

## **Domestic Gas and Carbon Monoxide Safety Policy**

### **1. Aim**

- 1.1 Onward Homes is regulated by The Regulator of Social Housing. Onward has statutory and regulatory responsibility for discharging the landlord obligations surrounding gas safety.
- 1.2 This policy aims to ensure we meet our obligations as a landlord and provides assurance that we achieve compliance with The Gas Safety (Installation and Use) (Amendment) Regulations 2018.
- 1.3 The main objectives of this policy are to:
  - Ensure we provide a safe environment for customers, colleagues and third parties to live and/or work.
  - Establish the key principles that Onward will utilise to ensure gas and carbon monoxide safety.
  - Provide clear responsibility for the management of domestic gas and carbon monoxide safety.
  - Provide a commitment to customers who are affected by domestic gas and carbon monoxide safety to communicate and raise awareness regarding the key issues.
  - Provide clarity of the method used for reviewing and monitoring domestic gas and carbon monoxide safety compliance.

### **2. Scope**

- 2.1 This policy relates to offices; general needs accommodation; sheltered and supported housing, other residential rented properties owned by Onward; any communal areas including leaseholders/shared ownership and other rented housing owned by Onward on behalf of a third party where the obligation falls on Onward in accordance with the terms of the agreement.
- 2.2 Where a lease or management agreement explicitly specifies responsibility for statutory compliance is the responsibility of the managing agent, Onward Homes will undertake assurance audits to ensure compliance with the terms of the management agreement.
- 2.3 This policy is applicable to heating appliances and associated gas fittings/pipe-work/flues contained within these premises which are fuelled by gas, solid fuel and oil.
- 2.4 Onward Homes will maintain accurate data for all assets to identify gas servicing responsibilities. All premises with a gas supply or the potential for a gas supply to be installed will be included within the annual inspection programme.

### **3. Compliance with Regulatory Standards and Legal Obligations**

- 3.1 The application of this policy ensures compliance with the Home Standard under the regulatory framework for social housing in England 2015, which requires all housing providers to 'meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes'.

3.2 Onward acknowledges and accepts its responsibilities under [Regulation 36 of the Gas Safety \(Installation and Use\) \(Amendment\) Regulations 2018](#)

3.3 This policy operates within the context of regulatory legal frameworks as follows:

- [Compliance with HETAS guidance \(solid fuel systems\)](#)
- [Construction Design and Management Regulations 2015](#)
- [Control of Pollution \(Oil Storage\) \(England\) Regulations 2001](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Dangerous substances and explosive atmospheres regulations 2002 \(DSEAR\)](#)
- [Data Protection Act 2018](#)
- [Equality Act 2010](#)
- [Gas Industry Unsafe Situations Procedure \(GIUSP\)](#)
- [Gas Safety \(Installation and Use\) Regulations 1998](#)
- [Gas Safety Management Regulations 1996 \(as amended\) \(GSMR\) Health and Safety at Work etc. Act 1974](#)
- [Housing Act 2004](#)
- [Landlord and Tenant Act 1985](#)
- [Leasehold Reform, Housing and Urban Development Act 1993 \(section 121\)](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Occupiers Liability Act 1984](#)
- [Pressure Systems Safety Regulations 2000](#)
- [Provision and use of work equipment regulations 1998 \(PUWER\)](#)
- [Regulator of Social Housing Home Standard](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)
- [Smoke and Carbon Monoxide Alarm \(England\) Regulations 2015](#)
- [Workplace \(Health Safety & Welfare\) Regulations 1992](#)

#### 4. Policy Detail

4.1 This policy must be read in conjunction with the Domestic Gas and Carbon Monoxide Safety Management Plan which details the processes to be undertaken in delivery of the policy objectives.

4.2 Onward will work with third party landlords, agents and occupiers to ensure that annual gas checks are carried out by a registered competent Gas Safe engineer. Evidence will be required that third party responsibilities have been carried out. Where they are not, Onward will arrange for them to be undertaken in line with the anniversary date and recharge the responsible party.

4.3 All Onward-installed gas, oil appliances (heating and cooking), solid fuel and open fires will be repaired and maintained to 'approved standards' and annually serviced either in

line with the manufacturer's recommendations or at a combined annual gas safety inspection and service. The annual gas safety inspection will include an inspection of all smoke detectors and carbon monoxide detectors present to ensure they are functioning correctly as detailed in the management plan.

- 4.4 All flues associated with solid fuel properties will be subject to a bi-annual service.
- 4.5 The repair and maintenance of any gas appliance installed by the customer is the responsibility of the customer. However, during the annual Gas safety inspection a visual inspection of an Onward Homes customers' own gas appliances will be undertaken.
- 4.6 Where customer appliances are found to be immediately dangerous, the item will be disconnected or isolated by appointed gas contractors.
- 4.7 Onward will ensure that a carbon monoxide alarm is installed in any room with a fixed combustion appliance (excluding gas cookers). Onward will check these annually during the gas safety inspection and if deemed to be faulty, the alarm will be repaired/replaced.
- 4.8 We will work to proactively to detect gas theft and work closely with gas suppliers, local Police Authorities and within the agreed Interoperability Protocol with the [Revenue Protection Agency \(UKRPA\)](#), subject to compliance with data protection legislation.

## **5. Responsibility and monitoring**

- 5.1 The Onward Board will have overall governance responsibility for ensuring the gas safety policy is fully implemented with the regulatory standards, legislation and codes of practices.
- 5.2 The Onward Chief Executive will act as Duty Holder for the management of gas safety and will ensure that compliance is achieved and maintained. He/she shall appoint the Regional Landlord Compliance Manager(s) to act as the 'Responsible Person(s)' for gas safety management.
- 5.3 The Executive Director Property - The performance of the Responsible Person duties is delegated to the Executive Director Property who is responsible for ensuring that sufficient competent resources are in place to ensure their capability to comply with this policy.
- 5.4 The Head of Health and Safety and Landlord Compliance and Assurance will produce a monthly Landlord Health and Safety Risk Assurance Report for Board detailing gas performance against statutory requirements.
- 5.5 The Regional Landlord Compliance Manager(s) will act as the 'Responsible Person(s)'. They will have day to day responsibility for managing gas safety in their Region. They will performance manage the gas contractor to ensure compliance against the Gas Management Plan.
- 5.6 The Property Strategy team's Gas Compliance Manager will ensure that a minimum of 10% audit checks are undertaken in relation to the number of gas inspections carried out and completed gas appliance services undertaken. He/she shall manage the Corgi Document Management system to ensure 100% LGSR compliance. In addition, they will be responsible for monitoring the gas process through its various stages as detailed in the Management Plan and providing updates on performance against target.
- 5.7 Gas safety is a high risk area and this policy will be reviewed on an annual basis or where there is a change to current legislation. An independent audit will be undertaken on a basis related to the level of risk.

Linked documents:	Domestic Gas and Carbon Monoxide Safety Management Plan
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