


HOUSING DEVELOPMENT & CONTRACTS

Gas and Carbon Monoxide Safety Policy

Date of Review:	September 2019
Reviewed By:	Ian Finlay, Project Manager
Approved By:	R John Griffiths Service Lead, Housing Development & Contracts
Signature:	
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Date of Next Review:	1 st September 2020

1. Introduction

At the time of Policy approval Slough Borough Council owns and manages in the region of 6,000 tenanted properties. Approximately 98% of these properties have gas appliances installed, the remainder are served by communal boilers or have electric heating and hot water heating systems installed. Slough Borough Council has a responsibility to maintain all appliances owned by it within its stock to the required standard.

This policy explains how the maintenance requirements for Gas, appliances will be met. It will be supported by a Gas and Carbon Monoxide Safety Management Plan providing more detailed guidance procedures and process maps.

2. Statement of Intent

The key objective of this policy is to describe how Slough Borough Council will meet the required statutory and regulatory requirements in relation to gas appliance safety and maintenance. It will also cover how Slough Borough Council/Cabinet, as Duty Holder, will receive assurance of statutory and regulatory compliance.

This policy covers both domestic and commercial (e.g. communal and district heating systems) appliances including: Gas-Fired; and if required at some future date solid fuel including biomass; oil-fired; air and ground source heat pumps; solar thermal hot water. It also covers properties with a gas supply or a readily available gas supply (but no gas appliances) and other activities that are undertaken at the same time as servicing /inspection of the above appliances. Maintenance of other forms of electric only heating will be covered within the Electrical Safety Management Plan.

Slough Borough Council will comply with all current and relevant legislation and specifically as detailed in the following:

- The Gas Safety (Installation and Use) (Amendment) Regulations (GSIUR) 2018
- Building Regulations

There is no similar, specific legislation for solid fuel or oil-fired appliances. However, Slough Borough Council takes the view that other legislation such as the Health and Safety at Work etc. Act 1974 and Landlord Tenant Act 1985 may be applied.

In addition, as a Landlord and provider of Social Housing Slough Borough Council must meet the requirements of the Regulator for Social Housing's (RSH) Homes Standard. (The economic standards do not apply to Local Authorities).

It is essential to ensure that customers, residents, employees and visitors remain safe in Slough Borough Council's premises (both individual homes and offices). Failure to properly discharge our legal or regulatory responsibilities may also result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- RSH's scrutiny
- Reputational damage
- Loss of confidence by stakeholders in the organisation

3. Policy

In order to comply with regulatory standards and legal obligations, and to ensure the safety of its customers, staff, contractors and other visitors to their properties, Slough Borough Council will:

Process

- Provide clear lines of responsibility for all appliances and heating systems within the scope of this policy supported by written guidance in the Gas and Carbon Monoxide Safety Management Plan.
- Ensure that a clear and consistent process including front-line engagement and enforcement is in place to obtain access to properties to conduct the safety checks, which shall include legal action when required.
- Proactively assess available data for relevant information about the customer to help gain access (disability, vulnerability, local connections, etc.).
- Maintain a process for dealing with unsafe situations in accordance with the Gas Safety Regulations.

Delivery

- Target that all domestic properties with gas appliances, gas supplies, (and if required at some time in the future oil or solid fuel appliances) have a valid Landlord Gas Safety Record (LGSR) and/or Solid Fuel or Oil Safety Certificate.
- Inspect all properties with air source, ground source and solar thermal heating/hot water annually and obtain appropriate documentation.
- All other properties with potential to have a gas supply will be subject to an annual check to confirm that no gas supply has been installed.

- Landlords do not have a legal responsibility for carrying out a safety check to appliances owned by the tenant. However, at the time of the annual safety check, Slough Borough Council will also check all tenant owned gas appliances for safety. This will either be done as a visual check or a full safety check in line with Gas Regulation 26(9). This is in order to comply with other legislation such as The Tenant and Landlord Act, and to ensure any works completed by the tenant that may have been undertaken since the last safety check are identified. Any safety critical faults found on a tenant owned appliance will result in the appliance being disconnected and the tenant informed. The Council will not be liable for repairs to tenant owned appliances.
- Ensure, where required, that commercial systems and pressure vessels have a written scheme of examination.
- Target that all commercial systems are inspected and serviced in accordance with manufacturer's requirements and the written scheme, but in any event at intervals of not more than 6 months and have a valid Landlord Gas Safety Record.
- Disconnect the gas supply at the meter and make safe upon a property becoming void. When the property is let the gas is reconnected and a new gas safety inspection will take place. If a property is void for more than a 12 month period a service visit will be made on the anniversary, (unless the gas has been terminated at the highway outside the property by the transporter and we are in receipt of a disconnection certificate).
- Prioritise remedial works arising from safety checks and apply a timescale for action, as detailed within the Gas and Carbon Monoxide Safety Management Plan.

