

# **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**