



# West Granton

Housing Co-op

sustaining and championing the co-operative way

## Gas Safety Management Procedures

This working procedure was adopted by WGHC in 2020. It should be reviewed again no later than 2023.

The procedure has been assessed through the organisational impact assessment process.

We can, if requested, produce this document in different formats such as larger print or audio-format. We can also translate the document into various languages, as appropriate.

### SCOTTISH HOUSING REGULATOR STANDARDS

#### STANDARD 1:

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

#### STANDARD 2:

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. Its primary focus is the sustainable achievement of these priorities.

#### STANDARD 4:

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

#### STANDARD 5:

The RSL conducts its affairs with honesty and integrity.

#### STANDARD 6:

The governing body and senior officers have the skills and knowledge they need to be effective.

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West Granton Housing Co-operative Limited is a fully mutual housing co-operative registered as a social landlord with the Scottish Housing Regulator (HAC 225); and is a registered society under the Co-operative and Community Benefit Societies Act 2014 (2357 RS).



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## 1.0 INTRODUCTION

WGHC seeks to ensure the highest standards of safety are adopted in the provision, servicing and repair of gas appliances installed in our properties. This procedure has been developed in order to ensure compliance with statutory obligations imposed by the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) and related health and safety legislation.

### 1.1 Aim

The aim of the procedure is to ensure the effective inspection, maintenance and management of gas installations within premises controlled by the co-op. To ensure effective administration of the annual gas safety and servicing programme and achieve compliance with statutory requirements.

## 2.0 KEY POLICY OBJECTIVES

To ensure compliance with our legal obligations including the completion of annual servicing and safety inspections for every property within the statutory 12-month period.

## 3.0 REGISTER OF APPLIANCES

The co-op will maintain a record of all gas appliances installed in its tenanted properties, their previous service date and the previous landlord's gas safety certificates. The record of appliances will be held on the co-operative's SDM system and pdf copies of the landlord's gas safety certificates will be held in the appropriate electronic file. In addition, a spreadsheet of gas service dates will be maintained. The spreadsheet will be regularly reviewed by the Maintenance Manager and administered by the Property Assistant.

## 4.0 TARGETS AND MONITORING

The following targets and monitoring regimes have been adopted for this Procedure: -

### TARGETS

- To complete all servicing within 12 months of the previous service date as required by the Gas Safety (Installation and Use) Regulations.
- The adoption of a 10-month inspection interval, designed to allow a sufficient period to obtain access prior to expiry of the previous valid certificate and ensure continuous cover is maintained.

### MONITORING

- A computerised record has been developed to record all actions necessary during the service programme. This will identify and record target and actual dates of inspection.
- The servicing contractor is required to contact the co-op to advise of any access problems, this is done daily.

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## 5.0 DUTIES AS A LANDLORD

The Gas Safety (installation and Use) Regulations (GSIUR), Regulation 36, places two specific duties on WGHC as a landlord:

- To ensure gas appliances/flues and installation pipework are maintained in a safe condition.
- To ensure an annual gas safety check is carried out on relevant gas appliances and their flues.

## 6.0 VERIFICATION OF CONTRACTOR COMPETENCE

It is the responsibility of a landlord to employ competent persons i.e. Gas Safe registered installers to undertake the necessary checks and to accurately record the findings.

The gas servicing and maintenance contractor will be required to provide a copy of their current Gas Safe registration and copies of the current Gas Safe Registration Card for each employee engaged on the contract.

No persons shall be permitted to undertake any work on gas installations unless competent to do so. Current competency will be checked using the Gas Safe Register ([www.gassaferegister.co.uk](http://www.gassaferegister.co.uk))

## 7.0 LANDLORD GAS SAFETY RECORDS

The contractor will provide a Landlord Gas Safety Record for every property under the contract. The CP12 Certificate issued by Gas Sure or equivalent approved form will be deemed to satisfy this requirement.

A copy of the certificate is to be issued to the occupant and a duplicate submitted to WGHC as soon as possible following the inspection and no later than seven days after the inspection.

Where action is required, the contractor should indicate if the work has been completed or follow-on repairs ordered.

