



## Gas Safety Policy

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# Our Vision, Our Values, Our Strategic Objectives

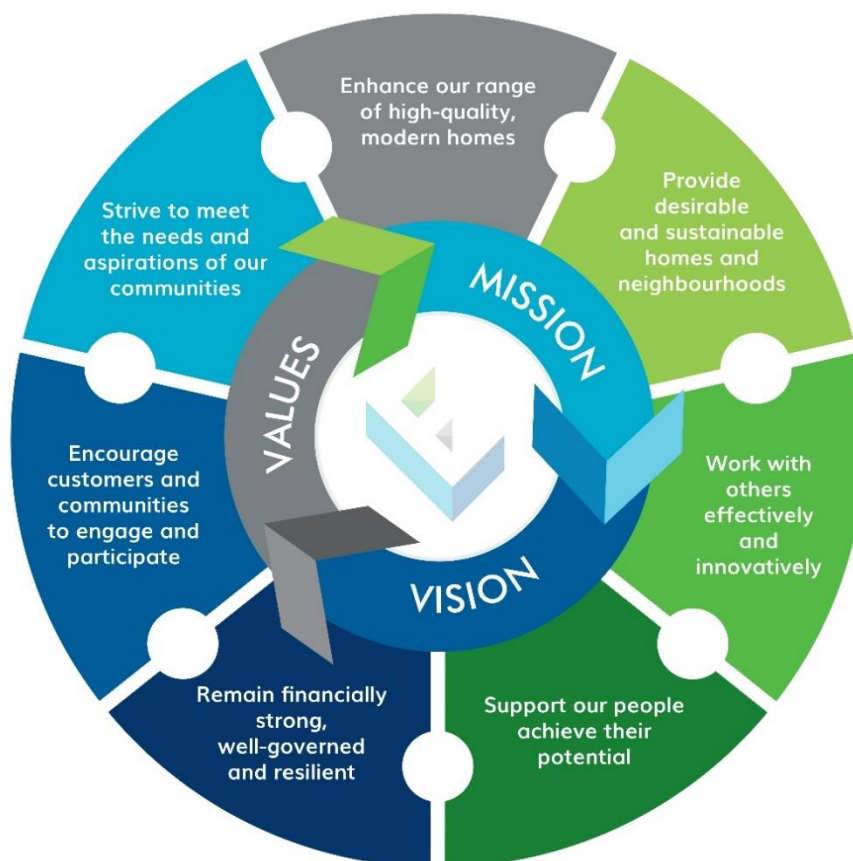
## Our Vision

A vibrant neighbourhood where everyone can prosper.

## Our Values

Caring, Reliable, Fair, Open and Adaptable

## Our Strategic Objectives



## Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

## Executive Summary

### Policy Author

The Director Of Maintenance Services holds the responsibility for developing this policy.

### Purpose of the Policy

The purpose of this policy is to provide a clear statement of Elderpark Housing Associations duties and obligations in relation to inspecting and maintaining gas installations in domestic and commercial (residential and non-residential) buildings owned and managed by Elderpark Housing.

The effects of ill health or injury caused from CO or gas escapes can be devastating in terms of loss of life, injury, trauma for those involved, subsequent fire or explosion damage to property and the environment, financial losses and to the business continuity.

This policy is important in ensuring the health and safety of employees, tenants, residents of Elderpark Housing properties and those who live in the immediate area, work in, or visit their homes and office premises. As a landlord Elderpark Housing has a responsibility to ensure the safety of its tenants.

This policy sets out how Elderpark Housing will fulfil these requirements for gas safety.

### Policy Scope

This policy applies to all properties containing a gas supply and gas fuelled heating appliances, owned or managed by Elderpark Housing Association (EHA, this includes our offices and places of work.

This Policy applies to all Elderpark staff, its customers, owners, contractors and the Management Committee members.

This policy applies to all gas safety related work streams across the organisation, including the Landlord Gas Safety Record programme (LGSR - annually for all domestic properties) and routine inspection, maintenance and repair to the gas installations.

### Aims and Objectives of the Policy

The Association aims to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.

The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to gas safety. It therefore aims to keep the general public, tenants, and employees aware of the risks associated with gas installations and as far as reasonably practical, ensure they are safe from danger.

