



Appendix 1 – Annual Gas Safety Check Policy

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Policy:	Annual Gas Safety Check Policy
Legal Requirements:	The Gas Safety (Installation and Use) Regulations 1998 as amended by The Gas Safety (Installation and Use) (Amendment) Regulations 2018 The Health and Safety at Work etc Act 1974 The Management of Health and Safety at Work Regulations 1999
Regulatory Standards:	The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management. This policy evidences that the following Regulatory Standards are being met: 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. And 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.
Notifiable Events Guidance:	In compiling this policy, consideration has been given to the Notifiable Events Guidance issued by the Scottish Housing Regulator and the impact of that guidance on the policy.
Equality and Diversity:	The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy. In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.
Human Rights:	In compiling this policy, consideration has been given to "The Right to Adequate Housing" (Fact Sheet No. 21/Rev.1) published by the Office of the United Nations High Commissioner for Human Rights and the impact of that guidance on the policy. In particular, the Association is satisfied that this policy promotes the key aspects of the right to adequate housing – that it contains freedoms; entitlements; provides more than four walls and a roof; and protects against forced evictions.
Complaints:	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.

POLICY STATEMENT

General Data Protection Regulation (GDPR):	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
Policy Author:	Kevin Freeman
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every three years in the month of March.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Thursday the 27th of March 2025.



POLICY STATEMENT

Statement of Policy Aims/Principles

Yoker Housing Association is committed to achieving the highest possible standards in the services it provides, providing properties of a standard which reflect legislative requirements, best practice, and meet customers' reasonable expectations.

The aim of this policy is to ensure that Yoker Housing Association complies with gas safety legislation and guidance to maintain gas fittings and flues in a safe condition for tenants and to carry out safety checks for appliances and flues every year.

Legal Requirements and Standards

The Gas Safety (Installation and Use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018 specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on certain landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe. These duties to protect tenants' safety are in addition to the more general ones that landlords have under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

As a social landlord, Yoker Housing Association has a duty to:

- Ensure gas fittings and flues in tenants' homes are maintained in a safe condition.
- Ensure that a safety check of appliances and flues is carried out at intervals of not more than twelve months.
- Make sure that these checks are carried out within one year before the start of a new tenancy.
- Have all installation, maintenance and safety checks carried out by a Gas Safe Registered engineer.
- Keep a record of each safety check for at least two years.
- Issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant before they move in.

The Gas Safety (Installation and Use) (Amendment) Regulations 2018 enabled landlords to have the annual gas safety check carried out any time from 10 to 12 calendar months after the previous check but still retain the original deadline date as if the check had been carried out exactly 12 months after the previous check. Landlords can take advantage of this flexibility if they wish but are under no obligation to do so.

(SOURCE: THE HEALTH AND SAFETY EXECUTIVE LEAFLET INDG 285 REV 3, REVISED 04/18).

Policy Details

Yoker Housing Association will ensure that each gas appliance, flue and all related parts are checked for safety and are fully serviced within twelve months of being installed and at intervals of not more than twelve months thereafter. As part of the annual service all carbon monoxide alarms within our properties will be tested to ensure that they operate correctly. We will ensure that tenants have a copy of a current safety check record or can view the record in relevant settings.

Where a house is unoccupied or void, we will ensure that all appliances / flues are safe by instructing a safety check by a Gas Safe Registered engineer. We will provide an up to date gas safety check record for new tenants before they move in.

Yoker Housing Association recognises the importance of gas safety. We aim to have well documented and clear procedures which key Property Services staff will follow to ensure that checks are completed timeously, and that gas safety is managed correctly.

Tenants will be contacted twenty-eight days before the current gas safety certificate for their property expires in order to arrange their next gas safety inspection. If the tenant persistently fails to arrange an inspection, the Association will implement its Forced Access Procedures as detailed within the Annual Gas Safety / Service Procedures document. These procedures provide for letters to be issued and access forced to those properties where the gas safety inspection is due, with the objective of ensuring each property has a valid and continuous safety certificate.

All communications with tenants will stress the importance of completing the safety checks on time. We will use newsletters to communicate our commitment to ensuring we comply with legislation.

**Policy Details** (Continued)

Flexibility will be demonstrated when arranging appointments, offering two-hourly timeslots for appointments to be carried out and ensuring access is sought at a sufficiently early stage so that all necessary action can be completed before the current gas safety certificate expires.

If the contractor fails to gain access at the agreed appointment time, the contractor will advise Property Services Staff and post a calling card at the address, informing the tenant of their attendance and asking the tenant to contact the Property Services department as soon as possible. If access is denied on two or more occasions, the tenant MAY be recharged for the costs incurred by the Association.

The Association will maintain a record of all gas appliances installed in its tenanted properties, their previous service date and the two previous landlord's gas safety certificates in each property file. All information detailing appliances, inspections, faults and remedial work required will be noted on a Landlord's Gas Safety Record inspection sheet. Once complete, this form should be signed by the tenant or the tenant's representative (where present) and the contractor. One copy will be issued to the tenant, one copy to the Association and the final copy held by the contractor.

When a property is to be re-let, an up to date Gas Safety Certificate will be issued to the incoming tenant at the point of sign up, alongside a record of the current utility suppliers, where these are known to us.

As part of the gas safety check, a gas soundness test will be carried out on all properties during the void period.

In the event of any appliance being condemned, the contractor will notify the Association as soon as possible in order that any arrangements required, i.e. temporary heating can be made.

The Association's responsibility for gas appliances only covers appliances and pipework installed by Yoker Housing Association and does not include gas cooking appliances. If a fault (i.e. gas leak) is discovered during this service at such an appliance, this will be disconnected, and pipework capped and sealed. The tenant will be advised, and a warning label will be placed on the appliance.

All works will be carried out by a Gas Safe Registered engineer who is on the Association's approved contractor's list.

At the beginning of each calendar month, 10% of the gas safety inspections completed in the preceding month will be subject to a quality control check.

Risk Management

The risks associated with the non-implementation of this policy are:

- Risk to health of residents including risk of death.
- Risk of serious damage to housing and adjacent property.