



GAS SAFETY POLICY

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1. Introduction

ng homes are committed to maintaining the Health and Safety of employees, tenants, and members of the public. The Association recognises the potential health risks associated with gas used for fuel in office premises and in housing. Potential risks associated with gas as a fuel are significant, given the risk of fire/explosion, or from carbon monoxide poisoning due to incomplete combustion arising out of poor or irregular maintenance of appliances and systems.

The Association will take all reasonable steps to ensure that appropriate management systems are in place to ensure employees and members of the public are not put at risk from the effects of gas or carbon monoxide.

The Gas Safety Installation and Use Regulations places important duties on landlords of all properties to ensure that gas appliances and their flues are maintained in a safe condition, annual safety checks are carried out, and records are kept and issued (or in certain cases displayed) to tenants. These duties are in addition to the more general ones that landlords have under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

2. Legal Background.

Under Regulation 36 (Duties of Landlords) of the Gas Safety (Installation & Use) Regulations 1998 as amended 2018 (GSIUR), any gas appliance in a property (other than a gas appliance which a tenant is entitled to remove should they vacate the property) that is owned by the Association and is rented to a tenant must be checked for Gas Safety within 12 months of its installation and within every subsequent 12-month period thereafter until the appliance is removed or replaced.

2.1. Gas Safety (Installation and Use) Regulations 1998 as amended 2018

These regulations stipulate what is legally required and are supported by an Approved Code of Practice (ACOP) which gives guidance on how gas safety and compliance with the regulations can be achieved.

The fundamental requirements are:

- Installations, appliances, and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person (in lawful occupation). This also applies to employers or self-employed persons in respect of places of work under their control.

- Appliances and flues relevant to those appliances in premises which are let, shall be checked for safety at intervals of no more than 12 months. A certificate (referred to as the Landlord's Gas Safety Record), confirming the findings must be given to the tenant or responsible occupier within 28 days of completion of these checks or on occupation of the property.
- Landlords shall ensure that the work undertaken on their behalf is carried out by a member or an employee of the Health and Safety Executive's (HSE) "Approved Class of Persons." For the time being the approved class of person is one currently registered with the Gas Safe Register (GSR).

It is very important to note the use of the terms "shall" and "shall ensure". This makes the duty absolute. It does not consider cost, technical issues, or any other considerations; it must be done. The efforts that the Association will make in this pursuit cannot absolve it from the duty, but if called to account, may (where qualified by the regulations) be used as evidence in mitigation.

In common law, the Association also has a general duty of care in respect of its tenants, service users, and the purchasers of its properties. To this end the Association must have in place management systems and practices to adequately address all foreseeable risks. Management in accordance with the Gas Safety (Installation and Use) Regulations is demonstrable evidence of such.

Regulations 36 – Duties of Landlords

Regulation 36 places important duties on most landlords of domestic property to ensure that gas appliances and flues are maintained in a safe condition. Annual safety checks are carried out, and records kept and issued (or in certain cases displayed) to tenants.

To summarise regulation 36:

The Gas Safety (Installation and Use) Regulations; Regulation 36, places 2 duties upon a landlord, those being:

- 1) to maintain all gas appliances, flues, and gas installations; (appliances that the tenant cannot legally remove); and
- 2) to undertake an annual safety check of gas appliances and flues and produce documents to support.

All properties to which the duty extends have been detailed within the contract of contractor engagement (Specification). The contract is so detailed that appliances owned by the Association shall be serviced and checked for gas safety at intervals of no more than 12 months from the previously recorded Gas Safety check/service date.

The Association will need to confirm that they are applying Regulation 36a in any contract with a service provider.

Gas Safety Regulation 36a.

36a(1) Where a safety check of an appliance or a flue made in accordance with regulation 36(3)(a) or (b) is or was completed within the period of 2 months ending, with the deadline date, that check is to be treated for the purposes of regulation. 36(3)(a) and (b) as having been made on the deadline date.

