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| Gas Safety Policy |  |
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Useful Definitions:

**The Councils** – Refers to the South Oxfordshire District Council and Vale of White Horse District Council.

**Landlord** – This will be the named Landlord on the Tenancy Agreement and will be either South Oxfordshire District Council **OR** Vale of White Horse District Council

**The Service Provider –** This means the appointed sub-contractor for the Councils who will implement the terms of the Policy. As of 30 October 2023, this will be Soha Housing.

**Tenant/s –** Person/s who occupy the property which is owned or leased by the Landlord.

Gas Safety Policy

**Policy Statement**

1. The Policy applies to all activities connected with the servicing and maintenance of gas appliances owned by The Councils.
2. The Councils believe that the regular maintenance and servicing of gas equipment within its properties is of paramount importance in ensuring the safety of our residents. We recognise the potential dangers posed by gas and gas fired appliances and therefore treats gas safety as a fundamental objective. The Council has set The Service Provider a target of obtaining 100% current gas certificates serviced within a 12-month period.
3. The Councils recognises it has a legal responsibility to ensure that all our gas appliances are checked and serviced annually using approved Gas Safe registered personnel in accordance with the GSIUR 1998. The Councils and the Service Provider will also comply with the Health & Safety at Work etc. Act 1974 (HSWA).
4. The Service Provider has detailed gas safety procedures to complement this policy which explains our approach, in particular to “no access” issues, breakdowns, quality checks, gas leaks, void properties and the mechanism by which data is recorded.

**Aim of the Policy**

1. Gas Safe Register is the body charged by the Health & Safety Executive (HSE) to maintain a register of competent gas installers in Great Britain, Northern Ireland, the Isle of Man & Guernsey.
2. Gas Safety (Installation and Use) Regulations 1998: The main legislation for Gas Safety and residential properties. The Health and Safety Executive (HSE) will prosecute breaches of this legislation.
3. The overall aim of the policy is to ensure The Councils, The Service Provider and our contractors comply with the legal requirements laid down in The Gas Safety (Installation and Use) Regulations 1998 (GSIUR 1998) thereby ensuring the safety of our tenants.
4. Regulation 36 details the Landlord’s two main duties: the annual safety check on gas appliances and flues within a 12-month period (and that a record is kept and issued to the tenant). Together with the ongoing maintenance of the gas appliance and flue to which the duty extends.
5. The aim is to apply this policy consistently and fairly and with no discrimination on grounds of race, colour ethnic or national origins, religion, sexual orientation, disability,

**Implementation**

1. The Service Provider has both a robust and flexible approach to ensure gas servicing is carried out within a 12-month time frame. Servicing is delegated to “competent” contractors. Competency is determined through registration via Gas Safe Register.
2. Where access has been denied the process to gain access is detailed within our Gas Safety Procedure document. The Service Provider will maintain accurate records of the contractor’s visits and the dates of any subsequent letters from either The Service Provider or our appointed Solicitors.
3. Properties will be serviced based on the anniversary of the previous year’s gas servicing expiry date to ensure value for money. In addition, properties will be serviced when they become void and during a mutual exchange.
4. We will ensure the Contractor pre-books all gas servicing appointments with tenants and confirms the date and time in writing.
5. We will work proactively with the contractor to establish contact with any tenants failing to provide access to their home. The Service Provider’s Housing Management team will provide assistance with our more vulnerable tenants to ensure we provide a tailored and effective service.
6. Tenants will be given the option of booking a gas service appointment out of hours, (i.e., early evenings or Saturday mornings).
7. We will highlight the importance and necessity of annual gas safety checks to our tenants using clear forms of communication.
8. Information relating to gas servicing will be provided on language cards ensuring all tenants have equal access to the works.
9. Where access has proved difficult during the previous year, we will put in place a range of proactive measures to reduce the possibility of this reoccurring.
10. In extreme cases The Service Provider will seek court injunctions to gain access to properties failing to provide access in accordance with our procedures.
11. When installing new and replacement heating systems The Service Provider will use the most environmentally friendly and economical boilers for our tenants.

**Resident Involvement**

1. This Policy directly affects the safety of tenants in their homes. The Service Provider will raise tenants’ awareness of gas safety within publications and on the website.

**Monitoring and Responsibility**

1. The Head of Service for The Councils has overall responsibility for implementation of this policy.
2. Context

This Policy is based on current legislation and best practice. The Councils will amend it in line with any changes.

The Gas Safety (Installation and Use) Regulations 1998

<https://www.legislation.gov.uk/uksi/1998/2451/contents/made>