



Gas Safety Policy

1. Introduction

This policy sets out the approach and procedures of Rugby Borough Council (RBC) to ensure compliance with gas safety legislation, particularly the Gas Safety (Installation and Use) Regulations 1998, and to safeguard the health and safety of tenants, staff, contractors, and anyone affected by gas installations or appliances within RBC council homes.

The purpose of this policy is to ensure that all gas appliances, installations, and systems are safe, properly maintained, and regularly inspected.

This policy forms part of our suite of landlord compliance policies, which include:

- Lift Safety Policy
- Condensation, Damp and Mould Policy
- Water Safety (Legionella) Policy
- Fire Safety Policy
- Asbestos Management Policy
- Electrical Safety Policy

2. Scope

- 2.1 This policy applies to Rugby Borough Council homes.
- 2.2 This includes domestic properties (houses, bungalows and flats), including RBC homes being used as temporary accommodation, communal areas of any blocks, independent living schemes and their associated offices or communal spaces.
- 2.3 This policy also applies to any corporate or operational premises which are owned or managed via the Housing Revenue Account (HRA).
- 2.4 This policy is applicable to all of our staff, tenants, contractors, stakeholders and others who may work on, occupy, visit or use our premises, or who may be affected by our activities or services.

2.5 Compliance with this policy is mandatory for all RBC staff members.

3. Terms and definitions

3.1 RBC is committed to ensuring compliance with all relevant legislation, including:

- Gas Safety (Installation and Use) Regulations 1998.
- Health and Safety at Work Act 1974.
- Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Building Regulations 2010 (Part J – Heat Producing Appliances).
- The Management of Health and Safety at Work Regulations 1999.

We also adhere to relevant guidance from the Health and Safety Executive (HSE), the Gas Safe Register, and industry best practices.

4. Responsibilities

4.1 The Asset Maintenance Manager is responsible for overseeing the implementation of this policy and ensuring compliance with gas safety regulations. Key duties include:

- Developing and reviewing gas safety procedures.
- Ensuring gas safety inspections are conducted annually for all properties with gas installations.
- Coordinating gas maintenance and repair works.
- Ensuring gas safety records are kept up-to-date and accessible.
- Liaising with tenants, contractors, and regulatory bodies as necessary.

4.2 All staff members are required to:

- Be aware of and follow the procedures outlined in this policy.
- Report any concerns related to gas safety to the Asset Maintenance Team.
- Ensure tenants are aware of their responsibilities regarding gas safety.
- Cooperate with gas safety inspections and maintenance activities.

4.3 All contractors working on gas installations, appliances, or systems within RBC council homes must:

- Hold current Gas Safety Qualifications.
- Always show identification when attending a property.
- Follow all gas safety procedures outlined in this policy.

- Conduct regular safety checks and maintenance in line with legal requirements.
 - Ensure all works are properly documented and reported to the Asset Maintenance Manager.
- 4.4 Tenants have a key role in ensuring gas safety within their homes and must:
- Allow access to properties for scheduled annual gas safety checks.
 - Report any suspected gas leaks, faults, or safety concerns promptly.
 - Not attempt to repair or modify gas appliances, connections or meters themselves.
 - Keep gas appliances and installations free from obstructions.

5. Policy Statement

- 5.1 We will ensure that a gas safety check is carried out annually on all gas installations and appliances in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- 5.2 We will ensure that our gas safety checks cover all gas appliances, pipework, flues, and ventilation to ensure they are safe and meet regulatory standards.
- 5.3 We will maintain written records of all gas safety checks and provide these to our tenants. These records will also be kept on file and accessible for a minimum of two years.
- 5.4 We will address any faults identified during a gas safety check immediately or within a reasonable timeframe. Where an appliance or installation is deemed unsafe, it will be isolated, and alternative arrangements will be made to ensure the tenants safety.
- 5.5 We will, in the event of a gas emergency (e.g., suspected gas leak, appliance malfunction), take immediate action using qualified Gas Safe engineers to resolve the issue and ensure the property is safe for occupancy.
- 5.6 We will ensure that all new gas installations and appliances are installed by Gas Safe registered engineers and in accordance with the current regulations and best practice guidelines.
- 5.7 We will carry out a full safety check after any installation to ensure compliance with safety standards.
- 5.8 We will carry out regular inspections where gas appliances or installations are present in communal areas (e.g., communal heating systems, water heaters), to ensure:

- The safety of all gas appliances.
- Adequate ventilation and flue.
- Compliance with relevant gas safety standards.

5.9 We will ensure that appliances that have been fixed externally are regularly maintained

5.10 We will take the following actions in the event of a gas emergency:

- Any reported suspected gas leak or dangerous situation will prompt immediate action including calling the National Gas Emergency Service and following their instructions which may include evacuation of the area, on 0800 111 999.
- Gas supplies will be turned off by qualified engineers if necessary.
- A Gas Safe registered engineer will inspect the system or appliance, conduct necessary repairs, and certify the area as safe before anyone is allowed to re-enter.
- The incident will be reported to the Health and Safety Executive (HSE) if necessary, and an internal investigation will be conducted to prevent a recurrence.

5.11 We will provide training to all RBC relevant staff, including those involved in repairs and maintenance, on gas safety awareness to understand the risks associated with gas appliances and installations and the importance of maintaining safety standards.

5.12 We will ensure that all contractors carrying out gas-related work hold current Gas Safe certification. Verification of certification will be required before any contract commences and verification will take place regularly through contract meetings.

5.13 We will inform our tenants of our gas safety procedures, including how to identify gas hazards and the importance of annual safety checks and possible consequences of not allowing access including the possibility of legal action. Information will be provided through the Tenants Newsletter, letters, posters, the RBC website and the Tenants' Handbook.

5.14 RBC and their contractors will notify tenants in advance of scheduled gas safety checks, necessary repairs or maintenance. Tenants will also be reminded of the importance of allowing access for inspections.

5.15 We will maintain clear communication with all contractors to ensure that gas safety procedures are adhered to, and all work is carried out safely and in accordance with legal requirements.

5.16 We will maintain comprehensive records of:

- Annual gas safety checks.
- Gas appliance installations and repairs.
- Emergency gas safety incidents.
- Staff training on gas safety.
- Certification of contractors.

All records will be kept for a minimum of 2 years and will be readily accessible for inspection by relevant authorities.

5.17 We will share data with other agencies in line with the appropriate Data Protection legislation to enable the safety and wellbeing of our tenants.

6. Monitoring and review

6.1 This policy will be reviewed on every 3 years, unless there is a business need, change in legislation or regulation which prompts an earlier review.

6.2 We will publish this document on our website and our intranet to ensure visibility and access for staff and tenants.

6.3 We will provide training to staff who have responsibility for implementing the policy to ensure that it is understood.

6.4 As this is a tenant facing policy, we will review the effectiveness of the policy with our involved tenants one year from the implementation of the policy.

6.5 Heat Network legislation is expected in 2026 which will trigger a review of this policy when enacted.

7. Related documents

7.1 Health and Safety Policy

7.2 Safeguarding Adults and Children Policy

7.3 Gas Management Policies and Procedures 28 October 2024

8. Governance

Effective from	1 July 2025	Expires	30 June 2028 (or when triggered by
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			Heat Network legislation)
Policy Owner	Asset Maintenance Manager		
Policy Author	Communities and Projects Manager		
Policy Consultation	Tenant Consultation – 19 March 2025 Frontline Staff Consultation – 29 April 2025 Technical staff Consultation – 29 May 2025		
Approved by	Chief Officer – Communities and Homes		
Version control	V1.0		