

Gas Safety Policy

This policy applies to all CDS's tenanted properties containing a gas supply or gas appliances which have been provided by CDS. It also applies to the tenanted properties of any client organisation where there is a contractual undertaking in our management agreement with that client to administer their gas safety programme.

At CDS, we recognise and acknowledge our responsibility to take all necessary precautions to protect the safety and wellbeing of tenants and others as regards gas maintenance and servicing.

Our policy is to:

- Ensure we comply with our legal duties as landlords to protect tenants' safety in their homes with respect to gas safety.
- Ensure gas appliances, fittings, and flues are maintained in a safe condition and that they are serviced annually.
- Ensure all installation maintenance and safety checks are carried out by a competent and Gas Safe registered engineer.
- Ensure that a copy of the latest LGSR is issued to existing tenants within 28 days of the check being completed, or to new tenants before they move in (by the contractor carrying out the checks).
- Upon receipt of an LGSR from a contractor, check that it is a valid record. An LGSR will not be logged as validly completed until these checks have been completed and any discrepancies have been resolved by the contractor.
- Ensure Landlord Gas Safety Records (LGSRs) are stored in a manner that allows for them to be easily identified and retrieved for any CDS property. CDS will retain all LGSRs for a minimum of three years but may retain them for longer.
- To ensure there is a robust process in place for the management of any follow-up works required following an inspection. In the event an LGSR records that any aspect of an installation is unsafe, then prompt action will be taken to either rectify the defect, install a new appliance or to isolate the gas supply until remedial works are undertaken and a new LGSR is issued.

Void Properties / Mutual Exchanges

CDS will conduct a fresh LGSR check on any void property after the existing tenant has left the property and before the new tenancy commences. Similarly for mutual exchanges an LGSR check will be carried out and this should be on the day the new tenancy starts.

Where a void property is likely to be void for an extended period of time, consideration will be given to capping the gas supply for the duration of the void period, especially if the property is in a block of flats. Where a void property supply is capped for this purpose, CDS will ensure the supply is uncapped immediately prior to the new tenancy starting with a new LGSR being issued.

Capped Supplies

Gas supplies will only be capped in exceptional circumstances, and the gas safety (capping) procedure must be followed in all cases. This procedure must require authorisation by a Director of any capping of a gas supply

Capping of gas supply will usually only occur in the following circumstances:

- Property is void for an extended period.
- With the consent of the existing tenant if there is a period when they are not in occupation of the property.
- Following a successful injunction for non-access.
- When there is reason to believe that the property is unoccupied / abandoned and the LGSR test is due.
- When a property is occupied and the tenant confirms in writing that they do not wish to have a gas supply.
- When a property is occupied and the tenant has no gas supply due to debt resulting in the inability to complete the full checks required for an LGSR.

In the last two cases, the housing officer should be involved to ensure that any welfare / vulnerability issues are addressed with the tenant.

Even where a supply is capped, CDS will arrange an annual check on the property to confirm that the cap remains in place and that capping of the supply remains appropriate.

New Boiler Installations

When a new boiler is installed at any property CDS will require a new LGSR inspection of the whole installation to be carried out and a new certificate issued.

Monitoring and Compliance

We will ensure:

- Procedures are in place to carry out an annual audit of gas safety programme completeness.
- We conduct regular internal audit checks to test that LGSR due dates logged in the housing management system match the date on the LGSR itself and that the current LGSR was obtained within 12 months of the previous LGSR.
- LGSR compliance will be included as one of the health & safety indicators reported to Client Services Committee at each meeting.
- Any incident of non-compliance with the CDS Gas Safety Policy or Procedures will be investigated by the Operations Director, who will agree an appropriate course of corrective action and report details of the breach to the SMT as soon as the breach is identified.
- In cases of serious non-compliance, the SMT and the Board will consider whether it is necessary to disclose the issue to the Regulator in the spirit of co-regulation as part of the Regulatory Framework.
- Any compliance breach or audit fail in respect of a LGSR inspection for a client property will be reported to the relevant client organisation. In respect of a property going overdue for inspection this will be reported immediately. For other compliance and audit breaches information will be reported in the periodic management reports to client co-operatives for whom CDS administers the Gas Safety Programme.

Principal Legislation:

Health and Safety at Work *etc.* Act (HSWA)
Management of Health and Safety at Work Regulations
Gas Safety (Installation and Use) Regulations
Provision and Use of Work Equipment Regulations (PUWER)