

Gas Safety Policy
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1. Purpose

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance, and management of gas systems within premises controlled by the Clyde Valley Group. The gas safety system, inspection and monitoring programmes will also include the carbon monoxide monitoring systems which are considered to be an integral part of the gas safety management programme.
- 1.2 All gas servicing, maintenance and repair work will be sub-contracted to an external competent body.
- 1.3 The procedures detailed within this section are intended to facilitate the effective management of the contractor as well as all additional gas safety management issues, ensuring that all reasonable steps are taken to comply with the Health & Safety at Work etc. Act 1974 and the Gas Safety (Installation & Use) Regulations 1998.

2. Definitions

- 2.1 “*Gas Appliance*” – means an appliance for the heating, lighting, cooking, or other purposes for which gas can be used. In general, portable, or mobile appliances are not covered, except the use of portable or mobile space heaters (e.g., LPG cabinet heaters).
- 2.2 “*Gas Fittings*” – means pipework, valves (other than Emergency Controls), regulators and meters and fittings etc. designed for use by consumers of gas.
- 2.3 “*Flue*” – means a passage for conveying the products of combustion from a gas appliance to the external air.
- 2.4 “Gas” – includes natural gas and LPG gas.

3. HSE Advice

- 3.1 Health & Safety Executive (HSE) Gas Safety Advice Line. Open 9.00am to 5.30 pm Monday to Thursday and 9.00am to 5.00pm on Friday. Tel: 0800 300 363.

4. Legislative Requirements and Good Practice

- Gas Safety (Installation & Use) Regulations 1998
- Health and Safety at Work Act 1974
- The Housing (Scotland) Act 2001
- The Data Protection Act 2018
- The Freedom of Information (Scotland) Act 2002
- Management of Health and Safety at Work Regulations 1999
- Gas Safety (Management) Regulations 1996, as amended.
- Gas Appliances (Safety) Regulations 1995
- The Procurement (Scotland) Regulations 2016
- Building Standards (Scotland) Regulations
- Corporate Manslaughter and Homicide Act 2007
- Communities Scotland (Regulation & Inspection) Gas Safety matters
- Various RSL Policies and Procedures on Gas safety inspections
- Derek O’Carroll, Advocate, Murray Stable, Counsel’s Opinion for Forcing Entry (SFHA)

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

5. Gas Safety Management System

5.1 The Association will develop and implement a Gas Safety Management System to demonstrably manage gas safety in CVGs premises.

5.2 The Gas Safety Management System will cover, as a minimum:

- Roles and Responsibilities
- Information, Instruction and Training
- Asset Register
- Contractor Selection and Control
- Gas Safety Certificates/Checks
- Maintenance Procedures
- Record Keeping
- Information to Tenants
- Gas Safety Internal Monitoring
- Reactive Repairs
- Emergency Procedures
- Quality Assurance
- Void/Re-Let Procedures
- Closing Up
- RIDDOR
- Temporary Heating
- Audit and Review

6. Competent Persons

6.1 The Association shall ensure no person is permitted to carry out any works on gas installations unless competent to do so. Current competency is approved by the “Gas Safe Register” (www.gassaferegister.co.uk).

7. Roles and Responsibilities

7.1 The Association has defined the following roles with accountability and responsibility for the following aspects of the gas safety management system:

- Overall Accountability - CEO
- Overall responsibility – Director of Property & Development
- Delivery of the gas safety management programme – Asset Project Manager
- Administration of the gas safety management programme – Compliance Co-Ordinators
- Contractor selection, control, and monitoring – Director of Property and Development
- Repairs – Maintenance Manager
- Communications with tenants – Corporate Services Officer and Compliance Co-Ordinators
- Emergencies – Maintenance Manager

8. Contractor Selection and Control

- 8.1 The Association will define a detailed scope of works for the annual gas servicing and maintenance contract and will follow through a rigorous tendering and contractor selection process.
- 8.2 Contractors will be required to demonstrate compliance with the competency requirements of the Regulations and will be, as a minimum, Gas Safe Registered.
- 8.3 A formal system of contractor monitoring will be established and maintained to ensure the gas safety management system continues to operate in compliance with the agreed scope of works and with documented procedures and that any non-conformances, ineffective arrangements and problem areas are quickly identified and actioned upon.
- 8.4 A defined 'no access' procedure will be developed to ensure all reasonable steps are taken by the contractor and the Association to meet the 12-month deadline for landlord's gas safety checks.

