

Gas Safety Policy (GSP)

1	Introduction
1.1	This policy relates to all members of Epic Housing Limited. The scope of this Policy sets out Epic Housing (EH) responsibilities to comply with the relevant legislation in regard to Gas Safety within properties owned and / or managed by EH.
1.2	The policy sets out our approach in ensuring compliance with all legal obligations in respect of Gas, Oil and Solid Fuel Safety under the terms of the Health and Safety at Work Act, 1974 and The Gas Safety (Installation and Use) Regulations, 1998. This includes undertaking gas periodic safety inspections and the maintenance and servicing of gas, oil solid fuel and renewable energy appliances, CO detectors and smoke detectors.
1.3	This Policy sets out our approach to ensuring the safety of all Gas appliances, flues and associated pipework, within all properties owned or managed by us. Installations in individual properties, as well as communal areas are covered by this policy. Safety checks in leasehold or shared ownership properties are not our responsibility and are therefore not covered by this policy. We will however, exercise our duty of care towards our leaseholders and periodically remind them of the importance of undertaking regular servicing on their appliances by a suitably qualified, registered engineer. We will ensure that all of our services are fully compliant with all legal requirements.
1.4	<p>This policy is set within the context of relevant legislation:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act, 1974 • The Gas Safety (Installation and Use) Regulations, 1998 • The Building Regulations 2010 and • Oil storage Regulations 2015 <p>It also takes account of the regulatory expectations as outlined within the Regulatory Framework for Social Housing in England (Home Standard, 2015).</p>
2	Context

2.1	<p>We are required to complete a Landlord Gas Safety Record Inspection (LGSR) for the inspection of gas appliances, pipe work and flues provided by us within each 12-month period.</p> <ul style="list-style-type: none"> • Provide a copy of a valid LGSR to the tenant at sign up and at the point of the subsequent annual service. • Where access is denied making all reasonable attempts to gain access to the property as outlined in the HSE L56 ACOP. This does not include forcing entry • To provide a copy of the LGSR to the tenants of inspected properties within 28 days of the inspection. • To keep all LGSR Certificates for a minimum of 2 years after the date of completion. • To ensure that all work carried out on behalf of EH on the gas appliances or flues is carried out by a Gas Safe registered operative. • To make a copy of the LGSR certificate available for inspection by any lawful occupier of the inspected property at reasonable notice.
3	Statement of Intent
3.1	<p>The overall aim of this policy is to ensure the safety of individuals who reside in homes owned or managed by us, together with other customers, visitors, staff, contractors and the general public.</p> <ul style="list-style-type: none"> • We will ensure that tenants are aware of our key standards and approach to servicing of gas, oil, solid fuel, smoke detection and the legal responsibilities applicable. • To ensure that our residents have confidence that gas, oil, solid fuel and renewable energy systems in all our properties are well maintained and do not present an uncontrolled risk of harm to both themselves or visitors to the premises. • To ensure that we have accurate and up-to-date records of all servicing and safety checks carried out to properties, including remedial actions required and taken and that copies of relevant certificates are held electronically. • To ensure that on completion of all new installations, we receive a commissioning certificate and at the end of any guarantee period, the properties are included in ongoing servicing and maintenance contracts. • To ensure that where systems or appliances are identified as not meeting legal requirements, they are made safe, repaired or isolated immediately and removed as soon as possible afterwards. <p>We will therefore;</p>

	<ul style="list-style-type: none"> • Meet our legal and regulatory obligations to undertake annual gas safety inspections, as required under the provisions of the Gas Safety (Installation and Use) Regulations 1998. • To maintain all gas appliances that is our responsibility, in safe working order and to manufacturers' instruction. • To provide its customers with homes that are safe, comfortable and well maintained. • To maintain the housing stock and preserve its asset value. • Ensure at least one smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation. • Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers) • Ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.
4	Policy Outline
4.1	<p>The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 will come into force on 1 October 2022. The requirements are enforced by local authorities who can impose a fine of up to £5,000 where a landlord fails to comply with a remedial notice.</p> <p>This booklet provides information about the requirements, who they apply to and how they are enforced. It is designed as a Q&A to cover the most common situations but it is not intended to cover every scenario, nor should it be seen as a substitute for reading the Smoke and Carbon Monoxide Alarm (England) Regulations 2022.</p> <p>These regulations should be considered alongside other relevant laws on fire and carbon monoxide safety in rented homes such as the Housing Act 2004, the Fire Safety Act 2021 and the Building Safety Act 2022.</p>
4.2	<p>As part of our overall approach, EH will:</p> <ul style="list-style-type: none"> • In accordance with manufactures instructions, repair and maintain gas, oil, solid fuel and renewable energy installations, pipework, flues and appliances owned by us • Ensure an annual safety check on all gas flues and appliances owned by us, including any communal appliances/boilers • Where chimneys are used to remove products of combustion, we will maintain these so as to be fit for purpose. • Test and inspect smoke detectors and carbon monoxide detectors. • Ensure that contractors working on our behalf are Gas Safe registered, competent and have safe systems in place for the work to be undertaken.

