

Gas Safety Policy

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Purpose

1. This policy describes Windrush Alliance UK CIC 's approach to the management of Gas Safety.
2. This policy relates to all properties within Windrush Alliance UK CIC 's portfolio that have a gas supply. It also applies to any newly built properties that are brought into Windrush Alliance UK CIC 's management responsibility and has been designed with consideration of the following legal and statutory frameworks:
 - Regulator of Social Housing's Safety and Quality Standard
 - The Gas Safety (Installation and Use) Regulations 1998 (updated November 2022)
3. Windrush Alliance UK CIC has a duty of care to ensure that tenants, employees, partners, and visitors can safely use the relevant buildings and facilities within it. Windrush Alliance UK CIC is committed to keeping tenants safe from harm and complying with legislation and regulation relevant to this area to help keep tenants safe.
4. There are potentially fatal risks associated with gas appliances, both through leaks of the natural gas itself, which is highly flammable, and carbon monoxide leaks which are potentially fatal. This policy sets out Windrush Alliance UK CIC 's approach to ensuring the safety of all gas heating installations including boilers, fires, and associated pipe work.
5. This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by Windrush Alliance UK CIC.
6. It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

Policy Objectives

7. The aim of this policy it to ensure that:
 - Windrush Alliance UK CIC is fully compliant with all legislation and regulation applied to Gas Safety.
 - All Windrush Alliance UK CIC employees, contractors and Service Level Agreement partners are clear on the expectations of how Windrush Alliance UK CIC will deliver its responsibilities regarding Gas Safety
8. Tenants are clear and confident about the approach that Windrush Alliance UK CIC takes to maintain their safety and management of its duties

Corporate Responsibilities

9. Under the Gas Safety (Installation and Use) Regulations 1998, Windrush Alliance UK CIC has ultimate responsibility for all landlord duties relating to gas and carbon monoxide safety. This Landlord responsibility cannot be delegated elsewhere.
10. The board will have overall governance responsibility for ensuring the Gas Safety policy fully complies with the regulatory standards, legislation, and approved codes of practice. As such the board will formally approve this policy and review it periodically.
11. The Property Director will fulfil the role of appointed “duty holder” on behalf of the association to ensure the appropriate management of the risk gas and carbon monoxide poses. Although the association has appointed a duty holder, Windrush Alliance UK CIC’s Housing Director will be responsible for ensuring compliance with current legislation ensuring that the organisation fulfils its duties and responsibilities as outline in this policy document and supporting procedures.
12. The Property Director will manage compliance, keeping comprehensive and accurate records, which will be stored securely and in a manner that enables easy recall.
13. The Property Director’s duties include making sure that gas appliances, fittings and flues provided for tenants are safe and well maintained. They also include ensuring an annual gas safety check is carried out by a Gas Safe registered engineer, that records are kept of the check, and a copy issued to tenants. A more comprehensive list of duties and commitments is listed below.
14. The Regulator of Social Housing will be informed should any failure to comply with this policy results in a potential breach of the Consumer Standards.

Our Commitments

15. Windrush Alliance UK CIC will ensure that:
 - Gas safety checks are carried out at least every 12 months by a Gas Safe registered (OFTEC or HETAS) engineer and appropriate action is taken to gain access where necessary
 - Gas appliances, flues, and pipe work (that Windrush Alliance UK CIC own or are responsible for) are repaired and maintained to approved standards

- Adequate improvement programmes are in place for gas appliances, flues radiators and pipe work
- Windrush Alliance UK CIC 's actions to manage and mitigate the risks associated with gas and appliances are publicised to tenants, including giving clear information on tenant responsibilities
- All relevant colleagues will receive appropriate gas and carbon monoxide safety awareness training. Staff directly involved in the management of gas-related activities will receive more in-depth training appropriate to their role.

Staff Responsibilities

16. All Windrush Alliance UK CIC staff and support providers who have entered into a service level agreement should look out for danger signs from gas appliances as a part of their normal routine, especially when visiting tenants' homes. Any concerns must be reported immediately in line with the repairs reporting procedure

Customer Responsibilities

17. The Windrush Alliance UK CIC tenancy agreement includes a specific requirement that tenants allow the landlord access to the property for the purposes of annual gas servicing. Should access not be granted following the prescribed notification given, Windrush Alliance UK CIC will enforce the conditions of the tenancy agreement which may include seeking an injunction to force entry into the property to ensure that as a landlord Windrush Alliance UK CIC are compliant in their duty to complete annual gas safety checks within twelve months of the previous certificate.

18. Tenants or their advocates are responsible for immediately reporting any concerns with gas appliances and turning them off until a Gas Safe registered person checks them

Gas Appliances

19. Windrush Alliance UK CIC will do everything they can to ensure they have an awareness of all instances where gas appliances, carcass (pipe work) or meters are present in their stock. In general, tenants are responsible for the safety of tenant owned installations and appliances, however, pipe work remains Windrush Alliance UK CIC 's responsibility.

20. Windrush Alliance UK CIC are responsible for all other gas appliances that could be considered as fixtures. This includes but is not limited to, boilers, fires, water heaters, unvented cylinders.

21. On inspection, if any installation is found to be defective the contractor will deal with the issue using the Gas Industry Unsafe Situations Procedure (GIUSP). If the situation warrants, the gas supply to the defective appliance or installation will be terminated and relevant warning notices will be issued.
22. This procedure will be followed irrespective of appliance or installation ownership.