36a(2) Subject to paragraph 36a(3), the landlord may ensure that an appliance or flue is checked for safety within the 2 month period beginning with the deadline date, instead of checking it within the 12 month period ending with that date.

The new MOT-style of servicing is not compulsory, and therefore Landlords are not obligated to implement the new scheme, however it does offer significant advantages for landlords, tenants and contractors. Under the new scheme, gas servicing can be completed up to two months before the anniversary of the previous check whilst retaining the existing expiry date. Currently, to ensure compliance, many organisations operate a four or eight-week access process to try and minimise the potential for repeat servicing and the extra costs involved, whilst making sure that safety checks are completed in good time.

2.2. Tenants Own Appliances

ng homes will service and check the safety of all appliances and flues that the tenant cannot legally remove. This also includes Association purpose provided gas installation pipework.

In respect of tenant's own appliances ng homes accepts its liabilities to the flues of the properties that tenants own appliances are connected to. In recognition of those liabilities' ng homes will undertake a gas safety check on all appliances connected to Association property flues.

As a minimum the safety check will include, but will not be limited to, those checks detailed in the Gas Safety (Installation and Use) Regulations, Regulation 26 (9). In respect of appliances not connected to flues owned by the Association, a visual inspection for safe use will be undertaken. (in accordance with IGEM/G/11 Gas Industry Unsafe Situations Procedure GISUP)

Regulation 26 (9) (Appendix 2)

Where a person performs work on a gas appliance, he shall immediately thereafter examine:

- the effectiveness of any flue.
- the supply of combustion air.
- its operating pressure / heat input, or where necessary both.
- its operation so as to ensure its safe functioning.

and forthwith to take all reasonably practicable steps to notify any defect to the responsible person, and where different, the owner of the premises in which the appliance or flue is installed, or where neither is reasonably practicable, the supplier of gas to the appliance.

2.3. Health and Safety at Work Act 1974

There are two sections of the Health and Safety at Work etc. Act 1974 relevant to this context:

Section 2 (1)

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees."

This is supported by specific reference to maintaining the workplace in a condition such that it is safe and does not put employees at risk.

Section 2 (2)

"the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees"

This can be interpreted to mean; the Association will provide sufficient oversight and training of its own staff to ensure they are competent to carry out the duties assigned to them; and

The Association will ensure any contractors engaged have similar provisions that are verified, and that work carried out is adequately supervised e.g spot checks or audits of work carried out and documentation.

Section 3 (1)a

"It shall be the duty of every employer to conduct his undertaking in such a way so as to ensure, so far as reasonably practicable, that person not in his employment who may be affected thereby, are not thereby exposed to risks to their health or safety"

This can be interpreted to mean, the Association shall (so far as is reasonably practicable) ensure its housing stock (its business activity) does not cause harm to its tenants, visitors, or any other person/s (non-employees). Section 3(1) is clearly a very broad duty and has been increasingly used in prosecutions.

2.4. The Management of Health and Safety at Work Regulations

ng homes will:

- Assess the risk of Health and Safety of all employees and to anyone who may be affected as a result of work undertaken.
- Endeavour to provide comprehensive information, instruction, training, and supervision with the aim of ensuring, so far as is reasonably practicable, the health and safety at work of every employee or person so affected.
- Risk assess all work activities.

2.5. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002

Following an amendment to these regulations in June 2015 which added substances that are corrosive to metals and gases under pressure, it places a formal requirement on employers to assess the risks for substances if classified for these properties and put in place suitable control and mitigation measures.

Clarification from the Institute of Gas Engineers and Managers which has resulted in the issue of IGEM/UP/16 Design for Natural Gas installations on industrial and commercial premises with respect to DSEAR which gives guidance on how to assess and classify installations.

These regulations, supported by their Approved Code of Practice (ACOP), stipulate exactly how compliance will be achieved. The fundamental requirements are:

DSEAR applies when:

- there is work being carried out by an employer (or self-employed person)
- a dangerous substance is present (or is liable to be present) at the workplace.
- the dangerous substance could be a risk to the safety of people as a result of fires, explosions, or similar energetic events or through corrosion to metal.

