

GAS SAFETY POLICY

Who does this policy apply to:	Board Members, staff, and tenants with gas services
Review Date (minimum every three years)	May 2025
Policy Author/Reviewer and Job Title	Sally Rowe, Head of Housing

POLICY

Purpose and Scope of the Policy:

WFHA is committed to ensuring the safety of people in properties owned or managed by WFHA and which have gas-fired appliances. We aim to protect the health and welfare of the occupiers of our properties, tenants, visitors, staff, contractors, and the general public in so far as is reasonably practical.

Policy Details:

Competent and qualified contractors will be commissioned, in accordance with our procurement strategy to manage all aspects of the delivery of servicing, repairs and new installation of gas-fired appliances.

WFHA will ensure that we meet our obligations as a landlord and provide assurance that gas safety is adequately managed, ensuring the safety of our tenants, leaseholders, and the general public.

WFHA will:

- ensure compliance with current legislation and best practice, specifically The Gas Safety (Installation and Use) Regulations 1998 and the Data Protection Act 1998 as amended.
- identify and manage all risks involved.
- provide gas safety information to tenants about new gas installations as well as a copy of their annual gas safe certificate.
- ensure the maintenance of all gas appliances that are WFHA's responsibility in safe working order and in accordance with manufacturer's instructions.
- ensure that all tenanted properties have a valid Landlord's Gas Safety Record (LGSR)

- ensure that any tenanted property which does not have a current LGSR either has the gas supply capped or is subject to the 'No Access' provisions of this policy.
- work in partnership with our contractors to deliver a prompt and cost-effective service.
- maintain current and adequate record keeping.

Responsibilities:

The Chief Executive is the competent Person with overall responsibility for all aspects of health and safety within WFHA. The Chief Executive will responsibly delegate tasks in order to comply with their duties under the law.

The Head of Housing is the designated Competent Person to coordinate the health and safety programme and will seek external expert advice and guidance as required.

The Asset Services Manager is responsible for:

- The gas servicing and monitoring programme.
- Preparing and submitting compliance reports on gas safety management.
- Assisting the Executive Leadership Team in carrying out their responsibilities in relation to gas safety management.

All staff are responsible for raising concerns to managers about gas safety promptly and ensuring these concerns are responded to. These include any concerns reported to them by tenants or others.

Related Policies:

Responsive Repairs Policy

Voids Standard

Repairs Standard

Health and Safety Statement

Equality and Diversity Policy

Procurement Policy

Consumer Regulation – Safety and Quality Standard.

Relevant Acts/Legislation/Regulation

Gas Safety (Installation and Use) Regulations 1998

Gas Safety (Management) Amendment Regulations 2023

Smoke and Carbon Monoxide Alarm Regulations 2022

Landlord and Tenant Act 1995

Health and Safety at Work Regulations 1974

Management of Health and Safety at Work Regulations 1999

Housing Act 2004

Supporting Information:

<https://www.hse.gov.uk/gas/domestic/contacts.htm>

Document History:

Date of last review: May 2025

Date Approved by Board: TBC

Equality Impact Statement:

WFHA must ensure all the individuals are treated fairly and in line with legislation relating to the nine protected characteristics identified in the Equality Act 2010 and with the Association's Equality policies and procedures. You must comply with the law and Association policies and procedures governing equality and diversity. The nine protected characteristics are: age; disability; gender assignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.