## Regulatory and Legislative Compliance

### **SHR Regulatory Standards**

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management and the Scottish Social Housing Charter.

Relevant to this policy from the Framework and Standard of Governance and financial Management are:

**Regulatory Standard 1** (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.

**Regulatory Standard 3** (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'*.

**Regulatory Standard 5** (RS5) – *'The RSL conducts its affairs with honesty and integrity'*.

### **Key Applicable Legislation:**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Gas Safety (Installation and Use) Regulations 1998
- Equality Act 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)
- Compliance with HETAS guidance (solid fuel systems)
- L56 Approved Code of Practice (ACOP)- Safety in the installation and use of gas systems and appliances Gas Safety (Installation and Use) Regulations 1998
- L122 Approved Code of Practice (ACOP) – Pressure Systems Safety Regulations
- The Gas Industry Unsafe Situations Procedures (GIUSP)
- Scottish Social Housing Charter (SHQS)

Further detailed regulations, standards and guidance can be located in the supporting Gas Safety Management plan.

## Equalities

An Equalities Impact Assessment has been carried out and attached to this Policy as Appendix 1. No Equality issues have been identified as the Policy relates to the safety checks maintenance of gas appliances and associated equipment and the work required to be complaint with legislation, this will be applied equally to all properties resulting in no positive or negative impact upon the protected characteristic groups.

## Privacy

Record keeping for the purposes of this policy relate to the contract that is in place and undertaking LGSR's. This will include contactors having access to tenants' personal details for the purpose of visiting properties and a data sharing agreement is in place. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy as Appendix 2.

## Related Policies

<b>Policy Title</b>	<b>Location</b>
Health & Safety Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G15 Health and Safety Policy Statement 2022.pdf">V:\Elderpark Policy Suite\Governance Policies\G15 Health and Safety Policy Statement 2022.pdf</a>
Risk Management Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G23 Risk Management Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G23 Risk Management Policy.pdf</a>
Reactive Repairs Policy	<a href="V:\Elderpark Policy Suite\Maintenance Policies\M4 Reactive Repairs.pdf">V:\Elderpark Policy Suite\Maintenance Policies\M4 Reactive Repairs.pdf</a>
Data Protection Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G33 Data Protection Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G33 Data Protection Policy.pdf</a>
Freedom of Information Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf</a>
Equality & Diversity Policy	<a href="V:\Elderpark Policy Suite\Governance Policies\G13 Equality and Diversity Policy.pdf">V:\Elderpark Policy Suite\Governance Policies\G13 Equality and Diversity Policy.pdf</a>

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## **1. Introduction**

- 1.1 Elderpark Housing recognises that gas installations, if not annually safety checked, maintained and repaired, can present a major risk to the health, safety and wellbeing of our customers living in our homes, colleagues working in our offices and the wider estate, owners, and people who visit our properties, if it is not managed safely. Gas safety incidents can cause ill health through CO poisoning gas poisoning or asphyxiation, and fire/explosion which could cause injury, loss of life, significant damage to property and also pose significant financial and reputational risks to our organisation.
- 1.2 Elderpark Housing is an employer, and a responsible social landlord, and we acknowledge our legal and moral obligations in reducing the potential risks from the dangers caused by gas installations, especially ill health, injury and loss of life. The aim of this policy and the supporting gas safety management plan is to provide a robust gas safety framework which can be implemented to protect the safety and wellbeing of Elderpark tenants, owners, staff, and visitors to our properties.
- 1.3 Elderpark Housing is responsible for ensuring that all properties owned and managed by us, meet all applicable gas safety legislation and standards.

## **2. Purpose of the Policy**

- 2.1 The purpose of this policy, which is supported in more detail by the gas safety management plan, is to:
  - Recognise and outline the risks to lives and property associated with the management of gas safety
  - Identify all applicable legislation relating to Elderpark Housing in terms of gas safety statutory duties and responsibilities as a social landlord and employer
  - Determine the scope of how the policy will apply to Elderpark Housing and how the legislation applies
  - Outline the roles, responsibilities and management arrangements we will have in place to manage gas safety effectively
  - Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
  - Identify specific roles and responsibilities for policy implementation and management of gas safety arrangements
  - Ensure that our arrangements for gas safety are clear and understood by all employees
  - Ensure that we are fair, equitable and non-discriminatory
  - Ensure that we can be flexible and adaptable to changing needs