Where does DSEAR apply?

DSEAR applies to workplaces where dangerous substances are present, used, or produced. Places such as the common parts of shared buildings, private roads and paths on industrial estates and road works on public roads are also premises – as are houses and other domestic premises, if people are at work there. Such as offices.

3. Purpose

The purpose of this policy is to demonstrate ng homes commitment to ensuring its employees, tenants, and the public, are not knowingly exposed to any risks that would affect their safety. The documents covered by this policy will provide guidance and specific instructions for all ng homes employees and external contractors, whilst undertaking gas contracts. This is with the aim of satisfying the legal duties of the current Gas Safety (Installation and Use) Regulations. The work as detailed within the specification may also include other aspects which will assist ng homes in satisfying its duty of care to its tenants.

4. Scope

This policy applies to all ng homes properties, domestic rented properties, domestic housing stock and commercial responsibilities, and all work undertaken in these properties on the Association's behalf.

For the purpose of any specifications or instructions given, the Gas Contract Administrator (GCA) will be detailed within those instructions as being employed by ng homes, and the named person being the Chief Executive Officer (CEO). Their duties will be expressed in delegating responsibilities to their senior management team.

This policy will apply to all Association employees and contractors undertaking gas work on the Association's behalf and anyone likely to be put at risk from work on those properties.

The specifications as compiled will include the Health and Safety Policy and working procedures of ng homes.

5. Delegated Authority

The Gas Contract Administrator (GCA) has full authority to represent and act on behalf of the Association in all matters relating to the policies and procedures for the fulfilment of the Gas Safety (Installation & use) regulations including current and future amendments.

The purpose of this delegated responsibility is to provide ng homes a structured means of delivery and control of gas contracts within its properties, domestic rented properties, domestic housing stock and commercial responsibilities, and all work undertaken in these properties on the Association's behalf.

6. Gas Safety Management Systems (Policies and Procedures)

The requirements for a robust Gas Safety Management system and Maintenance system are clearly defined in Gas Safety (Installation and Use) Regulations, the Management of Health and Safety at Work Regulations together with the Health and Safety at Work Act and other regulations made under this Act.

To safely manage these and other regulations ng homes will ensure the following policies/procedures are adopted across the entire Association and that they are continuously reviewed and amended as required.

7. Gas Safety Policy – Statements of Intent

Statements of intent from the CEO and other Senior Management Team members to confirm ng homes commitment to Gas Safety, and also to demonstrate the Associations commitment in ensuring

its employees, tenants and the general public are not knowingly exposed to any risks that would affect their safety.

8. Specific Contractor Instruction

The Association provides guidance and specific instructions for all ng homes employees and external contractors, whilst undertaking gas contracts. This is with the aim of satisfying the legal duties of the current Gas Safety (Installation and Use) Regulations 1998. The work detailed within the specification may also include other aspects that will assist the ng homes in satisfying its duty of care to its tenants.

9. Qualifying Contractors and Operatives Responsibilities

The duties placed on ng homes by the Gas Safety (Installation and Use) Regulations, the Association must ensure that ng homes employees, or contractors it intends to use, are suitably Gas Safe Registered (GSR) and competent for the categories of work they are expected to undertake.

After completion of the evaluation, a register of all ng homes employees or contractors employed on the above work will be kept on file for verification purposes. Copies of current GSR registration, insurance certificates, operative's registration, and qualifications will be kept. Details will be checked regularly and updated as required and audited annually.

The contractor will ensure a safety check and service on the Associations gas appliances is carried out within a 12-month period. The contractor must also ensure that as a minimum standard, battery powered carbon monoxide detector (BS 50291 and BS 7860 certified) is installed and have the battery renewed when the annual safety check and service is being carried out. Where only a battery powered carbon monoxide detector exists, the contract must alert ng homes to this.

