



# Landlord Annual Gas Service Policy

REVIEWED: NOVEMBER 2019

DATE OF NEXT REVIEW: NOVEMBER 2022

## Executive Summary

<b>Brief Overview:</b> Update of the Association's landlords gas safety policy which is reviewed every three years.
<b>Risks:</b> Low to medium
<b>Relevance to Business Plan:</b> N/A
<b>Financial Implications:</b> Budgetary constraints
<b>Equalities:</b> N/A
<b>Regulatory Impact:</b> Part of ARC report Gas Safety (Installations and use) Regulations 1998
<b>Recommendations:</b> No change to the current policy required

### Discussion:

Recommendations: No changes to the current policy

## **INDEX**

1. POLICY STATEMENT
2. RESPONSIBILITIES
3. ACCESS ARRANGEMENTS
4. RISK ASSESSMENT
5. THE CONTRACTOR
6. NOTIFICATION PROCESS
7. OWNER OCCUPIERS
8. TENANTS OWN APPLIANCES
9. VOID PROPERTIES
10. OTHER TENANCIES
11. QUALITY CONTROL
12. PUBLICITY

## **1. Policy Statement**

It is the policy of the Association will comply with all requirements as specified in The Gas Safety (Installation and Use) Regulations 1998.

## **2. Responsibilities**

- Ensure installation pipe work, appliances and flues provided for tenants are maintained in a safe condition
- Ensure an annual Landlords gas safety check (CP12) is carried out on each appliance and/or flue provided for tenants use
- Ensure maintenance and annual safety checks are carried out by a Gas Safe registered installer within a 12 month period
- Keep a record of each safety check for at least 2 years
- Issue a copy of the Landlords gas safety certificate to each tenant immediately after the check has been completed and to any new tenant before they move in
- Ensure all gas equipment (including any appliance left by a previous tenant) is safe or otherwise removed before re-letting
- If a managing agent is used to help the landlord in meeting their duties, make sure that the management contract clearly specifies who is to make arrangements for maintenance and safety checks to be carried out and for keeping records. However, the landlord maintains overall responsibilities for ensuring duties are met, irrespective of whether a managing agent is employed.
- Ensure that anyone carrying out work on gas appliances/fittings and/or flues provided for tenants use has the required competence and that only Gas Safe registered installers are used.
- Keep a record of all correspondence sent to the tenant including access arrangements and non access lists.
- Carry out a 10% quality control assessment of all gas service and repair work.

## **3. Access Arrangements**

An introductory stage 1 post card giving about 60 days notice before the current Certificate expiry date) is sent by the contractor to the tenant advising the date of the service and the procedure for arranging alternative access.

In the event of a non access, a second post card is sent by the contractor to the tenant again advising a service date and alternative access procedures.

In the event of a second non access occurring, a final non access card is sent by the contractor to the tenant.

In the event of no access a stage 3 letter will be hand delivered (witnessed by 2 staff members) indicating when forcible access will be carried out (at least 7 days before the certificate expiry date). A staff member, gasfitter and joiner will be in attendance. It is not acceptable to arrange an access date after the certificate expiry date. A notice will be left indicating the lock change has been carried out and how the keys can be collected.

In the further event of a tenant being at home but who still refuses access a court decree will be taken out for access.

#### **4. Risk Assessment**

A current non access risk assessment will be carried out to determine the necessary action to be carried out by the Association in the event of continuous non access.

The assessment will clarify:

High risk requiring immediate action.  
Low risk therefore a low priority.

#### **5. The Contractor**

The contractor will ensure that the following information is recorded on the Gas Safety Record:

- Date of check
- Address where appliance/flue is installed
- Name and address of landlord of the premises where appliance/flue is installed
- Description of and location of each appliance/flue checked
- Any defect identified
- Any remedial action taken
- Confirmation that the check complies with the requirements set in the Gas Safety (Installation and Use) Regulations 1998 paragraph 9
- Name and signature of individual carrying out the check
- Registration number and body with which the individual or his or her employer is registered (body to be approved by the Health and Safety Executive for that purpose)
- Record (or copy of same) to be made available for inspection of any person in lawful occupation of relevant premises.

The service contractor will carry out the following procedures:

- Strictly adhere to access arrangements agreed on the programme and alternative dates arranged with the tenant
- A non access card must be provided at all times

- The Landlords Gas Safety report form must be left in the Association's office within 48 hours of the service being completed. This will allow notification of warning labels issued and early response to repairs required
- A copy of the Landlords Gas Safety form must be left within the property
- Supply evidence when requested or proof of up to date Accredited Certification.

## **6. Notification Process**

From 1 April 2005, all Gas Safe Registered installers will be required to notify the Gas Safe Register when they have installed or exchanged a gas appliance in a residential dwelling. The Gas Safe Register will then issue a Declaration of Safety to the tenant, which will confirm that the work has been carried out by a competent Gas Safe Registered installer.

## **7. Owner Occupiers**

This service is optional and owners may contact the Association if they require being included in the programme. If the owner occupier does not wish to be included in the Association's service programme, the Association will not respond to any future requests to repair owner's gas appliances. Owner occupiers will be charged for the service.

## **8. Tenants Own Appliances**

The Association will service tenants own gas appliances if the following procedures are adhered to:-

An application to replace the Association's appliance must have been previously approved.

Gas cookers, hobs or refrigerators are not included in the service.

## **9. Void Properties**

A gas appliance safety check (CP4) is carried out in all void properties to comply with safety regulations and good practice.

If no gas/electricity supply is available the Associations maintenance staff will contact utilities companies to restore the supplies... When the gas/ electricity supply has been reinstated the gas service will be carried out prior to the property being let.

Any gas appliances left by the previous tenant will be removed before re letting.

A Landlords Gas Safety Inspection Certificate (CP4) will be forwarded to the Housing Management Section who will issue the certificate to the incoming tenant.

## **10. Other Tenancies**

In the event of a mutual exchange, succession or assignation a safety inspection will be carried out and the new tenant must be provided with a current Landlords gas safety certificate.

## **11. Quality Control**

Quality control checks will be carried out by the Association to 10 % of all gas safety inspections completed.

## **12. Publicity**

Gas service and repairs procedures will be publicised by the following methods:

- Newsletters
- Gas service and repairs standards brochure
- The Associations web site