### 3. Policy Scope

- 3.1 This policy applies to all gas installations (supplies, flues, appliances and fittings) within tenanted properties owned and managed by Elderpark, this includes our offices and places of work. Where we are not the freeholder of any properties, which are within our control, the responsibility for gas safety management will be clearly defined within the management agreement.
- 3.2 This policy applies to all gas safety related work streams associated with maintaining gas safety across Elderpark, including the annual safety check and maintenance, ongoing maintenance, repairs and renewals of gas installations and appliances.
- 3.3 This Policy applies to all Elderpark staff and the Management Committee members, given that the Policy outlines the main responsibilities for gas safety. This policy also applies to all tenants, owners, contractors and any visitors to our buildings including members of the public.

### 4. Legal and Regulatory Framework

#### Regulatory Framework

- 4.1 The Scottish Housing Regulator's (SHR) main role is to monitor, assess, report and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.
- 4.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which Elderpark Housing must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this gas safety policy:
- 4.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:
  - **Regulatory Standard 1** (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.
    - **Guidance 1.1** - The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
    - **Guidance 1.2** - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.



- **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
  - **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
  - **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
  - **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.
  - **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).
- **Regulatory Standard 3 (RS3)** – *‘The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay’.*
    - **Guidance 3.1** - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
    - **Guidance 3.2** - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
    - **Guidance 3.3** - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.
- **Regulatory Standard 5 (RS5)** – *‘The RSL conducts its affairs with honesty and integrity’.*
    - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
    - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members’ performance, ensures compliance and has a robust system to deal with any breach of the code.
    - **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

## Legal Framework

- 4.3 Elderpark Housing will comply with all relevant legislation and regulatory requirements for gas safety. Set out below is the principal legislation which applies to gas safety management for Elderpark Housing (please refer to the supporting gas safety management plan for all associated detailed standards and guidance):
- 4.4 **The Health and Safety at Work Act 1974; General Duty on Employers**  
This primary Health and Safety legislation imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to “others” who may be affected by the employer’s undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public
- 4.5 **The Management of Health and Safety at Work Regulations 1999** section 3, sets out the duty for every employer to make a suitable and sufficient risk assessment of the risks to health and safety of all of their employees whilst at work and other people not in their employment.
- 4.6 **The Gas Safety Installation and Use Regulations 1998 (GSIUR) (as amended)** contain specific statutory duties for employers. **Regulations 3 and 4 of GSIUR**, requires employers (of staff and contractors) to ensure the person/business carrying out any gas work is registered with Gas Safe and competent to work on the specific element of gas required. **Regulation 36 of GSIUR** - Duties of landlords, sets out specific statutory duties relating to the requirements for landlords to carry out appropriate maintenance and annual safety checks for all gas appliances, fittings and flues, and details the standards to be achieved and specific documentation to be issued to the tenant, and to verify each gas installation is safe to use.
- 4.7 **L56 Approved Code of Practise (ACOP)**, is This Approved Code of Practice and guidance which gives practical advice on the Gas Safety (Installation and Use) Regulations (GSIUR). It is for anyone who may have a duty under the regulations, including landlords, employers, those who install, service, maintain or repair gas appliances and other gas fittings. This fifth edition has been revised to incorporate the amendments made by SI 2018/139 Gas Safety (Installation and Use) (Amendment) Regulations 2018. The latest edition of L56 can be downloaded free on the Health and Safety Executive (HSE) website.
- 4.8 **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)** requires employers, the self-employed, and other people in control of work premises, to report and keep records of:
- Work-related accidents which cause death
  - Work-related accidents which cause certain serious injuries (reportable injuries)
  - Dangerous occurrences with the potential to cause harm.

The gas engineer or their employer must provide details of any gas fittings, including appliances and flues or ventilation used with the appliances, that you consider to be dangerous, to such an extent that people could die, be rendered unconscious or need to be taken to hospital, because the design, construction, installation, modification or incorrect servicing could result in:

- An accidental leakage of gas
- Incomplete combustion of gas
- Inadequate removal of products of the combustion of gas.

4.9 **L122 Approved Code of Practice (ACOP)** for the Pressure Systems Safety Regulations 2000 (PSSR). It provides guidance and practical advice on how to comply with the law for the safe design and use of pressure systems. The PSSR aims to prevent serious injury from pressure system failure.

