

## **GAS SAFETY POLICY**



### **MONITORING INFORMATION:**

<b>POLICY/PROCEDURE/STRATEGY:</b>	<b>GAS SAFETY POLICY</b>
<b>DATE APPROVED:</b>	<b>JANUARY 2026</b>
<b>EXPIRY DATE:</b>	<b>JANUARY 2027</b>
<b>OWNER:</b>	<b>HEALTH AND SAFETY MANAGER</b>
<b>APPROVAL ROUTE:</b>	<b>HEALTH &amp; SAFETY COMMITTEE</b>

# Gas Safety Policy

## 1. Purpose

- 1.1. Teign Housing is committed to ensuring the safety of its residents, staff and contractors through robust safety management practices.
- 1.2. Teign Housing has a legal duty under the Gas Safety (Installation and Use) Regulations 1998 as amended to ensure that gas appliances, fittings and flues provided for tenants' use are safe.
- 1.3. This policy sets out how Teign Housing will manage Gas Safety throughout the organisation.

## 2. Scope

2.1. The policy applies to:

- All employees of Teign Housing and Templer HomeBuild.
- All contractors working on, within or near buildings owned or managed by Teign Housing.
- Any individuals who may be at risk due to gas-related work or conditions in these properties
- Gas safety arrangements in workplaces and communal areas of residential premises owned or managed by Teign Housing, where the Gas Safety (Installation and Use)

## 3. Associated Policies and Procedures

3.1. This policy should be read in conjunction with the:

- Gas Safety Management Procedure
- Fire Safety Management Procedures
- Health and Safety Policy
- Hoarding Policy and Procedure
- Lease Holder Management Policy

## **4. Gas Safety Policy**

4. Our Policy is that:
- 4.1. We will ensure compliance with current legislation and best practice relating to gas safety.
  - 4.2. We will ensure that all gas appliances, fittings, and flues provided by Teign Housing for our tenant's use are maintained in a safe condition.
  - 4.3. We will undertake an annual service on all gas appliances provided by Teign Housing for the use of our tenants.
  - 4.4. We will undertake an annual gas safety check on each gas appliance and flue provided by Teign Housing for tenant use. Where tenant-owned gas appliances are present, a visual inspection will be carried out during the annual check to identify any obvious signs of damage or unsafe installation. If an appliance is deemed unsafe, it may be disconnected or the gas supply capped in accordance with our gas safety procedures.
  - 4.5. Teign Housing will ensure that Carbon Monoxide (CO) alarms are installed in all rooms containing gas appliances, excluding cookers or hobs, in line with current regulations and best practice. CO alarms will be tested during annual gas safety checks and replaced as necessary.
  - 4.6. We will apply the MOT-style flexibility permitted under the Gas Safety Regulations, allowing checks to be completed up to two months early without affecting the expiry date. This ensures timely compliance and continuity of safety.
  - 4.7. Teign Housing will undertake a gas safety check:
    - Before the start of any new tenancy.
    - Within 12 months of the installation date for newly installed appliances.
    - As soon as reasonably practicable after the new tenant takes possession in mutual exchange cases, where access prior to occupation is not possible.
    - All checks will be carried out in accordance with our gas safety procedures.
  - 4.8. Teign Housing will make reasonable arrangements with tenants to access their property for gas safety checks and annual maintenance before the expiry of the

current gas safety certificate. Where access is not provided within the required timescales, we will seek legal entry via injunction. Where feasible, and where the gas meter is externally located, we may cap the gas supply to protect the safety of tenants and other residents.

## **5. Record Keeping**

5.1. Teign Housing will retain records of all gas safety checks in accordance with the Gas Safety (Installation and Use) Regulations 1998 (as amended). Records will be:

- Kept for a minimum of two years, or until two further checks have been completed, whichever is longer.
- Issued to tenants within 28 days of completion, or to new tenants prior to occupation.
- Stored securely and made available for internal audit, external assurance, and regulatory inspection as required.

5.2. Teign Housing will ensure that all records are maintained in a format that supports effective compliance monitoring and reporting.

## **6. Ongoing Competence and Capability**

6.1. Teign Housing will ensure that all installation, maintenance, and safety checks are carried out by Gas Safe Registered Engineers who hold the relevant qualifications for the work that they are undertaking.

6.2. Teign Housing will provide staff with appropriate training relevant to their role in relation to gas safety management.

## **7. Emergency Procedures and Incident Reporting**

7.1. Teign Housing will communicate to residents the steps they must take in the event of a gas leak or activation of a Carbon Monoxide alarm. This includes guidance on safe evacuation, contacting emergency services, and isolating the gas supply where appropriate.

7.2. All gas related incidents will be recorded in our incident reporting system. Incidents will be investigated to identify root causes and determine preventative actions.

## **8. Governance and Assurance**

- 8.1. Gas servicing delivery and assurance are managed through established arrangements with Templer HomeBuild.
- 8.2. Gas servicing and safety checks are primarily delivered in-house by Templer HomeBuild on behalf of Teign Housing. All work will be carried out by Gas Safe Registered engineers. Where necessary, Templer HomeBuild may engage approved external contractors to support delivery. Teign Housing will seek assurance through compliance reporting and performance monitoring to ensure that all servicing is delivered in accordance with legal and procedural requirements, regardless of the delivery method.
- 8.3. Compliance with the policy will be reported to the Health and Safety Committee and the Board quarterly
- 8.4. Key Performance indicators relating to gas safety will be included in the monthly scorecard.
- 8.5. We will undertake annual internal auditing of the gas safety management process.
- 8.6. An independent technical audit will be undertaken on 10% of all gas appliances serviced.

## **9. Review**

- 9.1. This policy will be reviewed annually by the Health and Safety Manager in consultation with all key stakeholders, or sooner in response to significant changes in legislation, risk profile or organisation structure. Lessons learnt from incidents, audits and external inspection will inform our policy updates.

## **10. Leaseholder Assurance (High-Rise Buildings Only)**

- 10.1. We will seek annual assurance from leaseholders in high-rise buildings that gas appliances within their properties are being maintained in a safe condition. Leaseholders will be requested to provide a copy of their gas safety check certificate each year.

10.2. This assurance measure is not a legal requirement under the Gas Safety (Installation and Use) Regulations 1998 but forms part of Teign Housing's governance arrangements to support building safety and protect all residents in higher-risk buildings.

10.3. To support leaseholders in meeting this expectation, we will offer access to a discounted gas safety check service via Templer HomeBuild.

## **11. Equality and Diversity**

11.1. Teign Housing will apply this policy consistently and fairly and will not discriminate against anyone based on any relevant characteristics, including those set out in the Equalities Act 2010.

11.2. Teign Housing will carry out an equality assessment in line with our policy.

## **12. Relevant Legislation**

- Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended.
- Housing Act 2004
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999