



GAS POLICY

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1.0 INTRODUCTION

This document sets out the Association's policy on gas safety. It should be read in conjunction with the Association's procedure on gas safety.

2.0 LANDLORD RESPONSIBILITIES

As a Landlord, the Association has responsibilities under Regulation 36 of Gas Safety (Installation and Use) Regulations 1998. **It is our policy to comply in full with these requirements.** To do so we will

1. maintain all gas fittings, appliances (other than those which the tenant is entitled to remove from the premises), pipe work and flues in our properties in a safe condition
2. ensure that all installations, maintenance and safety checks are carried out by a CORGI registered installer
3. obtain a current Landlord's Safety Record (Form CP12- hereafter referred to as the 'landlord's certificate') for each of our properties which has a gas supply OR take the steps outlined below to obtain access to properties for this purpose
4. keep copies of all landlords' certificates for two years
5. give our tenants a copy of the current landlord's certificate for their home within 28 days of the check being carried out. New tenants will be given a copy of the valid certificate prior to signing their tenancy.

3.0 SELECTION AND APPOINTMENT OF CONTRACTOR

The Association's policy on the appointment of technical contractors and our financial regulations will be followed for the selection and appointment of a contractor to run the gas servicing contract each year. 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 the Chief Executive seeking authority to deviate from the normal tendering procedure.

The Director of Technical and Development Services will ensure that all companies used by the Association to carry out installation, maintenance and safety checks are CORGI registered. The Director of Technical and Development Services will ensure that each company signs a declaration that all installation, maintenance and safety checks to LHA properties will be carried out by operatives who are registered with CORGI to carry out the relevant work.

4.0 ANNUAL CONTRACT & SERVICE REQUIREMENTS

A contract will be signed between LHA and the successful contractor. The contractor will be required to carry out an annual servicing of each LHA property which has gas to meet Regulation 36 of Gas Safety (Installation and Use Regulations) 1998.

The contractor will be required to provide a Landlord's Safety Certificate (CORGI Landlords Gas Safety Record - form CP12) for each property inspected confirming the results of the inspection. The contractor will leave a copy of the certificate with the tenant at the time of the service. If the property is void, the new tenant will be given a photocopy of the Association's copy at the time of sign up.

Once the contract has been signed, the Director of Technical and Development Services will provide the appointed contractor with a spreadsheet listing all LHA properties which have gas. The spreadsheet will contain the following information:

- Address
- Date of last service
- Date next service due

5.0 IDENTIFIED DEFECTS

During the course of the annual gas safety check, the contractor will identify any defects with the heating system and mark these down on the certificate. The following three categories are used:

'immediately dangerous' - if any aspect of the system is deemed to be immediately dangerous, the contractor will disconnect the appliance, seal the gas supply and issue a warning label on the appliance. The contractor will advise Linstone of the defect to allow the Association to order rectification work

'potentially dangerous' - if any aspect of the system is deemed to be potentially dangerous, the contractor will issue a warning label on the appliance and advise the resident not to use the appliance. The contractor will advise Linstone of the defect to allow the Association to order rectification work

'not to current standards' - if any aspect of the system is deemed to be 'not to current standards' the contractor will note this on the certificate which will be passed to the Association. There is no need to carry out rectification work in such cases. However, the Association may decide to carry out, at a later date, a planned programme of upgrading work to bring older systems up to current standard. However, the 'standards' are regularly changed and there is *no requirement* to carry out work retrospectively.

If there is any threat to tenant safety, the defect will be marked as immediately or potentially dangerous.

6.0 FOLLOW UP WORK TO SERVICE

The contractor will have authority to carry out essential work up to a value of £300 (exclusive of VAT) at the time of the service. Where the work required is in excess of £300, the contractor will require the authority of the Director of Technical and Development Services prior to commencement of follow up work.

7.0 PAINTED GAS FIRE CASINGS

Fire casings which have been painted, may be disconnected by the engineer carrying out the safety check if it is considered to be hazardous.

On receipt of a gas safety certificate which identifies a painted gas fire casing, the Director of Technical and Development Services will contact the tenant in writing.

