

1. INTRODUCTION

- 1.1 This document outlines the arrangements EastendHomes intends to meet all applicable statutory and regulatory requirements with regards to gas fittings, appliances and installations for the health and safety of the occupants of EastendHomes' properties.
- 1.2 In this document the terms 'Gas Safety Regulations' or 'the Regulations' refer to the Gas Safety (Installation and Use) Regulations 1998, and encompass any subsequent replacement regulations relating to the UK as the applicable legislation.
- 1.3 The Gas Safety Regulations place a duty on landlords/persons in control of premises to ensure that gas operated appliances are competently checked, tested and serviced on an annual basis. **Under the Regulations, only Gas Safe Registered Gas Installers/Contractors can undertake work *including the installation, adaptation, commissioning, testing and servicing of gas fittings, appliances and installations.***
- 1.4 EastendHomes is also expected under the Home Standard of the Homes & Communities Agency's Regulatory Framework to ensure that no detriment is caused to our residents through failure to meet gas safety requirements.
- 1.5 This document outlines the Regulations and the duties imposed by the regulations in general terms. EastendHomes will continually update its operational procedures and guidance, including appropriate training for relevant staff.

2. WHERE THE REGULATIONS AND DUTIES APPLY

- 2.1 The Regulations cover the safe installation, maintenance, and use of gas systems, installations, gas fittings, appliances and flues. They apply to domestic and commercial premises, for example offices, shops, public buildings and similar places.
- 2.2 The Regulations place responsibilities on EastendHomes as landlord for installing, servicing, maintaining or repairing gas appliances and other gas fittings within tenants' properties. They also regulate the activities of suppliers and other users of gas.
- 2.3 EastendHomes shall ensure that gas installations and appliances are suitably and adequately maintained in a safe condition. The Regulations apply to all gas equipment including domestic and communal boilers, and gas appliances, such as gas fires and water heaters. This includes any installation, pipework, or flues that they are supplied by or connected to a gas supply.
- 2.4 EastendHomes will fulfil its obligations under the Regulations by appointing appropriately trained, qualified and competent persons to formulate and supervise maintenance contracts for gas works. EastendHomes shall also ensure that its contractors are qualified engineers, and are Gas Safe registered, are appointed to undertake the installation, maintenance, servicing, repair or adaptation of gas installations and appliances. The Gas Regulations also require duty holders (including engineers/contractors) to ensure that only suitable and appropriate gas fittings are used that comply with the current appropriate British Standard or European standards.

2.5 EastendHomes must also make reasonable efforts to obtain evidence that any person(s) that they intend to appoint to undertake gas installation and servicing work, either under contract, or on their own behalf, is Gas Safe registered and that the contractor/individual holds the appropriate Gas Safe certificate of competence to the required level to carry out the work required. Any amendments to personnel working on EastendHomes contracts will be required to be notified to the Technical Services Manager as a condition of contract before any individual starts work.

2.6 Under the Regulations, the definition of “gas” includes A) Methane, Ethane, Propane, Butane, Hydrogen and Carbon Monoxide B) A combustible mixture of two or more of these gases. Further more detailed definitions are published within item 2.6 of the Gas Safety (Installation and Use) Regulations 1998 and Approved Code of Practice (ACOP). Also see appendix for the guide to detailed reference.

2.7 A gas appliance is defined in the Approved Code of Practice as “an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purposes for which can be used”. However, it does not include a portable or mobile appliance supplied directly by gas from a cylinder, or the cylinder, the pipes and other fittings used for supplying gas to a portable or mobile appliance. The use and storage of gas cylinders for non-medical purposes is prohibited in EastendHomes properties and this is specifically referred to in EastendHomes tenancy conditions.

2.8 Duties on EastendHomes as an ‘employer’ under the Regulations are to maintain appliances, flues and installation pipework in a safe condition. These requirements inter-link with ‘employers’ duties made in other related workplace safety legislation, such as the Health and Safety at Work etc Act 1974, and the Provision and Use of Work Equipment Regulations 1998.

2.9 Duties on EastendHomes as a ‘landlord’ are to ensure that gas appliances and fittings such as central heating systems and gas fires are routinely examined, maintained in a safe condition and that suitable and appropriate records are kept and retained for a period of two years after the date of such tests/examinations. The Regulations require that EastendHomes undertake a safety check of domestic gas appliances within a rolling twelve month period. EastendHomes will use a ten-month cycle with effective monitoring and enforcement action to achieve this.

3. HOW EASTENDHOMES SHALL COMPLY WITH THE GAS SAFETY REGULATIONS

3.1 EastendHomes will discharge duties, as both the “employer” and “landlord” under the Regulations, by ensuring that:

- A suitable and appropriate level of resources is available to administer the duties placed upon EastendHomes under the Regulations.
- A suitable number of appropriate engineers and contractors are appointed to schedule, supervise and administrate staff to install, maintain, service, repair or modify gas appliances and fittings.
- Suitable and adequate records are kept by EastendHomes in relation to the installation, servicing, repair, modification or adaptation of gas installations. These records must be accessible and available for inspection.

- In addition to the contractors' quality control processes EastendHomes will appoint a qualified assessor to carry out a quality control audit of 3% of all certificates issued by the contractor. These will mainly cover annual safety checks but will also include repair works and new installations.

4. EASTENDHOMES RESPONSIBILITIES:

- 4.1 EastendHomes will devise guidance and procedures for the servicing and maintenance of domestic and communal heating systems, plant and appliances. This guidance will be regularly updated.
- 4.2 EastendHomes will support domestic leaseholders' responsibilities to maintain domestic gas appliances by providing access to EastendHomes' approved contractors to carry out their gas safety checks.

5. INSTRUCTIONS & TRAINING

- 5.1 EastendHomes will ensure that all the relevant staff* receive appropriate instruction and training regarding the requirements of the gas safety legislation and EastendHomes' arrangements for complying with these, including the procedures for both domestic and communal plant and equipment.

**staff who either specify or place works orders under EastendHomes's measured term contracts or place works with approved contractors via specifications or schedule as well as staff who undertake any facility management function.*

6. MONITORING & REVIEWING ARRANGEMENTS

- 6.1 The Managing Director will be responsible for monitoring and reviewing the EastendHomes arrangements for gas safety in conjunction with the staff responsible for co-ordinating Health and Safety and Emergency Planning.
- 6.2 EastendHomes will use Key Performance Information monitoring to support the process of checking on the meeting of its obligations. This will include monitoring:
- The number of properties with a valid gas safety certificate at fixed points (period end).
 - The number of properties with a continuously valid gas safety certificate within a rolling twelve-month period.
- 6.3 The target for both of these indicators will be set at 100%.