4.10 **The Gas Industry Unsafe Situations Procedure (GIUSP)** is a gas industry guidance document that helps gas engineers identify, classify and address unsafe gas situations. The GIUSP applies to gas installations, equipment, and appliances in both homes and businesses.

4.11 **The Scottish Social Housing Charter** - the Scottish Housing Regulator (SHR) has identified a number of key indicators relevant to housing maintenance by which it will measure landlord performance, including the following:

Quality of housing – tenants’ homes, as a minimum, meet the **Scottish Housing Quality Standard (SHQS)** by April 2015 and continue to meet it thereafter, and when they are allocated, are always clean, tidy and in a good state of repair.

4.12 **The Scottish Secure Tenancy (SST) agreement**, in relation to forcing access, includes the following clause at paragraph 5:12:

“We have the right to come into your house to inspect it and its fixtures and fittings or carry out repairs to it, or adjoining property, during reasonable times of the day. We will give you at least 24 hours’ notice in writing. We have the right of access to your house ... providing we give you reasonable notice in writing ... If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused. In an emergency, we have the right to make forcible entry to your house without notice.”

Elderpark will use the tenancy agreement to force access as required when customers do not let us in to carry out the gas safety check and service, but only under controlled circumstances as described with the supporting management plan.

## 5. Aims and Objectives of this policy

- 5.1 The aim of this policy is to ensure that we minimise the risk of gas incidents occurring, which could lead to ill health, injury or fires occurring and spreading, so that residents, staff and visitors can enjoy safe access to, and use of, our services and facilities. In addition, we aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and other persons who may be affected by our activities in relation to gas safety.
- 5.2 Our objectives are to interpret all applicable legislation and standards to Elderpark Housing as an employer and registered social landlord for gas safety, to enable us to develop suitable and sufficient management arrangements to maintain gas safety. Our main objective is to implement these gas safety arrangements to minimise the risk of ill health, injury, loss of life or a fire occurring and spreading and ensure we promote a good level of gas safety awareness for all applicable stakeholders to ensure the arrangements are delivered effectively, and what to do in the event that a gas incident occurs.

## 6. Roles and Responsibilities

- 6.1 **The Management Committee**, in approving this policy, acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy is the responsibility of the Chief Executive with assistance from the Departmental Directors, Managers and operational staff.
- 6.2 **The Chief Executive with assisted by the Director of Maintenance Services and Maintenance Services Manager, must:**
- Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
  - Ensure that all staff and Management Committee receive adequate gas safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards gas safety.
  - Liaise with Gas Safe and the Health and Safety Executive (HSE) on matters relating to gas safety including taking any actions resulting from their advice.
  - Manage the annual safety checks, maintenance, repairs and renewals of all gas installations, in buildings owned and managed by Elderpark.
  - Ensure that void properties have a safety check and maintenance before the new customer moves in.
  - Monitor and report to the Management Committee with any recommendation regarding gas safety
  - Ensure staff receive gas safety training, as the training needs analysis dictates.
  - Ensure compliance with legislation regarding gas installations, supplies and gas appliances and all other types of gas fittings.
  - Ensure all persons or contractors carrying out gas annual safety checks, maintenance and repairs are trained and competent to do so and are members of Gas Safe.
  - Ensure that as part of our letting's standard, a valid LGSR is completed inclusive of the remediation all identified defects (At Risk – AR and Immediately Dangerous – ID)

- Ensure that all gas responsive repairs and ongoing maintenance is carried out to the required gas standards and by competent gas safe registered engineers
- Ensure systems and contracts are in place for up-to-date advice to be received on current and proposed gas safety legislation, related regulatory and good practice requirements.
- Ensure that all appropriate staff receive adequate gas safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards gas safety.

**6.3 The Chief Executive, assisted by The Director of Housing & Customer Services and Housing Manager, must:**

- Ensure that regular estate management inspections are carried out and where a potential gas risk is identified appropriate actions are taken to mitigate these risks.
- Ensure that access to domestic properties is sufficiently supported to enable access and evidence reasonable attempts to access the properties have been made for the annual LGSR to be completed and associated gas work in line with the Scottish Secured Tenancy Agreement.
- Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via Elderpark Housing’s website, tenant newsletter and social media.
- Ensure that all appropriate staff receive adequate gas safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards gas safety.