	<ul style="list-style-type: none"> • Review all safety certificates to ensure that they are completed correctly and that any follow up work is completed in a timely manner. • When properties become empty (void) or are part of a mutual exchange, we will isolate (“cap”) the gas / oil supply until the property is ready to be reoccupied. On reconnection a full gas / oil service and safety check will be undertaken and the incoming tenants will be given a copy of the new gas safety certificate. Cookers left in a property will be removed unless they are built in and/or the responsibility of the company, in which case they will be tested for operation and safety. • Monitor performance in respect of the percentage of properties with a valid gas / oil certificate and the stage that properties without a valid certificate have reached. <p>Non-access to Properties</p> <p>We consider the denial of access for the purpose of the annual gas servicing to be a serious breach of tenancy and will use the appropriate landlord legislation and contract between parties to ensure the safety of tenants and EH at all times. If communication breaks down we will instruct the following guidelines:</p> <ul style="list-style-type: none"> • Use all legal means at its disposal to ensure that the annual gas service is completed, however we will typically pursue possession proceedings. • All legal costs will be recharged to the tenant as part of the tenancy contract. • Contractors will have access to resident profiling where agreed so they are fully aware of difficult to access properties.
5.0	Responsibilities
5.1	The roles and responsibilities for key stakeholders across EPIC is detailed below.
5.2	<p>The Board</p> <ul style="list-style-type: none"> • review reports and/or performance indicators to assure themselves that the measures detailed in the AMP are met, thus ensuring that EH is meeting its legal requirements. • approve major amendments and revisions of the Asset Management Strategy • monitor and review compliance • Ensure legal requirements are met

5.3	<p>The Chief Executive (Duty Holder)</p> <ul style="list-style-type: none"> • ensure that resources are made available to allow for the appropriate management of this GSP • accountable for the proper implementation of this policy • ensure that their responsibilities as the duty holder under the policy is managed to ensure full compliance
5.4	<p>Executive Management Team</p> <ul style="list-style-type: none"> • ensure that operational activities are complaint • ensure that statutory duties are discharged and meet monthly to review progress and review operational risk to the policy • approve changes to the Gas Safety Policy • approve changes to the Gas Safety Procedures • ensure landlord compliance and relevant monitoring within this policy • set out audit requirements to ensure this policy is compliant
5.5	<p>Asset Management and Building Safety Director</p> <ul style="list-style-type: none"> • will work closely with the operational compliance team to implement this policy • ensure that legal obligations and policy measures are being adhered to and in line with budget • ensure that a comprehensive Gas Safety Policy document is in place to ensure safe working practices are paramount across all sections of the company. • take responsibility for compliance with this Policy. • implement a policy review annually • ensure that financial accounting expenditure relating to Gas Safety issues is monitored and included in future budget forecasts at Board meetings, so all Board members are kept advised. • auditing the scheme as instructed by the executive management team and reporting to the board
5.6	<p>The Capital and Compliance Manager</p> <ul style="list-style-type: none"> • responsible for the overall implementation, and regular review of this policy and ensuring its objectives are achieved. • lead on the writing and implementation of the GSP and annual reviews. • responsible for compliance performance reporting to the Director of Assets & Building Safety, Board, and the Chief Executive.

