



# **Encircle Housing**

## **GAS SAFETY POLICY**

**March 2019**

## **ENCIRCLE HOUSING**

### **GAS SAFETY POLICY**

#### **Introduction**

Encircle Housing is committed to achieving the highest possible standards in the services it provides, providing properties of a standard which reflect legislative requirements, best practice and meets customers' reasonable expectations.

Encircle Housing have a legal duty to ensure gas safety by carrying out annual safety checks on all gas appliances, gas pipework, fittings and flues located within in the association's property portfolio both owned and managed.

The overall aim of this policy is to ensure the safety of people in properties owned or managed by Encircle Housing and which have gas-fired appliances. We aim to protect the health and welfare of the occupiers of our properties, residents, visitors, staff, contractors and the general public so far as is reasonably practicable.

#### **Purpose**

The objectives of this policy are:

- To ensure compliance with the Gas Safety (Installation and Use) Regulations 1998, and the appropriate Codes of Practice for solid fuel, oil and LPG installations.
- To state how Encircle Housing will discharge its gas safety duties within each area of business.
- To state how Encircle Housing will monitor those acting on its behalf, and their work practices, in order to fulfil its duty so far as is reasonably practicable and maintain records.
- To provide relevant gas safety information and maintain a dialogue with customers, and work in partnership with our contractors.
- To ensure that all our properties are safe and suitable for letting from a health and safety perspective and comply with all legal requirements.

#### **Associated legislation**

In implementing this policy, Encircle Housing will ensure that it meets statutory obligations under relevant legislation including the following:

- Housing Acts 1988 and 1996
- Gas Safety (Installation and Use) Regulations 1998 enforced from 31 October 1998 requires that Landlords have a duty to ensure that gas appliances and flues provided for tenants are maintained in a safe condition at all times and checked for safety each year by a Gas Safe\*\* registered installer, and a copy of the check record provided to the tenant. (\*\* A person or persons who is a member of a class of persons approved for the time being by the Health and Safety Executive, who at this time is Gas Safe.)

This policy also gives due regards to:

- Landlord and Tenant Act 1985

Encircle Housing, Suite 1, 2 High Street House, High Street, Yeadon LS19 7PP  
0330 3900517 | [contactus@encircleha.co.uk](mailto:contactus@encircleha.co.uk) | [www.encircleha.co.uk](http://www.encircleha.co.uk)

Encircle Housing a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 8071

- Health and Safety Executive (HSE)

### **Policy Detail**

#### Annual safety check

At least once every 12 months, we will check all fuelled appliances (gas, LPG, Solid Fuel and Oil Fuelled) and gas carcass – including any that have been installed by the tenant – for gas soundness. We will also check that the ventilation and flue provisions are satisfactory. Each property with an incoming gas main will be checked to ensure that the supply is safe, and that no appliance or meter has been added without our consent.

Appliances that fail the check will be disconnected and labelled as dangerous. Where there is a Landlord responsibility, we will repair or replace these appliances.

Carbon Monoxide detectors will be checked for operation. They will be replaced if found to be defective. Smoke Detectors will also be checked.

### **Records**

We will maintain a comprehensive database for all properties with gas supplies and/or gas appliances to record the details of each annual service. We will provide each tenant with a copy of the Landlord's gas safety certificate to confirm that appliances are safe.

### **Non-Access to Properties**

We will take all reasonable steps to gain access to all of our homes to discharge our duty to carry out the annual gas safety check. We will use all available options and legal actions as appropriate to achieve access. If, after repeated requests to comply, a tenant fails to give us access we will use enforcement action to ensure that we discharge our duty including the options to instigate Injunction proceedings or initiate a forced entry approach.

### **Responsibility**

Overall and final responsibility for this policy in the Company is that of the Chief Executive.

Management must ensure that Staff within their department organise and complete work in accordance with the Gas Policy and Procedures.

Tenants have responsibility to allow reasonable access for any maintenance or safety check work to be carried out.