## 8.0 GAS LEAKS

WGHC has adopted a safety-first approach to gas safety and the practical advice detailed in Appendix 1 shall be offered to tenants in the event of a gas emergency:

SGN provide the National Gas Emergency response to the Scottish network and have a statutory duty to attend to gas escapes reported to them within two hours.

It is noted that SGN will normally shut down the gas supply to an individual property and will not carry out any further works. The co-op will follow up any reports of attendance by SGN operatives by instructing the gas maintenance contractor to attend.

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## 9.0 VOID PROPERTY INSPECTIONS

Prior to a property being re-let to a new tenant, it will be subject to an additional gas safety check. A copy of the certificate will be issued to the new tenant as part of the sign-up process.

## 10.0 MUTUAL EXCHANGES

Properties being considered for a mutual exchange will be subject to an additional gas safety check and it will be a condition of the exchange that access will be provided to allow the check to be completed, with the check taking place prior to the exchange date.

## 11.0 GAS COOKERS

WGHC are not responsible for the connection of new gas cookers or other appliances and tenants should be advised that only a Gas Safe registered engineer should be engaged to carry out such work. Competency can be checked using the Gas Safe Register ([www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)).

## 12.0 DATA MANAGEMENT

All properties having gas appliances will be logged on the property database SDM and the operational spreadsheet for the purposes of recording relevant information in respect of appliance types, installation and warranty expiry date and relevant servicing dates. This will be reviewed and amended as required to reflect additions/deletions from the servicing programme.

CP12 certificates recorded in the co-ops document management system and hard copies will be with retained for a minimum period of 2 years and will be placed in a lever arch file for the relevant servicing period.

## 13.0 ACCESS FOR ANNUAL SERVICING

Under Regulation 39 (Exception as to Liability) of GSIUR, the co-op will be deemed not to be guilty of an offence under Regulation 36 should it be able to show that “all reasonable steps” were taken to prevent the offence from taking place, i.e. to have documented evidence of access attempts. Should a tenant refuse to provide access under the terms of the tenant’s Scottish Secure Tenancy Agreement the co-op will arrange for forced access or for the gas supply to be capped off after giving notice to the tenant.

The process will include the following:

- Contractor will write to tenant advising date of service.
- Where the contractor fails to obtain access on the first visit, the tenant will be carded. The opportunity to reschedule the appointment to a more convenient date will be offered to the tenant.
- A second visit will be scheduled by the contractor and a letter from the co-op will be issued advising of this date. (Letter 1) All correspondence from WGHC will be hand delivered.

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- If again the contractor fails to obtain access a further letter (Letter 2) will be issued to the tenant providing advance notice of possible forced access or capping of gas supply.
- If access is not provided on this occasion a final letter will be issued (Letter 3) which will give a date for the forced access or capping off supply.
- During every stage of the above process, staff will also attempt to contact the tenant by phone and agree an access arrangement.
- In all cases, forced entry will be scheduled for Monday to Thursday of the week prior to expiry of the current certificate. No forced entries will be scheduled to take place on a Friday, the day prior to a public holiday or when the office is closed unless all other options have been exhausted.
- On the day of the forced access a member of staff should call at the property to check if tenant is in. If forced entry is to go ahead staff should confirm with joiner that they are required and be in attendance when the door is forced, and locks changed. Staff should be in attendance when the gas engineer arrives to carry out the safety check. A notice should be fixed to the door to advise that the locks have been changed and to contact WGHC, also a letter should be left advising of this.

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## APPENDIX ONE

What to do if you smell gas

### Do:

- Open doors and windows to allow fresh air in.
- Turn off the gas at the mains tap, which is usually near the meter. Move the handle a quarter turn until it's at 90 degrees from the pipe to shut off the gas supply.
- Leave the property.
- Phone the National Gas Emergencies number on **0800 111 999**. Only use a mobile phone from outside the property. The number is free and available 24 hours a day.
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- Follow the advice given by the emergency adviser.
- Wait outside for a gas engineer to arrive.
- If you are feeling unwell, visit your GP or hospital immediately. Tell them you may have been exposed to a gas leak.

### Don't:

- Smoke, light a match or use any other naked flame.
- Turn any electrical switches on or off.

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