

RAILWAY HOUSING ASSOCIATION

POLICY STATEMENT

GAS SAFETY

1. Statement of Intent

- 1.1 The Association will comply with the requirements of the Gas Safety Regulations and ensure that all gas appliances owned by the Association are correctly maintained in accordance with the Regulations.

2. Implementation of the Policy

- 2.1 All gas appliances that are owned by the Association will be serviced annually. The servicing will be carried out by a 'Gas Safe' Registered engineer and in accordance with the Gas Safety (Installations and Use) Regulations 1998 and Gas Safe Register rules and guidance.
- 2.2 The Association will ensure that contractors complete the Landlord's Gas Safety Certificate after each service and give one copy to the resident and forward another copy to the Association.
- 2.3 An audit of the quality of the gas servicing work will be completed each year. This will include a quality check of a percentage of completed services to assess customer satisfaction and technical compliance.
- 2.4 A gas safety check will also be carried out whenever a property becomes available for re-letting. A copy of the gas safety certificate will be issued to the new resident.
- 2.5 Accurate and up to date records will be kept in respect of the installation and servicing of gas appliances.
- 2.6 All reasonable steps will be taken to gain access to carry out the gas servicing.
- 2.7 Cases of persistent 'no access' will be prioritised in subsequent years.
- 2.8 In exceptional circumstances of persistent difficulty gaining access, limiting devices will be fitted.
- 2.9 Legal action will be taken to gain access to a property when all other reasonable steps have been exhausted.
- 2.10 The importance of gas servicing will be publicised annually to residents via their newsletter, on the website and at residents meetings.

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3. Responsibility

- 3.1 The Director of Asset Management is responsible for the effective implementation of this policy.

4. Monitoring

- 4.1 Quarterly reports will be made to the Asset Management Committee on performance relating to gas safety.

5. Review

- 5.1 This policy will be reviewed biennially, in consultation with residents.

This policy also applies to the beneficiaries of Joseph Hornby Stockdale Almshouses.

June 2009

**This policy can be made available on request in other languages,
large type, Braille or in audio format**