6.4 Every employee of Elderpark Housing has a health and safety responsibility and duty with regard to arrangements made for maintaining their own safety in the activities they carry out and responding to emergency situations. Directors and Managers have responsibilities as well as those of an employee.

6.5 Any breaches of the policy should be reported to the employee’s Manager.

## **7. Gas Safety Arrangements**

7.1 The Gas Safety Management Plan which supports this policy, contains further detailed management arrangements in how Elderpark Housing will comply with all applicable gas safety legislation and this policy. The supporting management plan should be read in conjunction with this policy. Listed below are the key gas safety arrangements Elderpark Housing will have in relation to gas safety:

- We will ensure that we identify all relevant properties owned or managed by Elderpark Housing which require an annual landlord gas safety inspection and maintenance visit (to produce a valid LGSR) and ensure these are completed by a demonstrably competent individual who is Gas Safe registered whereby “At Risk” (AR) and “Immediately Dangerous” (ID) defects have been rectified. These will be carried out before annual

anniversary for all domestic properties and the office, and during a property being void before a new tenant moves in.

- We will develop and maintain a register listing all properties with gas supplies, installations, appliances, flues and fittings, that Elderpark are responsible for including the date of the last LGSR to ensure we remain within the 12 month cycle for completing a new EICR.
- We will ensure that all gas related work, including annual safety checks, maintenance and repairs are carried out by a demonstrably competent individual who is Gas Safe registered.
- We will promptly repair or renew any defective part of a gas and heating installation in accordance with priority repair timescales.
- We will ensure any unauthorised and defective alterations or additions to gas installations are rectified or removed on discovery.
- We will ensure that contracts with external contractors are managed effectively, and robust contract monitoring is in place to monitor performance and promote continuous improvement.
- We will ensure that we apply the resources required to mitigate gas risks within our relevant properties so far as is reasonably practicable for all gas installations and appliances where we have a responsibility as an employer and landlord.
- We will ensure we comply with our statutory duties as an employer and social housing provider and define the measures we will take to assure ourselves that the policy and management plan have been implemented and they are effective.
- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated management plan, inclusive of making these documents available to all relevant staff and ensuring that staff with gas safety roles have read and understood the content and what is expected of their role.
- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for gas safety.
- We will ensure suitable and sufficient resources are in place to effectively manage customer relationships, tenancy agreements, and leases to keep them informed of the gas arrangements for the home/building in which they live and expectation in terms of them providing access to us to carry out gas safety related works.
- We will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations as a result of issues associated with gas safety.

- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to gas safety across the business and respond promptly to failures in systems and data management.
- We will ensure we work with all regulatory, statutory and enforcing authorities, including Gas Safe, the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and local authorities.

## **8. Training and Awareness**

- 8.1 Elderpark Housing will ensure that all colleagues will receive general gas awareness training as required, in relation to their role, and where they will work.
- 8.2 Elderpark Housing staff who have specific roles relating to gas safety will receive appropriate training to ensure that they are competent to fulfil their duties.

## **9. Implementation of the Policy**

- 9.1 Elderpark Housing will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to gas safety and to assure ourselves that we comply with this Gas Safety Policy, the supporting Management Plan and all applicable legislation. The levels of Governance and Assurance we have in place are:
- The Management Committee
  - The Senior Management Team
  - The Operational Management Team
  - The Finance, Audit and Risk Sub Committee
  - The Housing and Maintenance Sub Committee
  - The externally appointed third party auditor
- 9.2 Further detail of the governance and oversight arrangements we have in place, including how we will gain assurance of policy implementation and compliance, are included within the Gas Safety Management Plan which supports this policy.

## **10. Monitoring of the Policy**

- 10.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with gas safety. They will be responsible for:

- Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable gas legislation and standards.
- Providing such information to enable the relevant Manager / Director to submit a quarterly performance report to the Senior Management Team and subsequently onward to the Management Committee, including relevant Gas Safety KPIs and assurance information.

10.2 In addition to the operational assurance measures outlined above, gas safety will also be subject to internal and external audits, as required, to provide suitable assurance.

