



Broxtowe  
Borough  
COUNCIL

**GAS SAFETY  
&  
SERVICING  
POLICY**



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## **1.0 Scope**

This policy details how Broxtowe Borough Council's Housing Repairs department will manage and enforce gas safety and servicing of every relevant gas appliance situated in a council owned residential property.

This policy relates to Council-owned homes, communal areas and temporary accommodation. The Council is not responsible for the gas appliances in individual leasehold properties but is responsible for any gas appliances in communal areas. Whilst the Council is not responsible for leasehold properties, it may offer a chargeable service for such properties upon request.

## **2.0 Purpose**

Broxtowe Borough Council is committed to achieving the highest safety standards for its tenants and properties and to achieve full compliance with relevant legislation.

## **3.0 Aims and Objectives**

- The aim of this policy is to ensure the safety of people in Council-owned homes in relation to gas fired appliances.
  - The Council aims to have valid Gas Safety Certificates for 100% of properties with gas appliances or gas pipework.
  - The Council aims to protect the health and welfare of all tenants, visitors, staff, contractors and the general public so far as is reasonably practicable. This will be achieved this by compliance with the Gas Safety (Installation and Use) Regulations 1998 and any subsequent amendments.
  - The Council will aim to check all relevant gas appliances and flues for safety every 12 months and will hold a valid Landlords Gas Safety Record (LGSR) for each property or communal area. This is to confirm the property is safe and the appliances work in accordance with the manufacturer's instructions.
  - The council will also complete servicing works to all relevant gas appliances and document this on the LGSR.
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## **4.0 Regulatory Code and Legal Framework**

The following legislation will be applicable and will be followed throughout this policy:

- The Health and Safety At Work Act 1974
- The Housing Act 1985 – Revised 2004.
- The Landlord and Tenant Act 1985 and 1995.
- Gas Safety (Installation and Use) Regulations 1998.

## **5.0 Gas Servicing Policy – General Principles**

- Broxtowe Borough Council is aware of its legal obligations as a landlord to ensure all gas appliances owned by the Council. The Gas Safety Policy ensures the Council adheres to its legal requirements.
  - The Housing Repairs Team will carry out a service to relevant gas appliances in conjunction with the gas safety check and promptly complete all required repairs and keep copies of work done to rectify defects identified by the safety check.
  - If a property has no gas appliances but has a gas meter and gas pipework, it will have a gas safety check in accordance with this policy.
  - Where a property has had the gas meter capped, this property will be subjected to a gas safety inspection annually to ensure that the circumstances have not changed. A full service and safety check will be carried out where necessary.
  - The gas servicing programme will run over a 10-month cycle to allow for the robust access procedure to be followed for any properties where there are problems gaining access. Any newly installed appliances will be checked for safety and serviced within 12 months in accordance with the above cycle.
  - Gas safety checks and servicing will be carried out by a prior appointment with the resident. This appointment will initially be through a telephone call and letter.
  - Where residents are not available during usual working hours, a service will be offered early evening or on a Saturday morning.
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- The council will make all reasonable attempts to gain access to complete a gas safety check. If a resident fails to provide access to undertake the necessary checks, the 'Gas servicing and gaining entry' procedure has been followed and the required evidence is available, the case will be referred to the Legal team who will consider issuing a warrant or an injunction to gain access. Legal action will only be taken as a last resort.
- This policy will have an annual review undertaken by Officers and Residents.

## **6.0 Roles and Responsibilities**

- The Chief Executive retains the overall responsibility for the implementation of this policy.
- The Head of Housing is responsible for:
  - ensuring that adequate resources are made available to enable the objectives of this policy to be met.
  - the associated procedures; this includes responsibility for monitoring, review; policy development and ensuring risks associated with Gas are managed safely and effectively.
- The Housing Repairs and Compliance Manager (HRCM) is responsible for operational delivery of and compliance with this policy, staff awareness and training, and communication to customers. The HRCM will take the lead on contract management for the main service areas involving gas safety and annual servicing.
- The Senior Maintenance Officer (Gas) will take day-to-day responsibility for implementing this policy.

## **7.0 Related Policies, Procedures and Guidelines**

- Repairs Policy;
- Risk Assessments and Method Statements;
- Gas Servicing and Gaining Access Procedure;
- Customers With Additional Support Needs Policy
- Tenancy Agreement

## **8.0 Document History**

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## Gas Safety & Servicing Policy

<b>Date</b>	<b>Version</b>	<b>Amendments made by</b>
Oct 2019	1.1	Housing Repairs Manager
Dec 2019	1.2	Reformatted by Research Officer

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