Safety Checks

23. A valid Landlords Gas Safety Record (LGSR) is issued when a property meets the required safety requirements.
24. If a property does not have a current LGSR and a gas appliance becomes faulty, Windrush Alliance UK CIC may be liable for any injuries or fatalities that occur. The courts would consider whether everything reasonable had been done to get access to carry out the check.
25. Any issues that are identified during the gas safety check will be:
- Resolved at the time of the check, where the operative can do so
 - Scheduled in for remedial work with an appropriate timescale for completion, or
 - Recorded for later resolution as part of a planned schedule of maintenance work
26. Any gas appliances that fail the safety check will be dealt with in line with the GIUSP and where required will be isolated from the gas supply and warning notices issued to the tenant.
27. If the appliance or installation is judged to be either “At Risk” or “Immediately Dangerous” the occupier will be instructed not to attempt to use them until they can be repaired or replaced. Remedial works will be prioritised appropriately.

Safety Checks on supported and general needs properties (ongoing tenants)

28. The Repairs Manager will arrange for a correctly registered contractor to carry out an annual gas safety check on all relevant appliances, flues, and pipework. The tenant will be issued a copy of the Landlords Gas Safety Record on the visit.
29. For communal installations, a notice will be provided centrally, and a tenant can access a copy of this certificate.

Safety checks for new lettings

- 30. All properties will be inspected, and an LGSR issued before letting.
- 31. Windrush Alliance UK CIC incoming tenants will be provided with a copy of the Landlords Gas Safety Record upon sign up to the property.

Safety Checks for Refurbished or New Build Properties

- 32. Where properties are undergoing substantial refurbishment, major repairs or where a property is newly built, a safety check and LGSR will be completed following the practical completion of works at no earlier than 10 days prior to handover.
- 33. This check will be carried out irrespective of whether an existing LGSR is in place.

Void Properties

- 34. When a self-contained property that does not share a gas meter becomes void Windrush Alliance UK CIC will arrange for the gas supply to be capped at the meter as soon as reasonably practicable after keys have been returned to Windrush Alliance UK CIC (normally within a maximum of 24 hours of key return or the next working day).
- 35. A second visit to test, service, demonstrate the operation of the system and issue and Windrush Alliance UK CIC will be made at the point the incoming tenant is signed up.

Repairs and Maintenance of Gas Installations

- 36. Windrush Alliance UK CIC responsive repairs will be carried out in accordance with their published timescales.
- 37. Planned maintenance is carried out on domestic and commercial installations and may include a programme of boiler replacements and central heating improvements.
- 38. Planned maintenance programmes will be determined annually and will consider any recommendations from contractors.
- 39. Cyclical maintenance will be carried out in accordance with the manufacturer's instructions for appliances. If these are not available, they will be serviced annually unless advised otherwise by a certified Gas Safe Register installer.

40. Where responsive repairs, planned maintenance or other issues identified at the annual safety check result in no heating or hot water being available, Windrush Alliance UK CIC will provide temporary arrangements including, where appropriate, temporary water heaters. This can be especially important for vulnerable tenant and will normally consist of a minimum of two fan oil filled fin heaters or electric heating.

Carbon Monoxide Detectors and Safety Checks

41. In line with the Smoke and Carbon Monoxide Alarm Regulations 2015 (Amendment) Regulation 2022 all social landlords must provide a carbon monoxide alarm in any room used as living accommodation which contains a fixed combustion appliance.
42. All Windrush Alliance UK CIC properties with the presence of gas supply are fitted with carbon monoxide detectors.
43. Annual checks on carbon monoxide detectors will be undertaken by a competent person employed by the Windrush Alliance UK CIC and detectors will be upgraded with new batteries where required in the annual checks.
44. All Windrush Alliance UK CIC staff and support providers entered into a service level agreement should report defective carbon monoxide detectors in line with its Repairs Reporting Procedure.
45. Tenants also have a responsibility to regularly check their carbon monoxide detector and where defects are found to report to Windrush Alliance UK CIC via Windrush Alliance UK CIC's Repairs Reporting Procedure.

Documentation and Record Keeping

46. Appropriately detailed records will be kept, including storing a copy of the LGSR for at least two years.
47. A copy of the LGSR will be provided to the tenant.
48. Performance is monitored, as a minimum, monthly in relation to the percentage of homes with a valid gas certificate, an aged analysis (based upon the time elapsed since expiry) of any properties without a current certificate and details of the stage that properties without a valid certificate have reached.

Qualifications and Training

49. Windrush Alliance UK CIC will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to gas safety.
50. The Duty Holder will be suitably qualified, experienced, and competent.
51. Windrush Alliance UK CIC will ensure all staff undertaking roles within this area of property compliance will have the appropriate training and support required for their role.

Performance and Risk Monitoring

52. Property compliance risks are recorded on the risk register, which is reviewed quarterly by the Board.
53. Activity and performance relating to gas safety management is included as a standard agenda item at every Board Meeting. Board members are updated at least quarterly with performance information relating to all areas of property compliance.
54. The Property Director / Delegate, has day to day oversight of performance and risk monitoring in relation to gas and carbon monoxide safety management

Equality, Diversity & Inclusion

55. Windrush Alliance UK CIC will ensure the requirements of the Equality Act 2010 are met.
56. Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
57. Vulnerabilities of Windrush Alliance UK CIC tenants and their individual circumstances will be considered when enacting this policy.

Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board