9. Record Keeping

- 9.1 Under current legislation Landlord Gas Safety Records must be kept for a period of 2 years. The Association will establish and maintain a formal system for recording all activity in relation to gas servicing, maintenance, repairs, installations, emergencies, and all other relevant gas safety management data.
- 9.2 In relation to the annual gas safety inspection programme, the Association will hold the following records as a minimum: -
- Inspection records, findings, and actions
 - Reports and communications from gas contractors
 - No access reports and actions (audit trail)
 - Properties beyond 12 months
 - Intermediate safety checks on properties (voids).
 - External Audit Reports
 - Maintenance and repair records
 - Emergency situations and actions taken.
 - Letters of complaint

10. Information to Tenants

- 10.1 On an annual basis (and at the time of new tenants being housed), the Association will outline the pertinent issues of gas safety to tenants by way of written communication. This will include:
- Emergency contact numbers and reporting procedures
 - The Association's commitment to gas safety.
 - Tenants' responsibilities under their Tenancy Agreement.
 - Key health and safety risks.
 - The importance of the annual safety check and the need for access to premises.
 - Key points on the safe use of gas and gas appliances include action to be taken if a gas leak is suspected.

- The requirement to ensure that all gas-related work must be carried out by a Gas Safe registered engineer.
- 10.2 Formal 'rules' setting out tenants' gas safety obligations and duties will be clearly set out in their Tenancy Agreements. The Association will define a procedure for dealing with unauthorised gas installations, repairs, disconnections, and other gas related activities which fall foul of the Tenancy Agreement.
- 11. Gas Safety Internal Monitoring**
- 11.1 A formal system of monitoring the gas servicing/landlord's inspection and all gas repair work will be established and maintained with properly defined reporting, escalation, and action procedures.
- 11.2 The monitoring system will include, as a minimum, timeous review of:
1. All servicing and repair certificates
 2. Unsafe gas systems
 3. No access procedure, notices, and problems
 4. Properties 'over 12 months'
 5. Void properties
 6. Quality assurance / quality control reports
 7. Repairs and maintenance reports
- 12. Reactive Repairs and Emergencies**
- 12.1 As well as carrying out annual servicing to gas appliances and raising landlord's gas safety records the contractor will provide a full reactive repairs and emergency response service. This will be properly defined, and tenants made aware of the gas company's services and contact details in this regard.
- 12.2 Where the contractor has been unable to obtain access to undertake necessary repair work the contractor must bring the situation to the attention of the Association. The Association will ensure that the tenant is contacted as quickly as the situation demands.
- 12.3 Gas Leaks:
- Currently SGN have a statutory duty to attend gas escapes reported to them within two hours of receipt.
 - In the main, gas escapes are likely to occur within individual properties and tenants should in the first instance contact SGN Emergency Services.
 - Recognising that SGN will normally shut down the gas supply to an individual property where a leak is found and will not carry out any further work, it is, recognised as good practice for the Association to follow up a report of a gas leak by instructing the gas contractor to attend.
 - Where repairs cannot be readily made, and the heating system remains switched off the contractor will be asked to provide temporary heating and will advise the Association of the repair problem in order to agree to remedial work.
- 13. Quality Assurance (QA)**
- 13.1 An external third party shall be appointed to carry out a minimum inspection of 10% of completed annual services.

13.2 The contractor undertaking the QA work will require to be Gas Safe registered and employ fully qualified engineers.

13.3 Where a QA check identifies non-compliances or where unsatisfactory performance of the primary gas contractor is being observed details of the problems and suggestions for rectification will be clearly set out in the QA contractor's report.

13.4 Where the QA contractor identifies situations that pose an immediate or imminent risk to health, the contractor will notify the Association as soon as practicable. These notifications should be in addition to the regular reporting regime.

14. Void/Re-Let Procedures

14.1 A formal procedure will be defined for gas safety inspections associated with void properties and this will be included in the overall gas safety management system, contractor's contractual requirements and monitoring procedures.

15. Closing Up

15.1 Where a property is to be closed up on a long term or permanent basis then the existing gas supply shall be disconnected from the pipework within the flat. The gas supply shall be physically disconnected at the meter point, and both cut ends blanked. Where appropriate, SGN shall be advised and requested to remove the meter supply from the property.

16. RIDDOR

16.1 In relation to gas safety there are duties imposed upon gas conveyers, suppliers, etc. to report cases whereby death or a major injury (as defined by regulations) occurs out of or in connection with the gas supplied.

16.2 It is also recognised that a contractor will have a duty to formally report certain situations where it is deemed likely that the gas installation may cause death or major injury. The types of faults likely to cause death or major injury and would be reportable include: -

- A dangerous gas leak arises, for example, from the use of unsatisfactory materials or bad workmanship.
- A gas appliance which spills products of combustion or shows signs of incomplete combustion or shows signs of combustion problems due to inadequate ventilation.
- An appliance which is not suitable for use with the gas supplied
- An appliance in which a safety device has been made inoperative.
- Use of unsatisfactory materials in gas connections
- An appliance installation which has become dangerous through faulty servicing.

17. Temporary Heating

17.1 LPG or other bottled gas heating sources will not be provided to tenants as a temporary source of heating.

17.2 Where electrical heaters are provided as a temporary source of heating, the Electrical Safety policy should be consulted.

Policy Change History

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