

## GAS SAFETY POLICY

<b>Version Number</b>	2
<b>Revision Date</b>	May 2023
<b>Department</b>	Asset Management
<b>Author</b>	Repairs and Customer Safety Manager
<b>Reason for Policy Creation/Revision</b>	Full Review and Update on Job Roles and Responsibilities
<b>Data Protection</b>	As a result of the procedure data on our tenants is shared with 3 <sup>rd</sup> parties out with the organisation. Our Data Sharing Agreement Procedure covers us for this
<b>Equalities</b>	We have considered any equalities impact and consider there to be none
<b>Sustainability</b>	There are no sustainability issues
<b>Proof Read By</b>	Head of Asset Management
<b>Date Approved</b>	17/05/2023
<b>Approved By</b>	SMT/ELT
<b>Next Review Due</b>	May 2026
<b>Audience – Training and Awareness Approach</b>	Policy will be circulated to all relevant staff to ensure awareness of the content
<b>Effective Date</b>	22/05/2023
<b>Internal References – Policies &amp; Procedures (Located on The Hub)</b>	Gas Safety Procedure
<b>External References</b>	As detailed below in section 3

### **1. POLICY PURPOSE**

- 1.1 This policy sets out how Hanover meets all legal and regulatory obligations and to ensure best practice is followed in relation to gas safety.

### **2. POLICY SCOPE, EXPLANATIONS OR REQUIREMENTS**

- 2.1 Hanover is one of Scotland's leading housing associations, providing homes to over 4,600 residents across Scotland. We are also responsible for a number of properties used to provide a range of support services.
- 2.2 Over 1,300 of those properties have gas appliances and we are responsible for ensuring that a Landlord's Gas Safety Inspection is undertaken within 12 months of the anniversary date or installation of a new appliance in each of those properties.
- 2.3 This policy also covers gas boiler replacement, gas central heating installation, gas pipe work, servicing, maintenance and flues in all properties where we are the landlord. This includes properties added to our stock as a result of building new homes or individual/multiple properties acquired by us from time to time.
- 2.4 This policy is supported by detailed procedures and processes which should be read in conjunction with this policy.

### **3. LEGISLATION, REGULATIONS & GUIDANCE**

- 3.1 In terms of gas safety responsibilities, this policy and our Gas Safety Procedure comply with the wide range of legal and guidance requirements which are listed as follows:
- The Health and Safety at Work etc. Act 1974
  - The Gas Safety (Installation & Use) Regulations 1998
  - The Gas Industry Unsafe Situations Procedure - IGEM
  - Right to Repair Regulations (under the Housing (Scotland) Act 2001)
  - Gas Safety (Management) Regulations 1996 (as amended)
  - Gas Appliances (Safety) Regulations 1995
  - Building Standards (Scotland) Regulations 2014
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Construction (Design and Management) Regulations 2015
  - Corporate Manslaughter Act 2007.
  - Scottish Government - Building Standards. Technical Handbook 2009 Domestic Environment
  - Gas Safe Register

### **4. POLICY OBJECTIVES**

- 4.1 The aims of this policy are to keep the general public, customers and employees safe from danger and to ensure that we fulfil our legal and regulatory obligations relating to gas safety.

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4.2 To meet all legal and regulatory obligations and to ensure best practice is followed in relation to gas safety, we will ensure we carry out an annual gas safety inspection for all properties containing gas and gas appliances and any subsequent maintenance, repairs or replacements. All gas related work will be carried out by a qualified and competent contractor who are Gas Safe registered.

4.3 Full details of how we will meet these obligations are set out in the overarching Gas Safety Procedure.

### **5. EMPLOYEE RESPONSIBILITY**

5.1 Day-to-day responsibility for the operation and monitoring of our gas safety procedures and processes lies with the Repairs and Customer Safety Manager (R & CS Manager). The R & CS Manager is the internal 'responsible person,' in liaison with the Head of Asset Management develops and implements policies, procedures and safe working practices when necessary to enable us to meet our obligations under all relevant legislation and regulations, however, all relevant employees have a responsibility to ensure that the procedures are applied as instructed.

#### **5.2 Individual roles and responsibilities**

5.2.1 **Chief Executive** monitors through the Director of Asset Management the implementation and effectiveness of Gas Safety Policy and procedures.

5.2.2 **Director of Asset Management** monitors the implementation and effectiveness of the Gas Safety Policies and Procedures on behalf of the Chief Executive and ensures all risks are advised to the Board.

5.2.3 **Head of Asset Management** is responsible for the day-to-day performance of the Gas function within Hanover.

5.3 Full responsibilities are detailed in the overarching Gas Safety Procedure.

### **6. EDUCATION AND TRAINING**

6.1 We will ensure that customers are provided with relevant information for gas safety, highlighting the risks of not having the annual gas safety inspection.

6.2 We will deliver relevant training to employees as defined in our Learning and Development Teams training needs analysis.

6.3 Further details for education and training for specific roles, responsible for gas safety is set out in the overarching Gas Safety procedure.

### **7. CONTRACTOR PROCUREMENT & MANAGEMENT**

7.1 Contractors will only be procured and selected who are Gas Safe Registered and able to demonstrate competence in gas safety by providing evidence of experience

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in this type of work, relevant references and that no enforcement or legal action has been taken against them with regard to non-compliance.

- 7.2 Contractors must also be able to demonstrate an understanding of relevant regulations within the Health and Safety section of the Invitation to Tender stage of procurement.
- 7.3 Suitable evidence and assurance will be obtained by the Customer Safety Team to demonstrate work has been completed to the required standard and to confirm compliance with our statutory obligations.

### **8. DATA PROTECTION**

- 8.1 All data gathered, held and used regarding our customers can be shared with 3<sup>rd</sup> parties working with Hanover, using our Data Sharing Agreement Procedure covers us for this. This conforms to our Data Protection Policy and Procedure and our Customer Privacy Policy.

### **9. MONITORING, PERFORMANCE MEASUREMENT AND REPORTING**

- 9.1 Our performance with regard to compliance with 1998 Regulations (Regulation 36) will be reported as required through our established Performance Management Framework.

### **10. REVIEW**

- 10.1 This Policy will be reviewed every 3 years or earlier as required.