10.3 Further detailed performance and assurance information can be found in the supporting Gas Safety Management Plan.

## **11. Complaints and Appeals About the Policy**

11.1 All complaints regarding this policy or its implementation will be handled under our Complaints Handling Policy and Procedure which can be found on our website or from our offices.

## **12. Review**

12.1 This Policy will be reviewed every 5 years, but will be subject to earlier review if there are any significant changes in legislation, good practice or operational changes, which may affect the content of this policy.



## Appendix 1 - Equality Impact Assessment

<b>Name of Policy to be assessed</b>	Gas Safety Policy	<b>New policy or revision of existing?</b>	Review
<b>Person(s) responsible for assessment</b>		Kerry Clayton	
<b>1. Briefly describe the aims, objectives and purpose of the policy.</b>	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to gas safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to gas safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with faults or issues arising with gas installations and appliances, so far as reasonably practical.</p>		
<b>2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)</b>	<p>The policy sets out to benefit tenants to ensure risk of harm from faulty gas equipment is minimised. It further intends to benefit staff, contractors and members of the public who are visiting and working within Elderpark properties. It will also benefit the association in ensuring legal obligations are met and protecting assets.</p>		
<b>3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)</b>	<p>To ensure that the association is compliant with gas Safety legislation and Regulatory guidance and through annual safety checks, monitoring and maintenance, our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants' contractors and the general public relating to injuries or fire caused by gas faults or issues.</p>		
<b>4. Which groups could be affected by the policy? (note all that apply)</b>			
<b>Age</b>		<b>Disability</b>	
<b>Gender reassignment</b>		<b>Marriage and Civil Partnership</b>	
<b>Pregnancy and Maternity</b>		<b>Race</b>	
<b>Religion or Belief</b>		<b>Sex</b>	
<b>Sexual Orientation</b>			
<b>5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.</b>			
<p>The policy is applied equally to all properties with the aim of maintaining gas equipment and ensuring safety for all equally and therefore has no positive or negative impact upon any of the above.</p>			
<b>6. Have those affected by the policy / decision been involved?</b>			
<b>7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.</b>	<b>Positive Impact(s)</b>		<b>Negative Impact(s)</b>

<b>8. What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)</b>		
Signed:	<i>Kerry Clayton</i>	
Dated:	10/10/24	

## Appendix 2 - GDPR Impact Assessment

<b>Name of Policy to be assessed</b>	Gas Safety Policy	<b>New policy or revision of existing?</b>	Review
<b>Person(s) responsible for assessment</b>		Kerry Clayton	
<b>Briefly describe the aims, objectives and purpose of the policy.</b>	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to gas safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to gas safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with faults or issues arising with gas installations and appliances, so far as reasonably practical.</p>		
<b>Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)</b>	Details of the properties will be used when implementing this policy and the personal details of tenants will be used by staff and contractors who are responsible for contacting tenants to organise gas annual safety checks and associated gas maintenance and repair work to enable implementation of the policy.		
<b>What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)</b>	This policy is written in line with our Data Protection Policy and GDPR legislation to ensure compliance with GDPR / FOISA. The outcomes are reducing the risk of harm caused by faulty gas equipment, effective management of assets and ensure the association is meeting legal and regulatory obligations.		
<b>Which groups could be affected by the policy? (note all that apply)</b>			
<b>Tenants</b>	✓	<b>Committee</b>	✓
<b>Employees</b>	✓	<b>Contractors</b>	✓
<b>If the policy is not relevant to any of the data groups listed above, state why and end the process here.</b>			
The Policy is relevant to all of the above groups as tenants' data will be shared with contractors for the purpose of visiting and carrying out work, this would be inclusive of any Committee who are also tenants. Employees implementing the policy will be responsible for ensuring GDPR regulations are adhered to when sharing data. And contractors are bound by data sharing legislation when handling tenant's information.			
<b>Have those affected by the policy / decision been involved?</b>			
No.			
<b>Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.</b>	<b>Positive Impact(s)</b>		<b>Negative Impact(s)</b>
	Tenants can be assured the association is meeting legal obligations by implementing the policy		
<b>What actions are required to address the impacts arising from this assessment? (This might include</b>		Effective monitoring systems to be put in place and accurate record keeping.	

<b>additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)</b>	
Signed:	<i>Kerry Clayton</i>
Dated:	10/10/24