



## **GAS/HEATING SAFETY POLICY**

<b>Lead Manager:</b>	Compliance Manager
<b>Responsible Senior Manager:</b>	Assistant Director of Assets
<b>Approved By:</b>	STAR Board
<b>Date Approved:</b>	11 March 2024
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## **1. Purpose**

- 1.1 The purpose of this policy is to outline Shropshire Towns & Rural Housing's (STAR) approach to managing Gas Safety in properties under the organisation's supervision and control. This policy offers a framework within which gas safety will be directed and outlines essential roles and responsibilities for the implementation of this policy.
- 1.2 The Gas Safety Management Plan (GSMP) will provide STAR's operational approach and policy implementation plan for monitoring and accountability, and establishing gas safety access procedures and emergency protocols.
- 1.3 The operational procedures in the GSMP specify how STAR will fulfil the statutory obligation detailed in this policy, and as such, the GSMP is enforceable through this policy.

## **2. Introduction**

- 2.1 STAR recognises that it has a responsibility to ensure the well-being of its employees, residents, contractors, visitors, and other individuals who may be vulnerable to hazards stemming from gas installations in premises under the organisation's management and control.
- 2.2 This policy supports STAR in fulfilling its role as a managing agent and employer. It also supports Shropshire Council in fulfilling its legal responsibilities as a landlord and a registered provider. It aims to ensure that risks related to gas installations are effectively managed, providing assurance that all obligations are met.

## **3. Policy Statement**

- 3.1 STAR is devoted, as far as reasonably practicable, to guaranteeing the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk of exposure from gas installations exists in STAR managed properties. STAR recognises that it is the legal Duty Holder for its premises, and has an obligation to safeguard its customers, employees, those who operate in STAR premises and others from risks associated with gas installations.
- 3.2 The Regulator of Social Housing and Home Standard demands Registered Providers to fulfill all applicable legal requirements for the health and safety of customers in their homes, which includes gas safety management.
- 3.3 To satisfy our legal duties regarding gas safety management, STAR will adhere to our responsibilities under the The Gas Safety (Installation and Use) Regulations 2018 (GSIUR) and Pressure Equipment (Safety) Regulations 2016, STAR will:
  - Ensure that work in relation to a gas fitting are carried out by a suitable qualified and competent person in line with the regulations, as per STAR's standards.
  - Ensure that all parties contracted/commissioned by STAR to carry out works in relation to a gas fitting adhere to current regulations and standards.

- Ensure that each appliance and flue undergoes a safety check at intervals of no more than 12 months, preferably within 2 months before the anniversary date of the previous safety check.
  - Carry out a gas safety check prior to renting out a property.
  - Provide a copy of the gas safety check to any person lawfully occupying the premises where the gas appliance is located.
  - Utilise all available options to facilitate access and support the implementation of this policy.
  - Implement protocols to address emergencies such as gas leaks.
  - Ensure that a functioning carbon monoxide alarm is installed in any living accommodation room that contains a fixed combustion appliance (excluding gas cookers).
  - Adhere to manufacturers' recommendations when developing maintenance programs or conducting maintenance and installation of gas appliances and carbon monoxide alarms. Additionally, STAR will ensure each smoke and carbon monoxide detector is checked and in working order on the first day of any new tenancy. Where repairs or replacements are required, STAR will act in accordance to its legal requirements.
  - Engage with third parties to conduct audits on the works completed by contractors commissioned by STAR for gas fittings. A minimum of 10% of gas safety checks and installations will be audited.
- 3.4 STAR will adhere to the obligations outlined by the Heating Equipment Testing and Approval Scheme (HETAS) concerning properties equipped with a solid fuel appliance. These appliances will undergo annual servicing and maintenance to ensure compliance.
- 3.5 Under our periodic electrical inspection regime, STAR will conduct inspections of electrical heating installations' circuits every 5 years.

