

Governance Information

Applicable Legislation	<ul style="list-style-type: none"> · Landlord & Tenant Act 1985; · Housing Act 1988; · Management of Health & Safety at Work Regulations 1999; · Workplace (Health, Safety & Welfare) Regulations 1992; · The Construction Design & Management Regulations 2015; · Building Regulations 2010; · Health & Safety at Work Act 1974; · Gas Safety (Installations & Use) Regulations 1998; · Gas Safety Management Regulations 1996; · The Control of Pollution (Oil Storage) & Building Regulations 2001; · Corporate Manslaughter & Corporate Homicide Act 2007; and · Dangerous Substances & Explosive Atmospheres Regulations 2002.
Policy owner	Director of Operations
Approved by	CMT
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Stakeholders consulted	Safety Boss – 3rd Party safety expert
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1. Policy

- 1.1 At the Industrial Dwelling Society (herein known as IDS) our residents' safety is our top priority. We are committed to ensuring that all gas appliances and installations in our homes are safe and well-maintained. Through proactive maintenance, effective communication and continuous improvement, we strive to create safe living environments for everyone living in our homes.

2. Purpose

- 2.1 We adhere to the following principles to ensure the ongoing safety of our residents, employees and contractors:
- **Commitment to Compliance** - We are committed to complying with all applicable laws, regulations, and standards related to gas safety.
 - **Comprehensive Inspections, Testing & Maintenance** - We will periodically inspect and maintain the gas installations and appliances within our properties to ensure they are safe for use as set out in section 5 of this policy. These inspections will be carried out by qualified and competent professionals in accordance with industry standards.
 - **Prompt Response to Safety Concerns** - We will promptly address any reported concerns or issues related to gas safety raised by our residents or employees in line with our emergency repairs timescales. This includes investigating and rectifying faults, defects, or hazards identified during inspections or reported by our residents.
 - **Record-Keeping** - Comprehensive records of gas safety inspections, testing, repairs, and maintenance activities will be maintained on IDS IT systems to ensure accountability and compliance with legal and regulatory requirements.

3. Scope

- 3.1 This policy applies to all to IDS employees, tenants and representatives of IDS, including contractors and third parties who carry out duties on our behalf. It does not apply to IDS Leaseholders and Shared Owners who are responsible for gas safety in their own homes.
- 3.2 This policy covers all gas and other heating systems (such as oil, solid fuel and renewable systems) in properties owned by IDS, including tenanted homes, communal areas, offices, commercial buildings and other applicable assets.
- 3.3 The Policy should be read in conjunction with the following IDS policies: Health & Safety Policy, Electrical Safety Policy, Asbestos Policy, Fire Safety Policy, and Repairs & Maintenance Policy.

4. Our commitment

- 4.1 IDS will ensure that all gas and other heating system installations are maintained in a safe and usable condition in line with our responsibilities as a landlord and relevant legislation. We will carry out work associated with this policy safely, efficiently and in accordance with recognised good practice.
- 4.2 We will ensure that only suitably competent Gas Safe accredited contractors and engineers undertake gas safety works on behalf of the organisation.

- 4.3 We will provide a timely, efficient and sensitive service to our residents. We will clearly communicate with our residents regarding gas safety and address any concerns they raise.
- 4.4 We will actively promote the importance of gas safety to all residents, and we will ensure that our actions to manage and mitigate the risks associated with gas installations are publicised via our website and estate newsletters, and when new IDS tenants sign their tenancy agreements.
- 4.5 We will hold accurate records against each property we own or manage setting out the requirements for gas safety checks and servicing of all gas fittings, appliances and flues.

5. Testing & Inspection Programmes

- 5.1 IDS will carry out a programme of annual gas safety checks and services to all domestic, non-domestic and commercial properties. This check will include all gas appliances and flues in the property and will be completed no later than 12 months from the date of the previous Landlord's Gas Safety Record (LGSR).
- 5.2 We are required by law to ensure a property is safe before letting it to a new resident. All empty properties will have the gas system capped during the empty period. A safety check will be carried out and a valid LGSR issued before a new resident moves into the property.
- 5.3 We will have robust processes in place to gain access to a property should any resident refuse access for us to carry out an essential gas safety check and/or remediation works.
- 5.4 We will have processes in place to access properties with vulnerable residents, ensuring timely compliance and safeguarding their wellbeing whilst balancing the need to manage health and safety risks.

6. Maintenance & Compliance Follow Up Work

- 6.1 IDS will carry out any required works following the completion of an LGSR quickly and efficiently, and within agreed timescales.
- 6.2 We will repair or replace any faulty hard wired or battery smoke alarms and carbon monoxide detectors in a property when notified of the fault or as part of the annual gas safety inspection.
- 6.3 We will investigate and manage all RIDDOR notices issued with regard to gas safety quickly and efficiently, and within agreed timescales.

7. Definitions

LGSR	Landlord Gas Safety Record – A document that provides details of all of the checks carried out on gas appliances and flues by a suitably qualified Gas Safe engineer. The annual gas safety check is necessary to ensure the safety of residents.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation – A UK Law that requires certain workplace incidents to be recorded and reported.

8. Roles & Responsibilities

Director of Operations	Overall responsibility for the implementation of this policy.
Head of Asset Management and Compliance and M&E Compliance Manager	Responsible for contract management of the gas contract and programme management of the LGSR programme.
Compliance Officer	Raising work orders for LGSR's and maintenance visits.

9. Equality Impact Assessment

9.1 An Equality Impact Assessment has been completed for this Policy.

10. Policy Review & Monitoring

10.1 We will review this policy every two years, or following legislative change, to ensure the Policy remains effective and complies with current legislation and good practice.

10.2 All relevant KPI's aligned to the management of gas safety are regularly monitored and reviewed as follows:

- Weekly by the Asset and Compliance team.
- Monthly by the Operations Management team and CMT.
- At every Operations Committee meeting.
- At every Board meeting.

10.3 We will routinely monitor our performance in implementing this policy.