



Gas Safety Policy

Asset Management: Housing

Policy & Procedure For Gas Safety / Maintenance Of Gas Fired Appliances In Council Properties Domestic & Commercial

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Introduction:

The purpose of this policy is to highlight St Albans City & District Council's continued commitment towards compliance in Gas Safety Legislation, along with protecting the health and welfare of all its tenants, residents, staff, contractors and the general public as far as reasonably possible.

As a local authority Landlord St Albans City & District Council is aware of their responsibilities and duty of care to adhere to The Gas Safety (Installation and Use) Regulations 1998 GSIUR placing an onus on landlords to maintain the safety of all gas appliances, flues and gas carcass pipe work within all properties they own, including Domestic Dwellings, Sheltered Schemes, Multiple Occupancy & Communal Living.

Landlords have a legal obligation to ensure that all gas appliances and flues provided in their properties are checked within 12 months of the previous Landlords Gas Safety Record (LGSR).

St Albans City & District Council ensures that all remedial action, if required, is carried out using Incumbent Gas Contractors who have specifically tendered for the afore mentioned works and who are registered with Gas Safe or a legal body approved by the HSE.

This procedure should be read in conjunction with

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Gas Safety (Management) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Landlord and Tenant Act 1985
- The Building Regulations
- The Housing Act 1985
- The Housing Act 2004

Failure to comply with Gas Safety Regulations is a criminal offence. This Gas Safe Policy ensures St Albans City & District Council follows its legal duties and landlord responsibilities. Ensuring that all Gas fired Appliances in Council owned properties are serviced and maintained to all legislative requirements and manufactures Instructions.

Primary Principles & Objectives

Ensuring compliance with current legislation and best practice of the Gas Safety (Installation and Use) Regulations 1998 and codes of practice for solid fuel, oil and LPG installations to ensure all tenanted properties have a current Landlords Gas Safety Record (known as LGSR)

Implement a robust servicing and maintenance schedule ensuring all gas fired appliances that are the Council's responsibility are in good safe condition and working order. Every individually owned Council appliance is checked, Inspected and serviced to manufacturers specifications within 12 months of being installed. Then annually checked and inspected at intervals of no more than 12 months since the previous Landlords Gas Safety Check.

Ensure that any appliance solely owned by the tenant and installed inside the property (e.g. Cookers & Fires) are visually inspected and assessed for safe use and included on the Landlords Gas Safety Record

Ensure that all Gas Servicing, Repairs and Inspections are carried out by qualified engineers, competent and accredited in the relevant workstreams. Each individual engineer is carrying a current Gas Safe Registration Card and a member on the Gas Safe Register.

Ensure that during every service visit that Smoke Alarms / Heat / Carbon Monoxide Detectors are tested for safe and correct operation. All findings to be listed / recorded onto the Landlords Gas Safety Record. St Albans City & District Council will receive confirmation that CO Alarms are installed with every gas appliance and that the adequate number of smoke alarms are present in all properties and tested / passed on the LGSR

Deliver a copy of the Landlords Gas Safety Record (LGSR) to the tenant within 28 Days of the annual Gas Check & Service. Manage a comprehensive data base with record keeping of all properties visited by date. Details of all appliances checked, inspected what checks were carried out any defects / remedial works highlighted on the LGSR for attention, with recommended works / actions needed to rectify the issue.

The Councils aim is to maintain 100% compliance across their stock in gaining access to every property containing Gas Fired Appliances, Gas Supply Pipework along with Gas Meters. Key Performance Indicators (KPIs) will be collected and monitored on a monthly basis to achieve full compliance. The servicing schedule is carried out throughout the year, St Albans City & District Council aim to service properties on a 10-month cycle so that no property goes over the 12 months.

In the event of access being refused causing the property to become or go out of date, and if all previous methods of communication to gain access have been ignored. St Albans City & District Council will Implement a robust and rigorous no access procedure and may take legal action and court injunctions against the tenant as a last resort.

Annual Servicing Process & Procedures

Contractors 1st Access Letter: To be sent out Two (2) months before the Anniversary date of existing service date.

If no access by Service Engineer, then Printed 'No Access Card' to be left at the premises. Contractor to then send 2nd Access Letter within 12 days with revised appointment date.

If tenant contacts the Contractors Office and is unable to attend 1st Letter date, then a 2nd Letter is sent out with tenants requested appointment date.

If no contact from tenant is made to the Contractor, then.....

Contractors 2nd Access Letter: To be sent out 12 days after 1st Letter date.

