our gas appliances, pipe work and flues are repaired and maintained to approved standards, including in market rented, intermediate rented, temporary accommodation and supported housing properties, (subject to the terms of the individual management agreement);**
- Appropriate legal action is taken should residents refuse to provide access for testing and maintenance which will be coordinated between the Community Housing and New Business teams;
- **Timely and appropriate installation and upgrade programmes are completed; taking into account any trends analysis findings and/or recommendations from contractors.**
- **Contractors are procured and managed appropriately, ensuring that they are qualified and registered to do the work required of them;**
- **Detailed records are kept, including a record of the gas safety check for two years and compliance with this requirement is monitored;**
- The risks associated with gas, oil and solid fuel appliances, our actions to mitigate them, and their own responsibilities are publicised to residents. This includes highlighting their responsibility to inform us of any known safety concerns with either our appliance/ installations or their own appliances (such as cookers or portable gas appliances) where necessary, and turning the appliance off until checked by a Gas Safe registered engineer.
- **All relevant front-line staff receive appropriate oil and solid fuel and gas and carbon monoxide safety awareness training. Staff directly involved in the management of gas related activities will receive more in depth training in accordance with current Best Practice requirements;**

- All staff should look out for danger signs from gas appliances as a part of their routine duties and visits to residents' homes.
- **Performance is monitored on a monthly basis in relation to the percentage of units with a valid gas certificate and the stage that properties without a valid certificate have reached.**
- Wherever a new flue less gas appliance (such as a cooker) is installed in a multi-occupancy dwelling, it must have a Flame Supervision Device (FSD), which will cut off the gas if it detects that the pilot light goes out.
- Primarily, it is the responsibility of residents to ensure that appliances have FSDs, but where we own such appliances (for example in supported housing or temporary accommodation), we will ensure that the appliances comply with these regulations.
- **Contractors note any non-complying cookers on the annual safety check certificate (CP12) and, where relevant, inform the resident of the regulations.**
- **Any issues emerging through the gas safety check will be:**
 - ❖ **rectified at the time of the check, where the contractor is able to do so;**
 - ❖ **scheduled for repair according to the appropriate repair timescale; or**
 - ❖ **noted for action as part of upcoming planned maintenance on the property.**
- **Where issues identified at the annual safety check result in no heating being available in the property, contractors are contractually required to provide sufficient alternative heating arrangements. This can be especially important for vulnerable residents and will normally consist of a minimum of two fan-type heaters.**
- We will **not** give permission for residents to install any portable LPG appliances (including gas barbeques) in their homes. Where they are identified in our properties, they will be removed as a matter of priority and, where appropriate, replaced with alternative fixed appliances;
- If a Gas Safe Registered operative identifies a damaged or missing meter box, they should deal with the situation in line with the Gas Industry Unsafe Situations Procedure (GIUSP).

Safety Checks on Communal Units

- We arrange to carry out an annual gas safety check on communal installations and a notice relating to gas safety shall be publically displayed at each building served by a communal system to confirm that regular gas safety checks are carried out.
- Where we have commercial boilers with over 60 kW heat input they receive two services per year, comprising one major and one minor service. They will also continue to receive the landlord's gas safety check annually, usually as part of the major service.

Safety Checks for Lettings and Mutual Exchanges

- **With the exception of letting a single room in a shared property that does not have any gas appliances, all properties will be inspected and certificated (CP12/11) before any letting in accordance with the Mutual Exchanges Policy proceeds;**
- **New residents will receive a copy of the gas safety certificate before they move in. With mutual exchanges, the officer arranging the signing will ensure this happens.**

- Any appliances installed by the previous resident will be removed before re-letting. and no appliances should be gifted to the incoming resident.

Safety checks for Voids

- When a property which is self-contained and does not share a gas meter becomes void, in **all** cases it should be arranged for the gas supply to be capped as soon as reasonably practicable following the return of keys (within 24 hours of hand back or the next working day).
- **During every void and before keys are issued to a new tenancy that the above safety inspections are undertaken.**
- We will remove any gas fire left at the property and either seal/vent the opening or provide an electrical fire instead.

Safety Checks for New Build and Refurbishment

- On new build properties and those undergoing substantial refurbishment or major repairs, a safety check will be required at the point of handover (a maximum of 10 days beforehand), regardless of whether a safety certificate has been issued previously.
- **For sales units, the New Business Systems Team will arrange for the check after completion of the sale and before occupation. We will use the local nominated servicing contractor for these checks rather than the development contractor to allow confirmation of the safety of the installation by a third party.**

5.0 Audit, Compliance and Review

- 5.1 **Because this is such a high-risk area, we will carry out an external CORGI audit every three years as well as regular internal audits (TIAA or similar) of gas safety.**
- 5.2 The TSM has responsibility to ensure that contractors are compliant with all relevant health and safety legislation before being permitted to work on our properties. This will include annual reviews of contractor health and safety procedures as well as regular review of contractor compliance and performance;
- 5.3 **This policy is reviewed every three years, validated externally and updated whenever legislation or regulation changes.**

Strategic Risk Factors	SR17/008 - Risk to Health & Safety of employees, tenants, contractors or third parties as a result of the Association not managing either the works to its properties or their use and occupation in accordance with regulatory Best Practice.	
Purpose:	To ensure the Association complies with its statutory obligations in terms of resident safety.	
Departments/Sections Affected:	New Business Teams, Community Housing .	
Lead Officer:	Director of New Business	
Reference No:		
Date of Issue:	September 2017	
Review Date:	September 2020	
Approved By:	Board of Management September 2017	
Equality Impact Audit	<i>How does/will this policy ensure needs are met fairly particularly with regard to race, gender, disability etc?</i>	It sets out the policy framework for the Association to ensure it treats all sectors of society equally.
	<i>Is it felt that this Policy might affect different groups adversely. If so what is the justification for this, and is it legally permissible?</i>	No groups or individuals are expected to be affected adversely.
	<i>Have any representative groups in the locality been asked for their opinion and if so what was the outcome?</i>	No.
Tenant Engagement	<i>How does/will this policy ensure the needs of tenants are met?</i>	It will help to ensure that all tenants receive the same level of service irrespective of whether they have any "protected characteristics"
	<i>How is it felt this Policy will impact on the rights and obligations of tenants?</i>	
	<i>Have tenants been consulted and were the outcomes of that consultation taken into account when considering the introduction of this Policy?</i>	Core of Policy approved by TaRF in 2014 but further amendments/additions made since, none of which are considered to detrimentally affect any resident.