As of February 2022; The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019

17.5. The revised tolerable standard includes a criterion for 'satisfactory equipment for giving warning if carbon monoxide is present in a concentration that is hazardous to health'. This guidance defines what is 'satisfactory' by setting out the requirement for:

• CO detectors to be fitted in all rooms where there is a fixed combustion appliance (excluding an appliance used solely for cooking) or a flue.

A safety check and servicing programme will be provided by the Contractor to the Association three months prior to the first safety check and service.

Regular reports, including formal monthly reports and daily electronic updates will be received during the safety check and servicing programme period. Details on the units completed, non-access to property and planned dates for the outstanding appliances will be provided to the Association by the Contractor.

The Contractor will provide CP4 (Breakdown report) and (Landlord Gas Safety Record) certificates and job sheets in electronic format which will be submitted within 7 days of any work being carried out.

The Contractor is required to advise the Association immediately when an unsafe appliance is identified. The Contractor will apply a warning label to the unsafe appliance. The label should not be removed until repairs are complete.

The Contractor will be required to provide temporary Electrical Heating to the tenant in cases where the Heating system has been condemned or awaiting parts for repair. ng homes will compensate the tenant directly for power used by temporary heating.

When working on the Association's appliances, the Contractor will at all times comply with legislation and amend practices and procedures in accordance with changing legislation.

The Contractor will attend monthly meetings with the Association.

The Contractor will carry out a visual check on gas appliances and flues provided by the tenant and will report on the condition of appliances to the tenant and the Association. Any unsafe appliance should have warning labels attached. The tenant will be advised that the labels should not be removed until repairs are complete. They will also be advised of the action that they should take to rectify the fault. Quality assurance checks will focus on these properties.

The contractor will provide a Landlord Gas Safety Record certificate in electronic format, which will record:

- the date the appliance was checked
- the address of the installation(s)

- the name and address of the Association
- a description of the location of each appliance and flue checked
- any defects identified
- any remedial action taken
- the effectiveness of the flue
- the supply of air
- the operating pressure
- the heat input
- the safe functioning of the appliance
- the name and signature of the operative completing the check
- the Gas Safe (formerly CORGI) registration number of the operative or his/her employer

The Association only approves competent contractors for the gas servicing contract or the installation of new appliances. In order that this objective can be achieved, all potential contractors will be required to complete a questionnaire before being accepted on the tender list. The contract will be procured in accordance with the Association's Procurement Policy.

To ensure that the Association is satisfied that the gas contractor's operatives are competent, the Association will ensure that copies of current GSR registration, insurance certificates, operative's registration, and qualifications, are kept. Details will be checked regularly and updated as required and audited annually.

10. Procedure for Uniformity of Documentation

The Association provides guidance for ng homes employees and contractors to identify all gas safety documentation utilised by the Association and to ensure that all documents used are and remain fit for the purpose.

To demonstrate that operatives have carried out the tests and checks required by the relevant Gas Safety (Installation and Use) Regulations, ng homes will have in place uniform documentation and paperwork that will allow positive records to be completed for confirmation and future reference. Where any tests and checks are carried out by an operative the work records will 'positively record' the information detailed in the procedure.

11. Gas Industry Unsafe Situations Procedure (GSIUR – IGEM/G/11)

The purpose of this procedure is to:

Provide guidance for ng homes employees and contractors to follow when dealing with unsafe situations and clarifies ng homes interpretation of specific aspects within the Gas Industry Unsafe Situations Procedure (IGEM/G/11), as produced by Institute of Gas Engineers and Managers (IGEM).

This procedure will also ensure ng homes meets Regulations 34 (1 & 2) of the Gas Safety (Installation and Use) Regulations. This regulation imposes a duty on the responsible person for any premises (for instance, the occupier or owner (e.g. landlord) of the premises) not to use or permit the use of any unsafe appliance.

People carrying out specified work (e.g. on service pipes, gas fittings or appliances) must report any appliance or installation they suspect is dangerous to the responsible person for the premises and follow the procedure as laid out in GSIUR e.g. seek permission to disconnect, apply appropriate labels and issue a warning notice. Or where an Immediately Dangerous situation is identified and disconnection of the gas supply is refused or not possible notify the gas supplier or transporter, as appropriate.