#### **4. Related Documents**

- The Gas Safety (Installation and Use) Regulations 2018 (GSIUR)
- Pressure Equipment (Safety) Regulations 2016
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2016
- Health and Safety at Work Act etc. 1974
- Housing Act 2004
- HETAS Competent Persons Scheme

## 5. Scope of Policy

- 5.1 This policy applies to all STAR staff, contractors, and others carrying out works in STAR premises.
- 5.2 This policy applies to the following locations: -
- Rented properties including garages
  - Communal areas.
  - Offices and storage facilities.
- 5.3 Leaseholders are responsible for gas installations within their properties as outlined in the terms of the lease agreements. STAR will remind leaseholders of their obligations in writing annually
- 5.4 We will undertake consultation as required with 'variable service charge payers', such as Leaseholders, on a works or contract-specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

## 6. Roles and Responsibilities

### 6.1 Accountable Person

Shropshire Towns and Rural Housing (STAR) operates as an Arm's Length Management Organisation, acting on behalf of Shropshire Council to oversee the upkeep and administration of the Council's housing assets. This delegation of authority is outlined in the Council's official policies, and the management agreement, empowering STAR to manage these responsibilities efficiently.

The Accountable Person ultimately remains as Shropshire Council.

### 6.2 Duty Holder

Duty Holder	Shropshire Towns and Rural Housing
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The *Duty Holder* and is responsible for

- Management of systems and equipment, and for
- Ensuring that appropriate measures are identified to adequately manage risk within all premises under STAR's control.

- Quality assurance of work carried out on systems and equipment by STAR employees and contractors and that all works conform to the relevant requirements.

The Managing Director holds ultimate responsibility for health and safety across the organisation and will nominate suitably qualified and experienced individuals to discharge those duties concerning to the risks posed by gas installations.

The Board has the overall governance responsibility for ensuring that STAR is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Formulating key H&S policies
- Being cognizant of risks and risk controls in place
- Agreeing on performance targets and a performance monitoring framework
- Ensuring the availability of adequate resources and competencies for fulfilling policy commitments
- Ensuring suitable reporting and auditing activity
- Listening to the voice of customers

6.3 Under this policy, STAR has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors and consultants. Only competent and suitably qualified contractors will be appointed by STAR.

6.4 Policy Management and Assurance

Depty Duty Holder	Position:	Operations Director
	Responsibilities:	Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met.  To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties.
Responsible Person	Position:	Compliance Manager
	Responsibilities:	Ensuring the GSMP is implemented, relevant, current and practical.

		<p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports to the Board as part of the governance framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlines in the plan are working.</p>
Competent Person	Position:	Compliance Officer
	Responsibilities:	<p>Administer associated contracts and act as the first point of contact for gas related queries.</p> <p>Ensure effective management of STAR's gas programmes and risk register.</p> <p>Guarantee that gas information is available for relevant persons carrying out work in STAR properties.</p> <p>Facilitating communication between the employees, contractors, gas safety professionals and residents concerning matters related to ACMs for locations within the scope of this policy.</p>

## 7. Policy Equality and Diversity Statement

- 7.1 STAR is committed to valuing and promoting equality, diversity, and inclusion across our services. We recognise our duty to eliminate unfair treatment and discrimination in the services we provide, and to promote and value respect in everything we do. We expect our staff to share these values and treat all customers with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.
- 7.2 STAR will uphold a zero-tolerance response to acts of discrimination.
- 7.3 STAR recognises that customers have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.

7.4 STAR will ensure it meets its duties under the Equality Act 2010 to consider the need to:

- Eliminate discrimination, harassment, and victimisation
- Advance equality of opportunity
- Foster good relations between different parts of the community

7.5 All contractors employed by STAR or carrying out works on STAR managed premises are required to adhere to the commitments we have made to valuing and promoting equality, diversity, and inclusion across our services.

## **8. Communication**

8.1 STAR will ensure that appropriate gas information is provided to relevant persons on our website and upon request.

8.2 STAR will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

8.3 STAR will promote awareness of gas-related risks through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

8.4 To ensure that appropriate and suitable training is provided to staff, STAR will carry out training needs assessments where appropriate.

8.5 STAR has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with our contractors delivering services.



