

CROYDON CHURCHES HOUSING ASSOCIATION (“CCHA”) Gas Safety Policy

Version History	
Procedure name:	Gas Safety Policy
Version code:	1.2
Lead officer:	Asset Manager
Date of issue:	June 2023 – Reviewed August 2026
Date of review:	August 2029
Strategy and policies replaced:	N/A
Policy Updated By	Asset Manager

1.0 Scope

- 1.1 Property Services will comply with its legal duties as set out under The Gas Safety (Installation & Use) Regulations 1998, Regulation 36, which requires us to maintain and check annually all appliances and flues which we have provided to our tenants. We will also require our contractors to abide by relevant legislation and technical guidance.
- 1.2 All gas heating installations in individual properties as well as communal areas fall under this Policy.
- 1.3 Appliances owned by the resident do not fall under this policy. However, any resident-owned appliance fitted to our gas supply will be visually assessed for safety on an annual basis as part of the annual gas safety check and will be disconnected if found to be unsafe.
- 1.4 This policy applies to all rented, older persons and supported accommodation. Leaseholders / shared owners do not fall under our responsibility for gas safety. However, we will remind leaseholder / shared owners annually of the importance of carrying out a gas safety check and will request a copy of any certification they may have. Where we undertake safety checks in communal areas leaseholders / shared owners will be recharged.

2.0 Objectives

- 2.1 The Policy Objectives are to:
 - Ensure that annual gas safety checks are carried out by a Gas Safe registered engineer and will include taking appropriate action to gain access where necessary. A guide for gaining access is provided in our Gas Safety Procedures.
 - Ensure that our gas appliances, pipework and flues are repaired and maintained to approved standards.
 - Manage contractors appropriately, ensuring they are qualified and registered to do the work required of them.

- Keep detailed records, including a record of the gas safety check for 2 years, and monitoring compliance.
- Ensure that a copy of the gas safety certificate is issued to the resident within 28 days of the safety check.
- Give new tenants a copy of the gas safety certificate before occupation or at the start of the tenancy.
- Provide information to residents around the risks associated with gas appliances, including the actions we will take to mitigate such risks (such as when cutting off the gas supply to ensure safety).
- Ensure this policy is reviewed as per the ccha review cycle, or when it is suspected to require updating or no longer be valid.

Other relevant documents include:

- ccha Gas Safety Procedures
- Gas Servicing Contract
- Consultant Contract
- Fire Safety Policy and Procedures
- Asbestos Management Procedures
- Health and Safety Policy

The following measurable indices shall constitute a method of assessing whether the procedures referred to within this policy are being carried out to a satisfactory standard:

- Regular statutory inspections are taking place in the defined period(s) including LGSR, 'turn-on-and-test' and installation certification.
- Certification is subjected to scrutiny prior to acceptance by the client.
- Audits are carried out on the contractors carrying out servicing on a 5% representative basis.
- Audits are carried out on the contractors carrying out installations on a 100% basis.
- Information has been input onto the Asprey database within a reasonable time period of receiving any new information.
- Quality audits have been carried out on a periodic basis (including review of this policy).
- Appropriate training has been given to all ccha staff who require it.

3.0 Policy

3.1 This policy covers:

- All premises where ccha have management responsibilities, whether an owner, or lessor of those premises.

3.2 In accordance with requirements of The Gas Safety (Installation & Use) Regulations 1998, Regulation 36, this policy names the Chief Executive as the duty-holder for all premises owned and managed by ccha.

3.3 The duties of the duty-holder are divested to the following roles:

- Director of Homes
- Asset Manager
- Senior Compliance Office
- Compliance Officers
- External consultants and contractors

4.0 Review

4.1 This policy will be subject to review in line with the ccha policy review cycle, or whenever it is suspected to no longer be valid.

5.0 Equality and Diversity

5.1 We will treat all customers with fairness and respect. We recognise that we have an ethical and a legal duty to advance equality of opportunity and prevent discrimination on the grounds of age, sex and sexual orientation, disability, race, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. See our [Equality, Diversity and Inclusion Strategy](#).