

# NORTH VIEW Housing Association

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North View is a registered Scottish charity – charity registration number SC032963

## POLICY

### GAS MANAGEMENT

Passed:-

22<sup>nd</sup> June 2022

Review Date:-

May-25

All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)

## 1.0 Introduction

- 1.1 Whilst all gas servicing, maintenance and repair work is sub-contracted to an external body, this Policy is intended to facilitate the effective management of that contractor, ensuring that all reasonable steps are taken by North View Housing Association Ltd (the Association) to discharge, in full, its gas-related duties under the Health & Safety at Work Act 1974, and the Gas Safety (Installation & Use) Regulations 1998.
- 1.2 North View Housing Association Ltd has a duty of care to its tenants to ensure that no tenant's health and safety is put at risk through the use of its gas appliances. The implementation of this Policy will ensure that the Association properly discharges its duty of care.

## 2.0 Aims

- 2.1 We aim to:-
  - set out a long-term strategy whereby the Association will ensure that it installs gas appliances that comply with current building and health and safety regulations;
  - maintain suitable databases to ensure easily retrievable and up to date information is maintained on all gas-supplied properties;
  - ensure that North View Housing Association Ltd operates legally, services and maintains all gas appliances owned by the Association in accordance with all current laws and legislation;
  - ensure that the Association works within the framework of the current Act and amendments to ensure full compliance of its responsibilities and duties as a landlord to ensure our tenants' Health & Safety.

## 3.0 Management Responsibilities

- 3.1 It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.



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- 3.2 The Association's Maintenance Manager will have overall responsibility for the delivery of the Association's gas management programme, for ensuring that a Gas Safety Administrator has been identified, and for ensuring that appropriate policies and procedures are in place and are regularly reviewed.
- 3.3 The Association's Maintenance Officer will be the Association's Gas safety Administrator (GSA). The GSA will be responsible for the day-to-day administration of the gas management system including general filing, the recording and filing of Landlords Gas Safety Records, storage of electronic Landlords Gas Safety Record data, the co-ordination and issue of seven day 'no access letters' and Right to Repair letters, issuing Work Orders, Job Completions, creating Service Scheme Reports, component updates, co-ordination of internal and external post inspections and dealing with day-to-day calls relating to gas issues.
- 3.4 The Association's Maintenance Officer will have responsibility for the day to day running of the Association's void programme, including any related gas work.
- 3.5 In the absence of the GSA (for example, on holiday etc.), the Maintenance Officer and Maintenance Assistant will oversee the work of the GSA and assume gas-related responsibilities. A formal 'handover' will be affected whereby the Maintenance Officer and Maintenance Assistant will be briefed on current issues and programmes by the GSA prior to their departure.
- 3.6 The Management Committee will consider the appointment of an appropriate replacement on a temporary basis for any GSA absence in excess of four weeks.

#### 4.0 Training

- 4.1 While the above protocols establish the control hierarchy and key personnel for the management of gas safety issues, the Association's Management Committee recognise their duties to make available appropriate and adequate funding and resources to allow an effective system to be maintained.
- 4.2 The Maintenance Manager, Maintenance Officer and GSA will be offered appropriate training and will be provided with such additional training, facilities and support as is deemed necessary by the Management Committee and Director for the effective discharging of their duties.
- 4.3 All Officers within the Association with a technical remit will be required to acquire an appropriate level of awareness of current gas legislation and will also receive



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such training and support as deemed necessary by the Association.

#### 5.0 Legal & Regulatory Framework

- 5.1 Under Regulation 36 (Duties of Landlords) of the Gas Safety (Installation & Use) Regulations 1998 (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 twelve months of its installation and within every subsequent twelve month period thereafter until the appliance is removed or replaced.
- 5.2 Under Regulation 39 (Exception as to Liability) of GSIUR, the Association will be deemed not to be guilty of an offence under Regulation 36 should it be able to show that “all reasonable steps” were taken to prevent the offence from taking place, i.e. to have documented evidence of access attempts. Paragraph 213, which describes the application of Regulation 36, states that “action to gain access does not involve making arrangements for the forced entry into property.” However, in certain circumstance the Association, under the terms and conditions of the Tenancy Agreement, may force access to a property in order to make safe and service an appliance which it owns.
- 5.3 In addition, there are other obligations placed on the Association under the Health & Safety at Work Act 1974 and the Housing (Scotland) Act 2001. In formulating and implementing this Policy, the Association is committed to meeting its statutory requirements and adhering to best practice.

#### 6.0 Gas Safety & Maintenance

- 6.1 The Association will ensure that any installation, safety checks and (if required, servicing works) will be carried out in the following manner:
  - Specifications/designs will comply with current requirements with regard to both legislative and normative requirements and ensure notification to relevant control bodies such as Building Control, Health & Safety Executive (HSE) and Gas Safe are carried out when required.
  - The Association will carry out an inspection and safety check visit to all gas appliances within twelve months of its installation and within every subsequent twelve month period thereafter until the appliance is removed or replaced, any gas appliance in a property that is owned by the Association and is rented to a tenant will be maintained. The Association will also carry out safety checks on gas cooking appliances belonging to the tenant, albeit visual only.
  - Any engineer working on Association gas appliances will be Gas Safe



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Registered and hold valid accredited certificates of competency under the Accredited Certification Scheme (ACS) in areas of gas work being undertaken. Records will be kept of all named operatives and their areas of certified competence.

- The Association will maintain a database of all gas appliances in its ownership, including date of last service. The database will also be used as a tool to organise annual servicing and record instances of no access.
- The Association will, in compliance with GSIUR, keep records of all Landlords Gas Safety Records, for a minimum period of two years and will ensure that tenants are served with a copy of the safety certificate at the time of the annual service being carried out.
- The Association will ensure that all gas repairs are recorded within its computerised maintenance package and have procedures in place to ensure completion of reported repairs.
- The Association will ensure adequate quality control of servicing and repairs by ensuring that a minimum of 5% of the servicing and maintenance jobs are independently checked by a consultant. The Association will make available adequate funds to cover the costs of any quality control measures required to comply with all current or new legislation.
- The Association will ensure that all void properties have been checked for gas safety prior to re-letting and that a copy of the current Landlords Gas Safety Record is handed to the new tenant for their records.
- The Association will ensure that the provisions of the Right to Repair Regulations are met through clauses within servicing and maintenance contracts.
- If required, any servicing works will be carried out in accordance with manufacturers' recommendations.

#### 7.0 Authority

- 7.1 The Management Committee has delegated authority to the Maintenance Sub-Committee to manage, monitor and appraise matters with regards to the control of gas safety and maintenance within the Association's properties.

#### 8.0 Reports

- 8.1 The Maintenance Sub-Committee shall receive quarterly reports on the number of gas services carried out, number of gas services missed and percentage of gas services audited by contractor's own internal audit. Information in relation to the number of properties where the gas supply is capped shall be reported to the Management Committee on a monthly basis through the Performance



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Management Pro forma.

8.2 The Management Committee shall be informed of any unsafe situations that arise as soon as practicably possible.

#### 9.0 Review

9.1 The Policy will be review at least every three years. It shall be reviewed earlier in response to legislative and/or regulatory changes.

***End***

#### ***reviews and amendments***

10 <sup>th</sup> June 2015	-	Policy established.
25 <sup>th</sup> July 2018	-	Policy reviewed.
22 <sup>nd</sup> June 2022	-	Policy reviewed.



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