

GAS, OIL AND SOLID FUEL SERVICING POLICY

Approved by:	<i>Group Leadership Team</i>		
Effective date:	01/11/2014		
Author & responsible officer:	Head of M/E, Aster Property	Review date:	01/11/2017
Status:	<i>Approved</i>	Version:	2.01

1 Introduction

- 1.1 Aim – To ensure, as far as is possible, that all fossil fuel burning appliances i.e. gas, oil, solid fuel used in properties owned by Aster Group and for which as landlord has a responsibility, are in a safe condition and that all the occupants of and persons visiting these properties are in no danger from such appliances
- 1.2 Scope – To protect our customers, their relatives and visitors and our employees and contractors
- 1.3 Regulation and Legislation – The Gas Safety (Installation and Use) Regulations 1998.

2 Policy statement

- 2.1 Within 12 months of the previous service each appliance that is the responsibility of Aster Group will be serviced and checked for safety by an engineer registered under an appropriate competent persons' scheme
- 2.2 When servicing heating equipment in our homes we'll also test the carbon monoxide and smoke detector units where they are fitted.
- 2.3 When an appliance is serviced, anything that doesn't meet the appropriate regulation or manufactures instructions and is a potential Health and Safety risk will be isolated and a warning sticker applied, if it can not be repaired at that time
- 2.4 A safety check will be carried out on the heating equipment in all vacant homes before they are re-let and at the change of occupancy where the property is subject of a mutual exchange.

- 2.5 Other landlords will be recharged for servicing or repairs to heating equipment in their properties in line with their management agreement.
- 2.6 In the homes we manage we will carry out a safety check on all gas appliances that are owned by tenants or other landlords. If any fault is found:
- It will be noted on the inspection report
 - We will let the tenant or landlord know that it's up to them to arrange to have it fixed
 - We will give them advice on how to go about this.
 - If the fault makes the appliance dangerous to use it will be isolated and a warning sticker applied.
 - A further visit will be arranged to check that the repair work has been completed.
- 2.7 All new tenancy agreements will advise the tenants that they must allow access for a safety inspection of all heating appliances every 12 months.
- 2.8 If we can't get in to carry out the safety check to all heating appliances, a court injunction will be applied for to grant access to the property.
- 2.9 We will offer to carry out gas servicing for our leasehold homeowners.

3 Performance Standards

- 3.1 Aster Group will keep a list of qualified service engineers employed by them and the dates when their qualifications are due to be updated.
- 3.2 Management Teams and Boards will get regular reports showing how many homes have had a service within the last 12 months
- 3.3 A Landlord Gas Safety Certificate will be filled in for each installation. A copy of the Certificate will be given to the resident and the Aster Group and a copy retained by the contractor. Aster Group will keep their copy for at least two years
- 3.4 When it has been necessary to get a court order to gain access to a property with a gas appliance, a gas inhibitor will be fitted to the system which will restrict its use when it is due for its next service.
- 3.5 A general report on how we look after the gas servicing programme will be given to Board every year.

4 Appendices

- 4.1 AP Gas Safety Procedures

5 Reference documents

- 5.1 The Gas Safety (Installation and Use) Regulations 1998

- 5.2 The Health and Safety at Work Act 1974
- 5.3 The Gas Safety (Management) Regulations 1996
- 5.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- 5.5 Building Regulations (England & Wales) 2000 (2002 Edition)