



# Gas Safety & Carbon Monoxide Policy

V.8 March 2024

<b>Policy Number</b>	<b>M.07</b>			
<b>Document Owner</b>	<b>Technical Services</b>			
<b>Review Frequency</b>	<b>3 Yearly</b>			
<b>Reviewed by</b>	<b>Technical Services</b>			
<b>Date First Approved</b>	<b>26<sup>th</sup> January 2005</b>			
<b>Date Approved</b>	<b>6<sup>th</sup> March 2024</b>			
<b>Next Review Due</b>	<b>March 2027</b>			
<b>Version Number</b>	<b>8</b>			
<b>Consultation Required</b>	<b>Yes</b>		<b>No</b>	<b>x</b>
<b>Equalities Impact Assessment</b>	<b>Yes</b>		<b>No</b>	<b>x</b>
<b>Added to Website</b>	<b>Yes</b>	<b>x</b>	<b>No</b>	

<b>SSHC Reference</b>	Standard 4 – Quality of Housing Outcome 5 – Repairs, Maintenance & Improvements Standard 13 – Value for Money
-----------------------	---

## Related Documents

- Scottish Secure Tenancy Agreement
- No Access & Forced Entry Arrangements Procedure
- Appointment of Contractors
- Repairs and Maintenance Policy
- Procurement Policy
- Void Management Policy
- Tenant's Improvements
- Equality & Diversity Policy

## **Translation Statement**

If you have any difficulties reading this information or need further help understanding our processes please contact us. We can make this document available in a variety of formats. All you need to do is let us know what you need and we will try to assist.

## **Compliance**

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

## **Equality & Diversity**

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

## **Openness & Confidentiality**

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

## **Data Protection**

Fyne Homes recognises the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

## **1. Introduction**

1.1. Fyne Homes Ltd, through this policy will ensure that as a Landlord the Association fully complies with our Landlord responsibilities under Regulation 36 of Gas Safety (Installation and Use) (Amendment) Regulations 2018.

## **2. Aim**

2.1. The overall aim of this policy is to ensure the Association is able to provide safe properties for all of their tenants by ensuring gas safety standards are upheld in accordance with Scottish Government regulations.

2.2. Whilst the framework aims to provide for a consistent approach, there will be sufficient flexibility within the policy to allow for individual circumstances to be considered when a decision is being made on whether or not it is practicable to recharge – the reason for each decision being clearly demonstrated.

## **3. Links to vision and strategic priorities**

3.1. This policy aims to fulfil the needs of the Association's Strategic Priorities, in particular Meeting Housing Need - Invest in our properties through our programme of capital, cyclical and reactive maintenance.

## **4. Legal framework**

4.1. This policy acts in accordance with the Gas Safety (Installation and Use) Regulations 1998, Gas Safety (Installation and Use) (Amendments) Regulations 2018 specifically Regulation 36 (Duties of Landlords). The Building (Scotland) Regulations 2004 Building Standards Technical Handbook Revised 1 June 2016, Sections 3 & 4

## **5. Definitions**

5.1. A full list of the definitions can be found in the regulation, available at:  
<http://www.legislation.gov.uk/ukxi/1998/2451/regulation/36/made>  
<https://www.legislation.gov.uk/ukxi/2018/139/contents/made>

## **6. Appointment of contractors**

6.1. The Association's Procurement Policy will be followed for the selection and appointment of a contractor to run the gas servicing contract each year.

6.2. However, circumstances may arise where it is appropriate to use an alternative method of selection and appointment. For example, negotiation of the annual contract might be considered in order to achieve value for money. In such cases, a report will be presented to Committee seeking authority to deviate from the normal tendering procedure.

6.3. The Technical Services Director will ensure that all companies used by the Association to carry out installation, maintenance and safety checks are Gas Safe registered.

6.4. The Technical Services Director will ensure that each company signs a declaration that all installation, maintenance and safety checks to Fyne Homes properties will be carried out by operatives who are registered with Gas Safe to carry out the relevant work.

## **7. Record Keeping**

7.1. All work sheets submitted in respect gas work will be verified by a designated member of staff before being recorded and filed. All action taken to deal with any defects identified by the contractor will be recorded, and monitored.

7.2. We will ensure that databases are in place and regularly updated, containing details of all properties with gas supplies noting the following details:-

7.2.1. Address

7.2.2. Location, type, make and model of all appliances

7.2.3. Last safety check

7.2.4. Renewal date

## **8. Quality Control**

8.1. Staff members are to complete checks on a sample of properties in the servicing files every month to ensure a valid certificate is on file and all necessary actions have been taken and procedures followed.

8.2. The Association will employ a qualified external company to carry out, on an annual basis, gas safety audits on a random sample of properties for each gas servicing contract in our areas of operation.

## **9. No Access**

9.1. Appropriate steps will be taken to ensure that the Association can either obtain a valid certificate within the required period, or, failing that, be able to prove that it has taken reasonable steps within reasonable timescales to attempt to gain access.

9.2. The required steps are outlined in the No Access/Forced Entry Arrangement Procedure

## **10. Unsafe Situations**

10.1. In the event that an appliance or installation is found to be unsafe the Gas Engineer will address the issue all as per Gas Safe Register working practices. In addition the Gas Engineer will inform the gas servicing contract administrator.

## **11. Gas Escapes/Carbon Monoxide Detector Activation**

11.1. A procedure is put in place for emergencies. This details the action to be taken by staff, lists safety advice to be given to persons making the report and also the information that is required to be given to the Gas Emergency Service Centre when reporting the incident to them.

- 11.2. This procedure is displayed so that it is easily available to staff making reports of gas escapes/suspected gas escapes or carbon monoxide detector activation

## 12. Voids and Mutual Exchanges

- 12.1. When a property becomes void or mutual exchange/transfer/voluntary transfer of properties takes place, a gas safety check will be carried out immediately on the change in tenancy, regardless of when the last annual service was undertaken.

## 13. Reviewing process

- 13.1. This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises.
- 13.2. If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Version number	Revision Date	Part of doc revised	Reason for revision	Approved by
7	09/03/22	Section 1.1	Updated to include reference to Regulation 36 of Gas Safety (Installation and Use) (Amendment) Regulations 2018.	Mgt Comm
8	Feb 2024	Whole Doc	Inline with policy timetable – no amendments	Mgt Comm