

Solid Fuel Safety Policy

1. Summary

- 1.1. SHAL has a responsibility to service and carry out safety checks to all of its homes that have solid fuel appliances and Solid Fuel Heating systems, in order to ensure that tenants are safe throughout their tenancy. SHAL undertakes a programme of Safety Services on a 12 month cycle.
- 1.2. SHAL will ensure that it has an effective solid fuel safety servicing programme which enables it to meet its statutory responsibilities.
- 1.3. Shal's policy is to phase out Solid Fuel systems and replace them with either an electric Quantum, or Air Source heating system. This will be done when the existing solid fuel appliance or system becomes uneconomical to repair, a limit of £500.00 is the threshold.
- 1.4. Where a Solid Fuel appliance or system is deemed the secondary heating system, Shal will remove the existing solid fuel system. Shal does not support two heating systems in one property. In these circumstances Shal will offer the Tenant the opportunity to pay for the maintenance and servicing of the secondary solid fuel system or appliance, failure to pay for the work will result in removal of the system or appliance.

2. Objectives

- 2.1. The objective of this policy is to ensure that no individual, family or visitor to the homes for which SHAL has a solid fuel appliance is harmed by Carbon Monoxide poisoning, fire or explosion and that no property is damaged as a result of a fire or explosion as a result of an unsafe solid fuel appliance.

3. Details

- 3.1. SHAL has a formal programme in place for the 12 month cyclical safety servicing of solid fuel appliance in its homes.

Current version	Date agreed/reviewed	Review due	Owner	Pages
1.0	2024-01	2025-01	MM	Page 1 of 4
Crypton House, Bristol Road, Bridgwater, TA6 4SY – Online: www.shal.org – Email: information@shal.org – Tel: 01278 444344				
<i>SHAL is registered in England and Wales as a Community Benefit Society and an exempt charity (number 27772R).</i>				

- 3.2. In November 2018 SHAL appointed Somerset Gas as our Solid Fuel Safety Servicing contractor via competitive tender, the contract has been extended until 2026.
- 3.3. Safety servicing notifications are raised 2 months before the current certificate is due to expire.
- 3.4. All Solid Fuel safety documentation is held on the OMNI property management system.
- 3.5. Solid Fuel safety certificates are awarded on a Safe to Use, Pass classification. Any issues identified at the time of the inspection are remedied immediately if possible, if the appliance fails the test Somerset Gas issues a warning notice to the Tenant and Shal, and puts warning notices on the appliance.
- 3.6. Shal then arranges for the work to be completed to gain a Pass certificate.
- 3.7. Shal will log the remedial actions on a Log with a target completion date, which is monitored at the monthly Health and Safety Meetings.
- 3.8. The Health and Safety Committee monitors the Solid Fuel Servicing programme, to ensure all services are carried out in accordance with the 12 monthly cycle, 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 to identify any tenants where there is a regular refusal. These addresses are then flagged to the Housing Management Team. A Housing Officer will visit the address to ensure that there are no other tenancy breaches or tenancy fraud. The process for gaining access is the same as Shal's Gas Servicing procedure attached to this policy as Annex 1.
- 3.10. SHAL will periodically review a sample of properties to ensure that all Solid Fuel certificates are up to date and in place for all properties and that the details of the service dates have been accurately recorded on the OMNI system.
- 3.11. All vacant homes that have a solid fuel appliance will have a full safety service carried out.

- 3.12. Homes which have been mutually exchanged will have a Full Solid Fuel Safety Service carried out no later than the day after the tenant has moved in and no sooner than the day of the move in.

4. Outcomes

- 4.1. The performance with regards to Solid Fuel Servicing 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 Solid Fuel Servicing certificates. In addition a report will be run on remedial actions to ensure that they have all been carried out by their required deadlines and a Pass Safe to Use certificate is in place.
- 4.3. The performance is reported the Audit and Risk Committee and to the Board at every meeting.
- 4.4. SHAL aims to be 100% compliant with the 12 monthly cycle of testing. This means that properties will have an up to date Pass Safe to Use certificate.

5. Consultation

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

6. Equality and Diversity

- 6.1. SHAL will account of the circumstances and characteristics of the people who live in our homes when arranging and carrying out Solid Fuel Servicing and when arranging for the repair or replacement of Solid Fuel appliances within the properties for which we have a maintenance responsibility.
- 6.2. Any unsafe behaviour burning of inappropriate substances will be reported to SHAL and will be investigated by the Maintenance Manager and the 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 Solid Fuel Servicing 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