12. Gas Escapes Procedure

ng homes will ensure it meets Regulation 34 (1 & 2) of the Gas Safety (Installation and Use) Regulations in ensuring the safety of its tenants from gas escapes or suspected emission of products of combustion (fumes) in domestic properties.

13. Procedure for Gaining Access

The Association provides guidance for all ng homes employees and external contractors involved in the process to follow to demonstrate that all reasonably practicable steps to gain access to tenanted properties has been undertaken. This is with the aim of satisfying the legal duties of the current Gas Safety (Installation and Use) Regulations. Landlords have a duty to maintain all the appliances they own, as well as undertake a safety check and produce a safety record. This is to be undertaken at intervals of no more than 12 months.

The basic steps and who is responsible are detailed below:

- Planned appointment – Contractor / ng homes
- Personal visits – Housing Officers

- Legal Options – Legal Team

ng homes will service and check the safety of all appliances and flues that the tenant cannot legally remove. This also includes Association purpose provided gas installation pipework. In respect of tenant's own appliance, as a minimum the safety check will include, but will not be limited to, those checks detailed in the Gas Safety (Installation and Use) Regulations, Regulation 26 (9). In respect of appliances not connected to flues owned by the Association, a visual inspection for safe use will be undertaken. (in accordance with IGEM/G/11 Gas Industry Unsafe Situations Procedure GISUP)

14. Void Procedure

ng homes employees and contractors will ensure that in the case of a tenant vacating a property, gas fittings/appliances are safe before the property is re-let. When a property becomes vacant, ng homes will ensure that gas fittings/appliances are safe before the property is re-let or worked in by other trades.

On first official occupancy day of the property a full service/safety check and inspection of the installation will be undertaken, and a landlord's Gas Safety Record produced and issued to ng homes and a copy given to the tenant.

This is a new tenant and therefore the requirements of the Gas Safety (Installation and Use) Regulations 36 (6b) apply. A copy of the existing or new Landlord's Gas Safety Record will be given to a new tenant before taking up occupancy.

15. Mutual Exchange Procedure

ng homes employees and contractors will ensure that in the case of a tenant vacating/exchanging a property that gas fittings/appliances are safe before the property is re-let.

Particular attention needs to be made of any appliances owned by the vacating tenant that are not removed e.g. cookers will be removed and disposed of.

When an application for 'Mutual Exchange' of properties has been approved, ng homes need to ensure that gas fittings/appliances are safe before the exchange can take place. Mutual exchanges constitute a new tenant and therefore the requirements of the Gas Safety (Installation and Use) Regulations 36 (6b) apply. A copy of the existing or new Landlord's Gas Safety Record will be given to a new tenant before taking up occupancy.

16. Assessing temporary sleeping accommodation

ng homes' staff, engineers and/or contractors when discovering or being notified of temporary sleeping accommodation arrangements with relation to prohibited gas appliances will be aware of the following:

The use of certain gas appliances in sleeping accommodation is prohibited under the Gas Safety (Installation and Use) Regulations, this procedure will also ensure ng homes meets Regulations 30 (2 & 3) of these regulations.

Regulation 30

(2) No person shall install a gas fire, other gas space heater, or water heater of more than 14 kilowatt gross heat input in a room used or intended to be used as sleeping accommodation, unless the appliance is a room sealed appliance.

(3) No person shall install a gas fire, other gas space heater, or water heater of more than 14 kilowatt gross heat input in a room used, or intended to be used as sleeping accommodation, and no person shall install an instantaneous water heater unless (in each case):

(a) It is a room sealed appliance: or

(b) It incorporates a safety control designed to shut down the appliance before there is a build-up of a dangerous quantity of the products of combustion in the room concerned.

