**Women’s Pioneer Housing**

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**1. Introduction & Purpose**

* 1. Women’s Pioneer Housing (WPH) takes gas safety seriously. Keeping accurate and up-to-date information and being able to report accurately on the maintenance of gas appliances is of paramount importance. Regular internal reports inform our action to ensure that we meet our statutory and regulatory obligations
  2. The objective of this policy and the associated procedures is to set out clearly the respective responsibilities of WPH, our consultants and the gas servicing contractor to ensure that at any point in the calendar year, valid gas safety certificates exist for 100% of our properties, and that appropriate action is being taken to gain access and carry out inspections in those properties and buildings where the certificate is due to expire. This policy is part of a suite of policies aimed at keeping our residents safe.

**2. Legislation/Regulation**

* The Gas Safety (Installation and Use) Regulations 1998
* The Gas Safety( Installation and Use ) (Amendment) 2018
* Social Housing Regulator Home Standard

**3. The Policy**

3.1 The obligations of WPH, as set out in the Gas Safety (Installation and Use) Regulations 1998 are to inspect and service gas installations on an annual basis. In meeting the terms of this legislation

* We will ensure that all gas appliances (owned or acquired by the Landlord), flues and gas pipe work are maintained in a safe condition.
* We will provide a visual inspection and gas soundness test for any property where there is a tenant owned appliance.
* We will keep all records for a minimum of two years.
* We will give a copy of Landlord’s Safety Certificate to the tenants within 28 days of the safety check.
* We will ensure that all new tenants are given a copy of the Safety Certificate prior to beginning their tenancy.
* We will ensure that LGSR checks will be carried out prior to all new lettings (irrespective of whether one had been carried out less than 12 months previously including voids or any internal transfers).
* We will ensure that any work carried out on the Landlord’s behalf is carried out by a Gas Safe registered engineer.

**3.2 Governance & Responsibilities**

3.2.1 The Board of WPH have overall responsibility for health and safety performance.

3.2.2 The person assuming overall responsibility for this policy is the Chief Executive. Responsibility for the operation of the policy is delegated to the Health Safety and Compliance Manager for the delivery of the policy.

**3.3 Gas Servicing Programme**

3.3.1 We will ensure that a landlord’s gas safety check is carried out in all properties where there is a gas appliance, within 12 months of the previous check.

3.3.2 A new inspection will be carried out at a change of tenancy, including transfers, mutual exchanges and terminations.

3.3.3 A copy of the certificate will be provided for all tenants.

3.3.4 We will arrange a programme of gas servicing each year for individual and communal boilers to be carried out in conjunction with our contractors, giving our residents adequate advance notice of visits. We will carry out any remedial works required that are found during this programme. We will also collect condition reports to inform our boiler replacement schedule

**3.4 Record Keeping and reporting**

3.4.1 We will identify and record the presence of gas appliances within the properties owned and managed by WPH. This is done by:

* Recording the date of the last gas safety inspection for each property or building electronically.
* Electronically filing the certificate for each property or building within 5 days of receipt
* Producing at least monthly reports to SMT on flats/buildings which have in-date certificates, flats/buildings where certificates are due to expire and flats/buildings where certificates have expired.
* Providing summary statements using data drawn from the above reports to each meeting of the board.

3.4.2 Two Gas safety KPIs are included in the suite of KPIs which are reported to the Board and benchmarked through Housemark. One is for communal boilers, and one is for individual boilers. The KPI’s relate to the percentage of dwellings that have a valid gas safety certificate and the target is 100%

**3.5 Competence and supervision**

* This involves ensuring that our gas safety engineers are properly qualified to carry out the relevant work. We employ external consultants to do this.
* All gas engineers working in our properties must carry photo cards which have details of their qualifications (that can be checked on the Gas Safe website).
* Independent supervision of the work of our gas service engineers is overseen by appropriately qualified consultants. Our consultants will carry out a technical inspection of 10% of individual boiler works.
* For communal boilers there will be one technical inspection by our consultants; two inspections by our insurers and two service visits each year by our gas contractors.

**4. Resident Engagement**

* WPH has a robust system of advising our residents of the need for and timing of gas safety inspections.
* WPH regularly reinforces the message of the importance of gas safety in our quarterly newsletters and on our website.
* Feedback will be sought from residents on the completion of the gas service programme.
* We are able to offer some flexibility with appointments to accommodate residents who work long hours or have special circumstances.
* We will pursue legal remedies to ensure access where access is currently problematic or has been so in the past. We will seek to recover all such costs from the residents who have refused to engage with us to provide access.

**5. Equality & Diversity**

5.1 Throughout the gas service programme we will treat all residents fairly and in accordance with our Equality and Diversity Policy. We will respect all nine protected characteristics of the 2010 Equality Act. Therefore we will work to the utmost standards of professionalism regardless of a resident’s gender, age, ethnicity, disability, religion, sexual orientation, gender reassignment, marital status or conditions of pregnancy or maternity

**6. Contact Officer**

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