



# Ongo Homes

# Gas Safety Policy

## May 2017

|                        |   |
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| <b>Agreed on:</b>      | 4 <sup>th</sup> May 2017                        |
| <b>Agreed by:</b>      | Heads of Service                                |
| <b>To be reviewed:</b> | May 2020  |

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## **1. Our policy...**

- 1.1 At Ongo, we are committed to maintaining the health & safety of our staff, tenants and other customers. **Our Regeneration Team** have been given the delegated authority to act as the Ongo Homes Gas Administrator.
- 1.2 We recognise the potential risks associated with gas used for fuel in our premises and housing stock are significant, given the risk of fire/explosion, or from carbon monoxide poisoning due to incomplete combustion arising from poor or irregular maintenance of appliances and systems.
- 1.3 In common law, we have a duty of care to our tenants, staff and customers. To this end, we will have management systems and practices in place to adequately address all foreseeable risks from the effects of gas or carbon monoxide.

## **2. It applies to...**

- 2.1 This policy applies to all our housing stock, work premises and our commercial lets.
- 2.2 It applies to all staff and contractors undertaking gas work on our behalf and anyone likely to be put at risk from work on those properties.
- 2.3 The policy should be read in line with our Health and Safety Policy and all other relevant policy and procedure documents detailed in section 6 of this policy.

## **3. Because we want to...**

- 3.1 The aims of this policy are to ensure:
  - Our commitment to ensuring our staff, tenants and customers are not knowingly exposed to any risks that could affect their health and/or safety.
  - We satisfy the legal duties placed on us under the Gas Safety (Installation & Use) Regulations 1998, the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations.

## **4. We will...**

- 4.1 Take all reasonable steps to make sure appropriate management systems are in place to ensure nobody is put at risk from the adverse effects of gas or carbon monoxide.
- 4.2 Make sure gas appliances and their flues are maintained in a safe condition, annual safety checks are carried out and records are kept and issued (or displayed) to tenants. We will service and check the safety of all appliances and

flues, this also includes purpose provided gas installation pipework and any of the tenants own appliances connected to their property flues in line with the Gas Safety (Installation and Use) Regulations 1998.

- 4.3 As a minimum the safety check will include, but will not be limited to, the checks detailed in Regulation 26 (9) of the Gas Safety (Installation & Use) Regulations 1998. In respect of appliances not connected to flues owned by us, a visual inspection will be undertaken for safe use.
- 4.4 Gain access to properties where there is an outstanding annual gas service. We will make initial contact with the tenant to arrange the gas service 7 weeks before the expiry of the current certificate. Following our Operational Gas Servicing Procedures, if we are unable to make contact with the tenant or if appointments are missed, we will gain access to the property via a lock change. A controlled access, in line with the procedures will be used as a last resort after all attempts at carrying out the gas service with the tenant's permission have been exhausted. We will cap off the gas meter for safety in all instances of controlled entry and then make arrangements with the tenant to reconnect the supply and conduct the safety check as soon as possible. All properties where gas supplies have been disconnected in this way will be subject to follow up actions to ensure neither the tenant or the property is placed at risk due to these actions.

## **5. Making sure we do what we say...**

- 5.1 The Chief Executive is responsible for:
- The effective operation of this policy across Ongo Homes.
  - Adequate resources being made available to develop and implement appropriate procedures.
  - Enabling responsibilities to be effectively delegated.
- 5.2 The Director of **Regeneration** is responsible for:
- Interface with the Executive Management Team.
  - Making sure this policy is applied across all our housing stock, premises and commercial lets.
  - Making sure gas management systems and procedures are in place, maintained, monitored and reviewed across the organisations domestic rented accommodation.
  - The implementation of the policy and to make sure sufficient resources are available to support this implementation.
- 5.3 The **Head of Regeneration** is responsible for:
- The dissemination of information from the Operations Management Group.

- The provision of information and reports to the Operations Management Group.
- The financial provision and budget for repairs and planned maintenance.
- The final approval for tender lists.

5.4 The Head of Housing Management is responsible for the effective management of:

- Problematic access.
- Legal injunctions.
- Actioning identified vulnerability issues.
- Mutual exchanges.

5.5 The **Senior Asset Manager** is responsible for:

- Reporting on performance to the Executive Management Team.
- Developing effective management information systems and establishing, monitoring and reviewing performance indicators for gas servicing and repairs.
- Developing and managing effective services, procedures and management systems, which ensure compliance with this policy.
- Leading on the procurement, management and monitoring of gas contracts.
- Communication with other services to make sure the services requirements are dealt with.

5.6 The **Regeneration Team** is responsible for:

- The management of gas related performance and monitoring.
- Gas Safety Register (GSR) gas registration.
- The verification of contractors and operatives.
- Ensuring property and appliance lists are updated.

## **6. Other things to bear in mind...**

6.1 The main pieces of legislation and regulation relevant to this policy include:

- The Gas Safety (Installation & Use) Regulations 1998
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

**More in depth information on the above can be found in Appendix 1.**

6.2 This policy also links to our:

- Health & Safety Policy;
- Maintenance Policy;

- Voids Procedure; and
- Mutual Exchange Procedure

**Appendix 2 shows what procedures this policy should be read in conjunction with.**

## **7. We'll look at this again...**

- 7.1 This policy will be reviewed in 3-years time unless there are significant changes in regulation or legislation that necessitate an earlier review.