17. Quality Control Procedure

ng homes conduct a systematic approach to quality control that is both efficient and effective, and the results clearly demonstrated and documented. The Association will monitor and record the quality of domestic gas work that is carried out by all gas operatives working within Association domestic premises.

To demonstrate the Associations commitment to safety and quality we will undertake and require our contractors to participate in a 'Risk' based quality assurance regime. That will consist of but not limited to the following.

- Contractors' quality control – in line with their contract evaluation submission, with evidence supplied monthly at progress meetings.

- Internal quality control – verification of contractual arrangements and administrative checks on electronic documentation via CDMS (CORGI Document Management System)
- External, independent quality control – Provide a level of quality assurance to determine safety compliance and value for money. Across heating installations, repairs and servicing and maintenance work. The levels to be determined by the risks they pose.

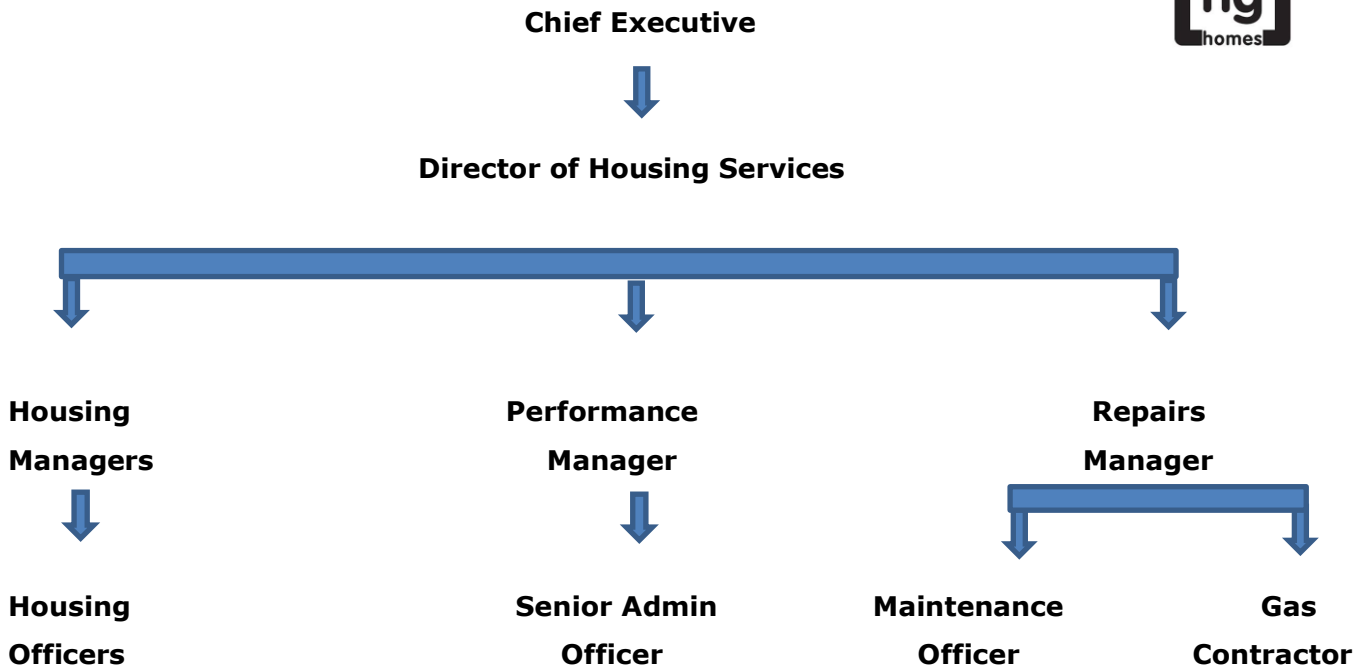
18. Procedure for Storage and Retrieval of Landlords Gas Safety Records

It is a legal requirement that all Landlord Gas Safety Records be kept for a minimum of 2 years, and it is the Association's requirement that they are archived for 5 years to comply with internal policies.

19. Policy Review

This policy will be reviewed every two years or sooner if there is an update to legislation or guidance.

