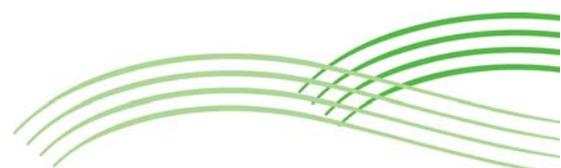


Health & Safety Policy

HSP 21

Gas Safety

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 st Draft for consultation/review
1.1	Approved	10.01.2017	David Maine	1 st Issue



Title:	HSP 21 – Gas Safety
Author(s):	David Maine
Date:	January 2017
Review date:	January 2018
Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

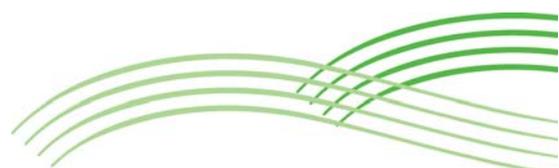
Definitions	For the purpose of this policy, the following definitions apply;	
	Gas	An air-like fluid substance which expands freely to fill any space available, irrespective of its quantity. Highly Flammable. Generally used for heating or cooking in TWHF premises.
Policy Aims	The key aim of this policy is to ensure the safety of gas installations in TWHF properties. In undertaking its duties under the Gas Safety (Installation and Use) Regulations 1998,	
Policy	TWHF aims to provide properties that are safe, comfortable and well maintained. The Gas Safety (Installation and Use) Regulations 1998 set out the requirements for landlords to inspect and service gas installations on an annual basis. These sit within the wider context of the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.	
Risk	Unsafe gas installations and/or appliances, gas leaks, risks of fires, explosions, exposure to Carbon Monoxide and other toxic gases.	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	

Roles & Responsibilities

I.	Roles and responsibilities are defined in HSP2 Organisation. Any specific actions are detailed in the arrangements section below.
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Arrangements

I.	<p>Operational Procedures</p> <p>The Estates Manager must ensure safe management of gas installation servicing, safety inspection and repairs and for the transfer of new gas heating installations from contractors.</p> <p>Gas systems will be installed and maintained in compliance with the Gas Safety (Installation and Use) Regulations 1998.</p> <p>TWHF will contract a suitably qualified person to undertake annual gas safety inspections and servicing at all TWHF premises.</p> <p>Premises managers will ensure inspections and servicing are carried out when due and maintain records of these works.</p>
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	<p>Ensure all gas work activity is properly risk assessed and all risks are managed in accordance with current legislation.</p> <p>All procedures should be reviewed and maintained regularly to comply with current legislation and good practice.</p> <p>Ensure that gas appliances and flues are maintained in a safe condition, annual safety checks are carried out, and records maintained.</p> <p>TWHF will use its tenancy agreement to gain access to carry out a gas safety check and take appropriate legal action to deal with tenants that do not allow right of access to the property.</p>
2.	<p>Record Keeping</p> <p>The Premises and Estate Manager will maintain a comprehensive record of:</p> <ul style="list-style-type: none"> • all properties with gas supplies; • details of TWHF owned gas appliances in the property; • details of any newly installed gas appliances, including date of installation; • accurate records of all servicing work and gas safety checks completed.
3.	<p>Training</p> <p>All gas related work will be carried out by a suitably qualified contractor. The Premises and Estates Manager will ensure copies of qualifications, insurance and Gas Safe registration are held prior to any work commencing.</p>
6.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
7.	<p>Appendices</p> <p>1. HSF 21.1 Gas Risk Assessment Template</p>