

## **GAS SERVICING POLICY**

### **1.0 Introduction**

- 1.1 Arhag as a Landlord 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.
- 1.2 There is a need to have in place an effective system to ensure that Arhag Housing Association if required can demonstrate the fact that all reasonable steps to prevent contravention of the Gas Safety (installation and Use) Regulations have been taken, thereby reducing the risks of failing to carry out annual safety.

### **2.0 Legal Framework**

#### 2.1

In implementing this policy Arhag will ensure that we meet statutory obligations under relevant legislation including the following:-

- Housing Acts 1988 and 1996
- 2.2 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.)
  - 2.3 This policy also gives due regards to;

2.3.1 Landlord and Tenant Act 1985

2.3.2 Health and Safety Executive (HSE)

### **3.0 Policy Statement**

3.1 It is Arhag's Policy to meet all of our statutory obligations to ensure gas safety inspections are carried out.

3.2. Arhag aims to provide a high quality gas appliances maintenance service with annual gas safety checks to all association properties with gas installations.

3.3 To engage with our customers in a participative and empowering manner so that they have the opportunity to contribute and influence the service standards and future direction of the Gas Servicing and Repairs Service.

### **4.0 Implication**

4.1 Gas fittings (appliances, pipe work) and flues serving gas fitting will be maintained in a safe condition

4.2 All installations, maintenance and safety checks will be carried out by a Gas Safe registered installer

4.3 An annual safety checks will be carried out on each appliance/flue by a Gas Safe registered installer

4.4 A record of each safety check will be kept for at least 3 years

4.5 A tenant's copy of the current safety certificate LGSR (Landlord Gas Safety Record) must be issued to tenant within 28 days of the check being completed or to a new tenant before they move in.

### **5.0 Responsibility**

- 5.1 It is the responsibility of the Head of Asset Management to ensure that this policy is implemented.
- 5.2 It is the responsibility of the Customer Care Team to carry out the administrative duties as stated in the procedure supporting this Policy
- 5.3 It is the responsibility of the Head of Housing to ensure that the Housing Management Team provides adequate support to gain access into properties as required by tenancy agreement.

**6.0 Consultation**

- 6.1 This policy will be reviewed in consultation with residents at least every two years.

**7.0 Review and Board Approval**

- 7.1 This policy will be reviewed at least every two years taking account of any changes to legislation that may occur.

Person Responsible for the review of this policy:	Head of Asset Management
Date of this review:	June 2011
Date of Board approval:	July 2011
Date the next review is due:	July 2017