**Appendix 1
Management Chart**



Chief Executive
<ul style="list-style-type: none"> • The Chief Executive, being the most senior level of executive control within the organisation, will hold ultimate accountability and responsibility for the development and implementation of this policy. • Ensure Adequate resources are made available to both develop and implement appropriate procedures. • Enable responsibilities to be effectively delegated and key personnel trained.

Director of Housing Services
<ul style="list-style-type: none"> • The Director of Housing Services holds the lead responsibility for this policy with implementation delegated to the Repairs Manager. • Ensure all areas of non-compliance are reported to the CEO

- Review KPI's for gas servicing
- Report KPI's to the board

Repairs Manager

- Monitor gas register to ensure compliance is maintained and all properties (including commercial) have service carried out within anniversary.
- Ensure the Gas Safety Policy for the Association is applied and procedures are robust and effective
- Effective operation of the Gas Safety Policy across the Association as a whole and ensure that effective procedures are developed to implement the policy.
- Responsible for ensuring gas management systems and procedures are adhered to in line with the gas policy.
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Manage the Corgi Compliance Document Management System) to ensure compliance with the Gas Safety Policy
- Manage the auditing process to ensure work carried out is of an acceptable standard
- Ensure gas safety related incidents are reported, investigated and controls introduced to reduce the risk of such accidents recurring.
- Ensure any works identified at the gas safety check are completed
- Lead officer in the procurement, management and monitoring of gas contracts.
- Responsibility for Maintenance Officers involved in the day to day work of the gas contract.
- Arrange relevant training for staff, ie change in regulations or for new staff
- At invoice approval stage – the Repairs Manager should ensure the gas component has been added to the Capita system

Maintenance Officer

- Liaise with contractor regarding gas breakdowns & associated remedial works
- Identify where gas central heating can be installed in void properties and liaise with investment for approval
- At invoice certification stage – the Maintenance Officer should ensure the gas component has been added to the Capita system

Contractor

- Liaison with ng homes.
- Management of gas related performance and monitoring.
- GSR gas registration.
- Verification of contractors and operatives.
- Reviewing and updating GSR records on database and filing certificates.
- To monitor the quality of services provided by contractors ensuring compliance with contract conditions.
- To recommend specification/contract changes.
- Provide technical advice as required.
- To generate position statements on gas servicing compliance.
- Oversee administration functions.
- Responsible for ensuring property and appliance lists are updated.

Housing Manager

- Monitor gas register to ensure compliance is maintained and all Social Rented properties have a service carried out within anniversary
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Audit weekly gas No Access letters to ensure correct procedure has been used
- Authorise any force access to properties for gas servicing
- Responsibility for Housing Officers involved in the day to day work of the gas servicing contract

Housing Officer

- Follow gas service access procedure
- Action identified vulnerability issues
- Ensure gas servicing is carried out at Mutual exchanges
- Ensure at void stage, meters are capped and serviced at the start of the void and uncapped and serviced at the date of entry.
- Ensure new tenants are issued a copy of the LGSR at sign up

- Ensuring that tenants adhere to the requirements of the tenancy agreement in respect of maintenance of gas systems and the ultimate provision of access to those properties for work to be undertaken.
- Arrange Gas Meter to be fitted and gas supply for properties where gas central heating is to be installed

Performance Manager

- Monitor gas register to ensure compliance is maintained and all properties have service carried out within anniversary.
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Provide reports on gas servicing for KPI/ARC performance
- Ensure gas process is followed by the Senior Admin Officer
- Audit weekly date audit carried out by Senior Admin Officer
- Responsibility for Senior Admin Officer involved in the day to day work of the gas servicing contract

