

Homes & Neighbourhoods

Gas Safety Management Policy

Author: Steve Hughes

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1. Introduction

- 1.1 The aim of this document is to define the policy for Gas Safety Management in compliance with statutory legislation within all properties managed by Homes & Neighbourhoods (H&N) department of Kirklees Council.
- 1.2 This document outlines the standards required for gas safety, installation, maintenance and testing to ensure that risks are suitably assessed and effectively eliminated to minimise the likelihood of a gas incident occurring e.g., gas escape, explosion, damage to property, injury and or death. This includes the identification and implementation of appropriate control measures and the provision of information to any person who may work on or with gas installations and equipment.
- 1.3 Applicable legislation includes, but not exhaustive the:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Gas Safety (Installation & Use) Regulations 1998
 - The Gas Industry Unsafe Situations Procedure 7th Edition 2015
 - Construction (Design and Management) Regulations 2015
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Control of Substances Hazardous to Health (COSHH) Regulations 2002

2 Policy Scope

- 2.1 This policy is aimed at all H&N employees, including any temporary or agency workers, apprentices and contractors who have responsibility for or may come into contact with gas systems or equipment during their normal work activities. It should be read and understood by all parties who have responsibilities relating to Gas Safety within H&N and have a duty of care under the Health & Safety at Work Act 1974 and the Gas Safety (Installation and Use) Regulations 1998.

3 Policy Statement

- 3.1 Homes and Neighbourhoods is responsible for the maintenance and repair of circa 22,500 domestic and non-domestic premises owned and managed by Kirklees Council. As a responsible social landlord, H&N is committed to minimise the risks associated with gas safety and ensure that all our gas safety works, including installation, maintenance and testing, are carried out in compliance with the Gas Safety (Installation and Use) Regulations 1998 and other regulatory and industry body requirements.
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3.2 This policy aims to ensure that we meet our obligations as a landlord and seeks to provide assurance that gas safety is effectively managed to ensure the safety of our employees, contractors, tenants, leaseholders and members of the general public.

3.3 To ensure the safety of relevant persons by means of suitable management of gas safety, H&N will:

- Invest in a programme of maintenance, renewal, testing and upgrading gas installations across H&N in accordance with industry guidance and manufacturers' recommendations;
- Ensure that all gas installations are tested and certified prior to the letting of H&N properties;
- Assess each gas maintenance, upgrade and renewal scheme to ensure that the correct priority level is allocated. H&N will take specific account of each vulnerable tenant's requirements during the prioritisation process for these works;
- Ensure that all H&N employees and external contractors carrying out gas installation, maintenance and testing have valid individual registrations with Gas Safe;
- Ensure that each individual mechanical engineer is trained, competent and holds relevant industry recognised qualifications;
- Maintain a clear set of gas safety procedures that are reviewed annually or sooner if there are any changes to legislation or working practices;
- Provide premises gas systems and installation information to H&N employees and external contractors to enable them to work safely;
- Undertake regular gas safety audits; and
- Communicate to other persons, including tenants and leaseholders, that they have a duty to co-operate as far as is necessary to allow H&N to comply with the above requirements.

4. Roles and Responsibilities

4.1 The Director of Homes and Neighbourhoods has strategic responsibility for the management of asbestos safety, and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.

4.2 The Housing Advisory Board [HAB] has overall governance responsibility for ensuring this policy is fully implemented in order to ensure full compliance with legislation and regulatory standards. This oversight will be supported by the Building Safety Assurance Board (BSAB) – an officer Board of compliance and building safety officers. As such, the HAB will formally approve this policy and review it every year (or sooner if there is a change in legislation or regulation).

- 4.3 For assurance that this policy is operating effectively in practice, the BSAB will receive regular updates on its implementation.
- 4.4 The Housing Advisory Board will receive quarterly performance reports in respect of asbestos safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 4.5 The Head of Operations has operational responsibility for the management of gas safety, and will be responsible for overseeing the delivery of these programmes. The Head of Operations will fulfil the role of the appointed Duty Holder and will be the overall Responsible Person on behalf of H&N.
- 4.6 Housing teams will provide support where gaining access to properties is difficult, as part of the no access process.
- 4.7 The Legal Team will support the process when all other attempts to gain access and where as a last resort, the council needs to apply for warrants to gain entry to carry out the gas safety checks.

5. Monitoring and Review

- 5.1 This policy will be reviewed annually or following any legal or regulatory changes.
 - 5.2 Monitoring gas safety and updating risk assessments are an integral part of the Control of Gas Safety Management System.
 - 5.3 A system of formal audit (internal and / or external) of the Gas Safety Management System must be in place to ensure that both Policy and Procedures are being implemented.
 - 5.4 The Health and Safety Group will maintain an on-going audit plan to address the management of gas safety, reporting key findings to the Director of Property and the Board.
 - 5.5 Where the Head of Operations or appointed competent person(s) have reason to believe that the Gas Safety Management System is not achieving the aims of this Policy, a Director within H&N and SHE Manager shall be notified, and a review of the System shall be carried out. If the review identifies deficiencies, the Head of Operations shall take action to amend the System as required.
 - 5.6 Communicate and consult employee and contractors by bringing the Policy, and any subsequent amendments, to their attention through induction and training. This may be in alternate formats / languages as and when necessary.
 - 5.7 Gas Safety Guidance information and the Gas Safety Management Policy, are available on the H&N website for tenants, Elected Members and the wider public. The information may be in alternate formats / languages as and when necessary.
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5.8 Regular communications on Gas Safety, including the responsibilities of H&N, tenants and leaseholders, will be included in the Communication Strategy (in development).

6. Referenced Documents and Further Reading

- The H&N Gas Safety Management System (in development)
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Gas Safety (Installation & Use) Regulations 1998
 - HSE Guidance INDG 285 – A Guide to Landlords duties: Gas Safety (Installation and Use) Regulations 1998
 - The Gas Industry Unsafe Situations Procedure 7th Edition 2015
 - British Standards and IGEM (Institute of Gas Engineers & Management), IGE (Institute of Gas Engineers) publications
 - Building Regulations
 - Construction (Design and Management) Regulations 2015
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Control of Substances Hazardous to Health (COSHH) Regulations 2002
 - Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
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