	<ul style="list-style-type: none"> • ensure that any compliance and/or H&S related issues are brought to the attention of the Director of Assets & Building Safety and provide regular updates on service delivery against budget. • Developing and implementing operational procedures to deliver the policy objectives. • Embedding the policy through staff training, learning and development. • Monitoring the overall effectiveness of the policy in terms of cost, quality and time • Reporting to the management team on the operational effectiveness of the policy. • Ensuring that there are adequate checks and controls in place to ensure that this policy is enacted effectively. • Evaluating, amending and enhancing the delivery of the policy. • Auditing the policy and procedural adherence as instructed by the Management Team. • Reporting to the Management Team on the policy and procedural compliance and contractor performance.
6.0	Training, Awareness and Competence
6.1	<p>EH will ensure that staff who are accountable for the management of Gas safety receive the relevant information, instruction and training to become competent in the positions they hold. EH will provide the necessary equipment to carry out their duties safely. We will carry out our duties to our employees in the following way:</p> <ul style="list-style-type: none"> • At induction stage for new employees. • For all employees being exposed to new or increased risks as a result of being transferred or given a change of responsibilities. • Introduction of new work equipment or a change to equipment already in use. • The introduction of new technology. • The introduction of a new or revised system of work. • During refresher training. <p>All training needs will be structured in such a way as to assess the resulting levels of competency at the point of delivery</p> <p>All staff with operational involvement with gas and heating related servicing and maintenance will need to have and maintain suitable and sufficient system training in Epic's Asset Data Base and Compliance system.</p> <p>Capital and Compliance Manager responsible for the day-to-day operational delivery of gas and heating related servicing and maintenance</p>

	<p>will be required to have a good working knowledge on the management of gas safety in occupied buildings</p> <p>They,will also be expected to proactively maintain their Continued Professional Development to keep up to date and abreast of relevant industry and legislative changes. This will be in part achieved through working towards membership and participation with the Association of Gas Safety Managers (AGSM).</p>
7.0	Data Validation
7.1	EH will ensure we have accurate and up-to-date records of all servicing and safety checks carried out to properties, including remedial actions and that copies of relevant certificates / reports are held electronically.
7.2	EH will ensure that on completion of all new installations, we receive a commissioning certificate and properties are included in ongoing servicing and maintenance contracts
7.3	EH will maintain an auditing schedule which will specify the minimum percentage of gas installations that are required to be audited.
7.4	EH will review all gas reports and certificates received to ensure that they are completed correctly and that any follow up work is completed and records updated.
7.5	EH will monitor performance on a monthly basis in relation to the percentage of properties with valid gas safety test and inspection certificate.
8.0	Equality and Diversity Impact
8.1	We are committed to ensuring and promoting equality of opportunity for all. We are opposed to discrimination on any grounds, including race, religion, gender, marital status, sexual orientation, disability, age, or any unjustifiable criteria. We are committed to developing a culture that values people from all sections of society and the contribution which each individual can make. We will ensure our approach to accessing properties is considerate to people's individual needs. We also adhere to the Equality Act 2010.
8.2	EH recognises that some people experience disadvantage due to their socio-economic circumstances and will strive to ensure no person or

	groups of persons is treated with injustice due to their personal circumstances. EH will also ensure that all services and actions are delivered within the context of current Human Rights legislation and will make sure the central principles of the Human Rights Act (1998) will be adhered to.
9.0	Monitoring / Review
9.1	This policy will be reviewed annually from the date of approval to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation that impacts on gas safety management obligations of EH. Reviews may be conducted in between this time if there are significant changes to EH operating practices.
10	Associated Documents
10.1	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Denied Access Procedure • Complaints, Comments and Compliments Policy • Tenancy Agreements • Asset Management Strategy • Void Policy • Maintenance Policy • Gas Safety Procedures • Health and Safety at Work Act, 1974 • The Gas Safety (Installation and Use) Regulations, 1998 • The Building Regulations 2010 • Oil Storage Regulations 2015 • Regulatory Framework for Social Housing in England • The <u>Smoke and Carbon Monoxide Alarm (England) Regulations 2015</u> came into force on 1 October 2015 • The <u>Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022</u> will come into force on 1 October 2022. From that date, all relevant landlords must adhere to this. • HSE L56 ACOP • Construction Design Management Regulations 2015 • Building Safety Act 2022 (Parts 1-6 & sub-set schedules 1-11)

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