Senior Admin Officer

- Run date Audit
- Monitor Gas Inbox
- Ensure all LGSR received have been put through Corgi Management System
- If LGSR is hand written (only in exceptional circumstances) carry out 9 point check and Save in Documotive
- Follow process for buy backs and first time installation.
- Manually update void information on gas servicing, mutual exchanges, right to buys and ensure register is updated
- Run monthly Servicing schemes (properties) for the gas services due, 3 months in advance of the next service due date and send to contractors
- Run the Gas Service Due report weekly and to send all Teams
- Run weekly LGSR audit and send to CSOs
- Ensure that all corrections identified in weekly audits are complete within timescale

Appendix 2
Statements of Intent

Chief Executive Officer – John Devine

As Chief Executive Officer of ng homes, I accept responsibility for the following:

- Ultimate accountability and responsibility for the development and implementation of this policy.
- Ensure Adequate resources are made available to both develop and implement appropriate procedures.
- Enable responsibilities to be effectively delegated and key personnel trained.

Signed:..... Date:

Director of Housing Services – Lynne Cooper

As Director of Housing Services, I accept responsibility for the following:

- Lead responsibility for this policy with implementation delegated to the Repairs Manager.
- Ensure all areas of non-compliance are reported to the CEO
- Review KPI's for gas servicing
- Report KPI's to the board

Signed:..... Date:

Repairs Manager – David Cowan

As Repairs Manager, I accept responsibility for the following:

- Monitor gas register to ensure compliance is maintained and all properties (including commercial) have service carried out within anniversary.
- Ensure the Gas Safety Policy for the Association is applied and procedures are robust and effective

- Effective operation of the Gas Safety Policy across the Association as a whole and ensure that effective procedures are developed to implement the policy.
- Responsible for ensuring gas management systems and procedures are adhered to in line with the gas policy.
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Manage the Corgi Compliance Document Management System) to ensure compliance with the Gas Safety Policy
- Manage the auditing process to ensure work carried out is of an acceptable standard
- Ensure gas safety related incidents are reported, investigated and controls introduced to reduce the risk of such accidents recurring.
- Ensure any works identified at the gas safety check are completed
- Lead officer in the procurement, management and monitoring of gas contracts.
- Responsibility for Maintenance Officers involved in the day to day work of the gas contract.
- Arrange relevant training for staff, ie change in regulations or for new staff
- Ensure at invoice approval stage that the gas component has been added to the Capita system

Signed:..... Date:

Housing Manger – Lyanne Leslie

As Housing Manager, I accept responsibility for the following:

- Monitor gas register to ensure compliance is maintained and all Social Rented properties have a service carried out within anniversary
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Audit weekly gas No Access letters to ensure correct procedure has been used
- Authorise any force access to properties for gas servicing
- Responsibility for Housing Officers involved in the day to day work of the gas servicing contract

Signed:..... Date:

Housing Manger – Karen Johnson

As Housing Manager, I accept responsibility for the following:

- Monitor gas register to ensure compliance is maintained and all Social Rented properties have a service carried out within anniversary
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Audit weekly gas No Access letters to ensure correct procedure has been used
- Authorise any force access to properties for gas servicing
- Responsibility for Housing Officers involved in the day to day work of the gas servicing contract

Signed:..... Date:

Housing Manger – Sharon Hazlett

As Housing Manager, I accept responsibility for the following:

- Monitor gas register to ensure compliance is maintained and all Social Rented properties have a service carried out within anniversary
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Audit weekly gas No Access letters to ensure correct procedure has been used
- Authorise any force access to properties for gas servicing
- Responsibility for Housing Officers involved in the day to day work of the gas servicing contract

Signed:..... Date:

Performance Manager – Jeanette Glen

As Performance Manager, I accept responsibility for the following:

- Monitor gas register to ensure compliance is maintained and all properties have service carried out within anniversary.
- Report any non-compliance to the Director of Housing Services and demonstrate that all reasonably practicable steps were taken to gain access to the property.
- Provide reports on gas servicing for KPI/ARC performance
- Ensure gas process is followed by the Senior Admin Officer
- Audit weekly date audit carried out by Senior Admin Officer
- Take responsibility for The Senior Admin Officer involved in the day to day work of the gas servicing contract

Signed:..... Date: