

## Gas and Oil Safety Policy

<b>Purpose</b>	To define how Eastlight Community Homes will comply with their legal responsibilities in ensuring Gas and Oil safety.
<b>Owner</b>	Head of Assets
<b>Related documents</b>	Health and Safety Policy Gas and Oil Safety processes and procedures
<b>Approved by</b>	Eastlight Community Homes Shadow Board
<b>Date approved</b>	29 <sup>th</sup> June 2020
<b>Resident involvement</b>	N/A
<b>Performance Monitoring</b>	Monthly / real time KPI monitoring
<b>Review frequency</b>	Every 3 years
<b>Last review</b>	May 2020
<b>Next review</b>	May 2023
<b>Version</b>	V1.1
<b>Author</b>	Head of Repairs and Maintenance

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## **1. POLICY STATEMENT**

- 1.1. Eastlight Community Homes Limited (hereafter 'Eastlight') is committed to meeting our obligations as a landlord and ensuring gas and oil safety is adequately managed for the safety of our residents and those visiting our properties.
- 1.2. This policy outlines how Eastlight will ensure the safety of people in properties owned or managed by Eastlight which have gas or oil-fired appliances. Eastlight aims to protect the health and welfare of the occupiers of our properties as well as residents, visitors, staff, contractors, and the general public as far as is reasonably practicable.
- 1.3. This policy complies with relevant legislative requirements.

## **2. SCOPE**

- 2.1 This policy applies to all Eastlight homes except for Leasehold and Shared Ownership properties where the responsibility for ensuring gas and oil safety within the home is the responsibility of the shared owner or leaseholder. This policy does apply to all communal areas that are within Eastlight ownership.
- 2.2 This policy sets out how we will ensure all tenanted properties have a current, in-date Landlord's Gas Safety Record (LGSR) or CD11 oil safety record where appropriate.

## **3. POLICY DETAILS**

- 3.1. The roles with responsibility under this policy are:

- 3.1.1. Duty Holder: Head of Assets

The Duty Holder is responsible for ensuring adequate resource is in place to meet the legislative requirements and ensure safety

- 3.1.2. Responsible Person: Compliance Manager

Ensure employees/ contractors are competent to carry out the work required of them. Responsible for all matters relating to enrolment with GasSafe and be the main point of contact for our GasSafe registration.

- 3.2. Eastlight will seek to ensure duties set out within the relevant regulations are allocated to a suitable post within the appropriate department. Individuals responsible for discharging Eastlight's duty will have adequate training and will have appropriate authority to deliver a safe gas and oil servicing regime.

- 3.3 The Gas Safety (Installation and Use) Regulations 1998 (GSIUR), Regulation 36 places a duty on landlords to make sure that each appliance and any flue serving that appliance is checked for safety at intervals not exceeding 12 months.
- 3.4 There are no current regulations placing a duty on landlords regarding the frequency of servicing oil boilers. However, Eastlight takes a robust view that to maintain the safety and efficiency of the appliances, as highlighted by the Oil Fired Technical Association (OFTEC), best practice and manufacturers guidelines, an annual service will be insisted upon.
- 3.5 We require access to all properties to be able to service Eastlight gas or oil heating appliances and/or associated pipework.
- 3.6 Eastlight, in conjunction with contractors, will maintain a programme of safety and service inspections. We will initially contact the registered resident ten months after the previous gas or oil safety inspection. The procedure allows for time to follow the no access process. The procedure will be rigorous and robust, using innovative ways to gain access where residents refuse it.
- 3.7 Where we are unable to gain access, we will follow the no access process to ensure safety is maintained and where appropriate may force access.
- 3.8 The GSIUR 1998 require Eastlight to make sure that a property is safe before re-letting. All void (empty) properties will have the gas system disconnected for safety during the period that the property remains unoccupied.
- 3.9 A Gas Safety Check will be carried out and a valid LGSR made available before a new resident moves into the property.

#### **4. STATUTORY AND REGULATORY REQUIREMENTS**

- 4.1 The Gas and Oil Safety & Servicing Policy is supported by the following legal documents:
  - Landlord and Tenant Act 1985
  - Housing Act 1988
  - Management of Health & Safety at Work Regulations 1999
  - Workplace (Health, Safety & Welfare) Regulations 1992
  - The Construction Design and Management Regulations 2015
  - Building Regulations
  - Health and Safety at Work Act 1974
  - Gas Safety (Installations and Use) Regulations 1998
  - Gas Safety Management Regulations 1996
  - The Control of Pollution (Oil Storage) and Building Regulations 2001
  - Corporate Manslaughter and Corporate Homicide Act 2007
  - Technical bulletins from Gas Safe

- Technical bulletins from OFTEC
- 4.2 Any contractor undertaking works or servicing for Eastlight must be registered through the GasSafe or OFTEC scheme or other accredited body.
- 4.3 Eastlight will also be registered and maintain an accreditation via GasSafe for the gas works that it undertakes.

## **5. EQUALITY AND DIVERSITY**

- 5.1 An equality analysis has been completed for this policy and no specific impacts were identified.

## **6. REVIEW**

- 6.1 The policy holder will review this policy every three years, or as legislation changes.