

Gas Safety Policy

1. Summary

- 1.1. SHAL has a Legal requirement to carry out a Landlords Gas Safety Test (LGST) to all of its Properties that have a Gas Boiler installed. The legal requirement is for every Gas Boiler to be serviced and passed Safe to Use, every 12 months, this includes any other Gas appliances that are installed in the property. This is in order to ensure that Shal's tenants are safe.
- 1.2. SHAL undertakes a programme of LGST every year to all of its properties that has a Gas Boiler. Shal does not have any properties with mains Gas installed that fuels other appliances, without a Gas Boiler Installed.
- 1.3. Persons responsible for the implementation of the policy are Shal's CEO, Maintenance Manager and Housing Manager
- 1.4. SHAL will ensure that it has an effective LGST programme which enables it to meet its Legal Responsibilities.

2. Objectives

- 2.1. The objective of this policy is to ensure that no individual, Tenant's or visitors to the homes for which SHAL owns or has a responsibility, is harmed by Carbon Monoxide poisoning or an explosion from a Gas leak or the property is damaged by an explosion as a result of a Gas leak. This includes our offices.

3. Details

- 3.1. SHAL has a formal programme in place to ensure its Legal responsibility to carry out LGST's is met.
- 3.2. In November 2018 SHAL appointed Somerset Gas as Gas Servicing contractor via competitive tender.
- 3.3. SHAL notifies its Tenants and Contractors 2 months before the current certificate is due to expire.
- 3.4. All Gas safety documentation is held on the OMNI property management system.

- 3.5. Gas certificates are awarded when the Boiler is passed as safe to use. Any issues identified at the time of the Test are remedied immediately. If the boiler or any other Gas appliance fails, the boiler or appliance is disconnected, warning signs attached, and reported back to Shal. If the boiler fails, the contractor will cap off the Gas supply.
- 3.6. SHAL’s policy is that all remedial actions needed to produce a Pass, Safe to Use certificate, are carried out at the time of the test if possible. Should it not be possible to carry out remedial actions, Shal’s Gas contractor will produce a fail certificate to Shal and will cut off the Gas supply, Shal will arrange with the Tenant for the contractor to return to carry out the work necessary to make the boiler safe to use.
- 3.7. If an appliance is condemned, the contractor will note this on the LGST certificate, and the appliance will be disconnected from the Gas Supply and the Gas supply to the appliance capped off.
- 3.8. The Health and Safety Committee monitors the LGST programme, to ensure all tests are carried out in accordance with the Law, and are made aware of any that are out of date and the reasons why, and the date the test will be completed.
- 3.9. The Health and Safety Committee monitors the failure to gain entry, and will identify any tenants where there is a regular refusal. These addresses are then flagged to the Housing Officer who will visit the address to ensure that there are no other tenancy breaches, or tenancy fraud. If Access is not gained a Court Injunction will be sought to gain entry. This process is attached as Annex 1.
- 3.10. SHAL will periodically review a sample of properties to ensure that all LGST are in place for all properties and that the details of the LGST dates have been accurately recorded on the OMNI system.
- 3.11. All vacant homes will have a new LGST carried out and can only be let if a Pass, Safe to Use LGST is produced.
- 3.12. Homes which have been mutually exchanged will have an LGST carried out no later than the day after the tenant has moved in and no sooner than the day of

the move in. SHAL will fit all GAS appliances at the time of the LGST, at a discounted rate

4. Outcomes

- 4.1. The performance with regards to the LGST programme and remedial actions is monitored by the Health and Safety Committee monthly.
- 4.2. The Health and Safety Committee will from time to time carry out periodic reconciliations to ensure that the data is correct. This will involve taking 10 sample properties and reconciling the inspection data held in OMNI with the original LGST certificates.
- 4.3. The performance of the LGST programme is reported to the Audit and Risk Committee and to the Board at every meeting.
- 4.4. SHAL will be 100% compliant with the Legal requirement to have no out of date LGST certificates.

5. Consultation

- 5.1. SHAL's performance with regards to its LGST programme will be reported to tenants via the website and the annual report to tenants.

6. Equality and Diversity

- 6.1. SHAL will take account of the circumstances and characteristics of the people who live in our homes when arranging and carrying out LGST and when arranging for the repair or replacement of gas appliances within the properties for which we have a maintenance responsibility.
- 6.2. Any unsafe behaviour by tenants, for example tampering with gas supplies or appliances, will be reported to SHAL and will be investigated by the Maintenance Manager and Housing Manager.

7. Value for Money

- 7.1. SHAL seeks to ensure that Health and Safety is managed by adhering to the principles of sensible risk management which ensures that employees, tenants, the public, contractors and suppliers and our properties are properly protected,

ensuring that everyone understands what they can do to mitigate and manage risk and how to act responsibly in order to do so.

- 7.2. The aim is to save lives not stop them and to ensure safe, healthy homes and workplaces.
- 7.3. Our programme of LGST aims to ultimately reduce costs by preventing death and injury, damage to property and equipment and to reduce insurance premiums.

8. Owner

8.1. Maintenance Manager

9. Version and Revisions

9.1. This policy will be reviewed every 1 year(s).

9.2. Revisions

New version	Date	Revision details