

gas and solid fuel safety policy

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1. Policy statement

- 1.1. believe housing as both an employer and a landlord has specific and general legal responsibilities towards its staff, tenants and others from the risks associated with gas and solid fuel. This policy recognises these responsibilities and identifies how believe housing will meet its obligations in relation to gas and solid fuel safety.

2. Policy aims

- 2.1. As a business responsible for domestic properties, workplaces, communal areas and other premises, we aim to ensure that our legal responsibilities summarised below are met:
- Repair and maintain gas pipework, flues and appliances in a safe condition.
 - Ensure a gas safety check is undertaken on each appliance and flue within the timeframes contained in The Gas Safety (Installation and Use) Regulations 1998.
 - Keep a record of each gas safety check for a minimum of three years.
 - Supply a copy of the certificate to existing tenants within 28 days of the check being carried out and before occupation to new tenants; and where there is no appliance in a dwelling, displaying the certificate in a prominent position in a communal area serving the dwelling.
 - Ensure any room occupied or to be occupied as sleeping accommodation does not have an unlawful gas fitting.
 - Ensure Gas Safe registration is maintained for believe housing and its engineers and that engineers are suitably qualified when undertaking work on gas and solid fuel appliances, fittings and flues.
 - Repair and maintain existing and approved solid fuel flues and appliances in a safe condition.
 - Ensure a solid fuel safety check is undertaken on each appliance and flue every six months.
 - Keep a record of each solid fuel safety check for a minimum of three years.
 - Ensure all installed gas and solid fuel equipment and materials are of the correct type and comply with applicable standards and to manufacturers' instructions.
 - Ensure that, in conducting our business, we meet our health and safety obligations to our staff, tenants and others.

3. Scope

- 3.1. This policy applies to any building that is owned, occupied or managed by believe housing, which has a gas or solid fuel appliance installed that believe housing has responsibility for.

4. Roles and responsibilities

4.1. The Board is responsible for ensuring this policy is implemented through the Chief Executive and the Executive Management Team.

4.2. The Gas Manager is the responsible person for the organisation and will act as the duty holder for gas and solid fuel safety. Additional duties include:

- Implementing, managing and monitoring this policy, its aims and associated procedures.
- Ensuring that any changes to the law, technical guidance or best practice are assessed and implemented to ensure legal obligations and policy aims are met.
- Promoting awareness of the importance of gas and solid fuel safety throughout the organisation.
- Liaising with all stakeholders on matters of gas and solid fuel compliance.
- Ensuring all staff working within the gas and solid fuel procedures are aware of their responsibilities.
- Ensuring processes are in place for communicating with customers regarding gas appointments.
- Collating management information and preparing reports for Executive Management Team and Audit Committee.

4.3. The Compliance Team is responsible for:

- Liaising with the Gas Team to ensure that this policy and associated procedures are audited effectively.

4.4. Health and Safety Team is responsible for:

- Providing competent health and safety advice as stipulated in regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Investigating accidents and incidents involving gas and solid fuel practises with a view to highlighting opportunities for improvement.

4.5. All employees are responsible for:

- Ensuring that the policy and procedures are followed.
- Reporting any concerns relating to gas safety immediately to the Gas Manager and in the event of absence, no-response or failure to action, to raise directly with the Executive Management Team and the Chief Executive. Concerns can also be raised through the organisation's Whistleblowing Policy.

5. Monitoring and review

5.1. This policy will be reviewed every three years unless there is a significant gas or solid fuel incident, important change in circumstances or legislation, which would warrant a review being carried out at an earlier date.

6. Links to other policies and procedures

6.1. This document should also be read in conjunction with:

- Health and Safety Policy Statement
- Gas and Solid Fuel Safety Procedure: The process around access for gas and solid fuel safety checks and how these are performed are detailed in our gas and solid fuel safety procedure. These procedures ensure that we meet our statutory obligations under The Gas Safety (Installation and Use) Regulations 1998 for gas and to adhere to best practice in relation to solid fuel.
- Whistleblowing Policy