Additional Safety Measures

- Install Carbon Monoxide Detectors and test on an annual basis in conjunction with the safety check visit.
- Fit and test smoke alarms in conjunction with the safety check visits and record on the Landlord Gas Safety Record.
- Implement an ongoing programme to upgrade all Carbon Monoxide Detectors and Smoke Alarms from battery power to hard wired systems.
- Neither install, nor give permission for tenants to install, wood burning stoves or open fires. Any unauthorised installations will be required to

be removed at tenant's own expense and by Slough Borough Council's appointed contractor.

- Require that other tenant alterations should be subject to prior agreement before they are undertaken. Approval will not be unreasonably withheld.

Contractors Competency

- Only engage with Gas Safe registered companies and Gas Safe registered engineers, with the appropriate Nationally Accredited Certification Scheme (ACS) to undertake any gas related works.
- Ensure that contractors working with solid fuel appliances are competent to do so and hold current HETAS registrations.
- Carry out an assessment of all contractor competencies annually or at change of contract /contractor, as detailed within the Gas and Carbon Monoxide Safety Management Plan.

Internal Competency

- Maintain a skills/training matrix to ensure that all staff undertaking key roles within the scope of this policy have appropriate training.
- Will operate a detailed competence framework including regular appraisals as part of the Gas and Carbon Monoxide Safety Management Plan.

Data

- Maintain an up to date Master Database of all properties that have a gas supply including those that may not have a live gas supply but can be readily connected to the gas grid
- For each relevant property record maintain up to date data confirming which of the appliances within the scope of this policy exist and do not exist and the organisation's associated responsibility
- Where a requirement exists, hold data and certification relating to the last two safety checks and the next due date
- Where a requirement does not exist hold appropriate evidence
- Maintain current and up to date records of remedial works for the entire portfolio which will detail all recommendations from the Safety Check. The records will include; address and risk profile of the property, detail of the work item required, priority and target completion, person

responsible, when the work was completed and who it was signed off by, and evidence of completion.

Assurance

- Ensure that all persons involved with the installation, inspection and servicing of gas, solid fuel and oil appliances are properly trained and accredited in accordance with this policy.
- Where necessary, operate a permit to work system when safety critical work is being carried out near to appliances and flues by engineers that are not Gas Safe Registered /HETAS or OFTEC approved.
- Carry out works-based assurance activity including checks on certification and post-inspection of on-site works to the level stated within the Gas and Carbon Monoxide Safety Management Plan. A proportion of such checks will be carried out by an independent party.
- Set a timetable for the review of the Gas and Carbon Monoxide Safety Policy and the associated Management Plan.

Communication

- Encourage customers, through the provision of publicity information on the importance of gas and other heating safety, to allow access to carry out checks and maintenance works.

4. Implementation

The policy will be effective from September 2019 following Corporate Management Team (CMT) approval.

Staff will be made aware of the policy at priority training and a copy will be available on the intranet. The policy will be uploaded to the Slough Borough Council web site.

This policy should also be read in conjunction with the Compliance Strategy and Gas and Carbon Monoxide Safety Management Plan.

There will be training provided for all those staff involved with the delivering the Compliance functions.

5. Consultation

This policy is based on legislative and regulatory requirements and as such consultation with customers has not taken place. There has been consultation with internal teams within Slough Borough Council.

6. Equality Impact Assessment (EIA)

We believe all people should be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including, nationality, ethnic or national origins), religion, belief or non-belief, sex, or sexuality or by association with someone with any of these characteristics or perception of having any of these characteristics.

The EIA was undertaken on 6th September 2019 and no adverse discrimination was found. (See the full EIA document for further details)

7. Monitoring Performance

The following Performance Indicators (PIs) will be reported:

- % of Properties with a valid LGSR within the past 12 months
- % of Properties with other heating type covered by this policy with a valid certificate within the relevant period (if and when required)
- % of Commercial Boilers and Pressure Vessels with valid certification within the relevant period

Commentary will be provided for any properties out of date; to include the date they became overdue, days overdue, and their position within the access legal process to bring them back into a compliant position. Additional context commentary will also include information on the proportion of activities within the reporting period that were undertaken before and after their due date.

A detailed PI suite will be defined within the Management Plan.

The following assurance activity will be undertaken and reported in line with the Management Plan:

- Internal audit
- Strategic review
- 3rd Party Assurance

8. Policy Review

The policy will be reviewed every 12 months or earlier if deemed necessary through the performance monitoring process.

9. Amendment Log

Date of revision:	Record of amendments:	Reason for revision:
September 2019	Rewritten	Compliance Review