The letter to the tenant will advise them of the following

- they are in breach of their tenancy agreement (Section 5.17 para 5)
- they must contact the Association within 28 days to arrange for the toxic paint to be removed
- the Association discharges any responsibility for injury sustained as a result of the fire casing being painted

If a warning label is issued for a fire that has a painted casing and it is disconnected, it will not be reconnected until the casing has been stripped of the toxic paint.

Electric heaters will be made available for short-term lending to tenants to avoid being left without heating regardless of whether it is the tenant's fault that the fire has been disconnected.

8.0 DECORATIVE FANS

Decorative fans can lead to gas appliances failing their spillage tests because they increase the speed of the circulation of carbon monoxide fumes. Consequently, the Association will advise against the installation of decorative fans in the same room as gas appliances.

Where a gas engineer has disconnected a fire because it is in the same room as a decorative fan, the Association will not reconnect the fire until the tenant has arranged for the removal of the decorative fan.

On receipt of the gas safety certificate which identifies a decorative fan in the same room as a gas appliance, the Director of Technical and Development Services will contact the tenant in writing.

The letter to the tenant will advise them of the following

- they are in breach of their tenancy agreement (Section 5.17 para 5)
- they must contact the Association within 28 days to arrange for the fan to be disconnected
- the Association discharges any responsibility for injury sustained as a result of the appliance operating in the same room as a decorative fan

Electric heaters will be made available for short-term lending to tenants to avoid being left without heating regardless of whether it is the tenant's fault that the fire has been disconnected.

9.0 VOID PROPERTIES NEWLY TENANTED PROPERTIES WITH QUANTUM METERS

A gas safety check will be obtained for void flats prior to letting. The exception to this will be if the property has a quantum (pay as you go) meter. If there is a quantum meter, a gas safety check will still be carried out but the extent of the checks that can be carried out will be limited. In such cases, the tenant will be advised to

- (a) contact the Association once they have set up their account with the gas supplier and gas has been recommissioned to the property.
- (b) Refrain from using their gas system until it has been checked

A proforma will be signed to this effect by the tenant at sign up.

Linstone will then order a further gas safety check and will treat the request as falling within the 'urgent' category.

10.0 MUTUAL EXCHANGES/ SUCCESSIONS/ TRANSFERS/ ASSIGNATIONS/ VOLUNTARY TRANSFERS

When mutual exchanges/ successions/ transfers/ assignments/ voluntary transfers of properties takes place, a gas safety check will be carried out immediately prior to the change in tenancy, regardless of when the last annual service was undertaken.

11.0 PERMISSION TO REMOVE GAS METERS

If we receive a written request from a tenant, permission will be given to remove a gas meter where there is neither gas central heating or gas appliances in the property. Any future tenants wishing a gas supply in the same property would have to arrange and pay for meter installation.

If a tenant requests permission to re-site their gas meter, permission will not unreasonably withheld. However, any permission given to re-site a meter will be on condition that TRANSCO carry out the work.

12.0 STORAGE OF GAS

As per section 2.14 of Linstone's Scottish Secure Tenancy, the use of paraffin or bottled gas heaters is generally discouraged but is expressly forbidden in any building which is in excess of four storeys high. The limit for the amount of fuel which may be stored for use in such appliances is:-

- (a) one spare 13kg (approx 30lbs) container of bottled gas inside the house
- (b) 5 litres (approx 1 gallon) of paraffin in side house

13.0 RECENTLY BUILT/ REHABILITATED PROPERTIES

Recently built or rehabilitated properties do not require a safety certificate for one year after installation as they are covered by warranty. However contractors installing gas systems into any properties as part of a development or major repairs contract will be requested to provide at handover a landlord safety certificate for each property with a gas supply, in order that Association records can be kept up to date.

14.0 CARBON MONOXIDE DETECTORS

As part of the annual review of the future major repair programme, the Association will give consideration to installing carbon monoxide detectors into properties. However, it is not required under law and until it is, the investment in CO detectors will be considered alongside the other investment priorities of the Association.

15.0 KEEPING TENANTS INFORMED

Once a year, we will issue a safety bulletin to all tenants who have gas in their property. This will remind tenants of common danger signs and safety precautions that they should take and will also stress the importance of providing access to the Association's contractors for annual servicing.

The bulletin will also advise tenants of what is involved in the annual safety check.

16.0 REVIEW OF POLICY

This policy will be reviewed every 5 years.