If no access by Service Engineer, then Printed 'No Access Card' to be left at the premises. Contractor to then send 3rd Access Letter within 12 days with revised appointment date.

If tenant contacts the Contractors Office and unable to make 2nd letter date, then 3rd Letter is sent out with tenants requested appointment date.

If no contact from tenant is made to the Contractor, then.....

Contractors 3rd Access Letter: To be sent out 12 days after 2nd Letter date.

If no access by Service Engineer, Contractor to immediately notify St Albans City & District Council to begin with legal action or Injunction process

If tenant contacts the Contractors Office and unable to make 3rd Letter date and requests an alternative appointment SADC to be made aware of new attendance date.

The Contractor is required to send over all 3 Access Letters and any other relevant correspondence to St Albans City & District Council to assist in any legal action or injunction process.

Before any preparation for the legal process to commence St Albans City & District Council will deliver a further 3 letters to the property. The last 2 letters are hand delivered with the purpose of making face to face contact with the resident. The final letter outlines the importance of the Gas Safety Check reminding the resident of their responsibilities' regarding their tenancy agreement. Along, with an evidence pack highlighting the dates and correspondence of previous attempts to gain access.

Only as a last resort evidence paperwork is prepared and application for an Access Injunction is submitted to St Albans City & District Councils Internal Legal Department. Once the Hearing Date has been confirmed, a letter is sent out to the tenant/s to advise. A further letter is sent out to the tenants to confirm when the Access Injunction has been granted.

If no communication is received from the tenant to gain access during the above legal process, then notice is served. Appointment is arranged for both the Gas Contractor and Locksmith to attend Property. If access is still not granted the Locksmith will force entry so that Landlords Gas Safety can be completed.

Void Properties / Mutual Exchanges

Void Process: Gas contractor will receive instruction to attend the property as soon as the key safe is installed and full access is available. It is programmed so that the Gas Contractor will be the first trade person/s on site. Carry out a full Gas Safety Check to appliances, heating system, hot water cylinders and controls. Any remedial works to be highlighted on the Landlords Gas Safety Record and submitted to St Albans City & District Council. All works to be completed so that the system is fully functioning and safe to use. Once the system is fully functional it is shut down, the Gas meter is 'disced' off isolating all gas supplies to the property. Landlords Gas Safety Record to state 'Gas meter shut off Boiler Decommissioned'.

On completion of all void refurbishment works, property is let to tenant. On move in date Tenant has Instructions issued by void / letting/s team with contact details of the Gas Contractor to attend property and reconnect Gas Supply. Contractor after successful completion of works to issue LGSR stating 'Recommission Boiler' certificate issued to St Albans City & District Council for their records.

Mutual Exchange Process: On every new tenancy / mutual exchange a full Landlords Gas Safety Record is carried out. New certificate is completed and issued to both the Council and the tenant as part of the mutual exchange process regardless of previous annual service dates.

Leaseholders

The responsibility for the servicing / maintenance and safe operation of all Gas fired appliances within the property lies wholly with the Leaseholder. If, however during an inspection a fault or obstruction is found with a purpose-built chimney / flue integral to the property then the Leaseholder should contact St Albans City & District Council to advice.

The Council will respond to any concerns raised regarding safety and if required will carry out any appropriate remedial works. The Council is not legally bound to inspect / check internal flue ways, remedial works only carried out if deemed under the Councils remit.

Tenants Own Appliances : Cookers / Gas Fires

St Albans City & District Council as a Landlord has a duty of care towards its residents' tenants, property and surrounding buildings. Therefore, certain tests and checks are carried out to all Gas appliances installed in their properties. The gas supply pipework running up to all appliances is checked for tightness and integrity. For the cooker this is carried out while the shutdown lid over the hob (if installed) is open. This checks the cooker controls / valves are sound. The lid is also tested (closed) checking that the automatic shutdown mechanism shuts off the gas supply to the cooker.

The contractor during the annual gas safety check will also check the pipework to tenants' own gas fires. Along with carrying out full flow & spillage checks to flues / chimney to which the appliance is installed to establish correct and safe evacuation of products of combustion to outside air.

If during carrying out any of the above tests and checks faults arise causing the engineer to fail the appliance/s on safety grounds. Then the contractor will condemn / shut down the appliance, isolating from both electrical and gas supplies making safe. Reporting back findings and recommendations to St Albans City & District Council

It will be the tenant's responsibility to ensure that the appliance is repaired to manufactures specification or replace the appliance.