

# Housing and Safer Communities Policy



**Division - Repairs and Investment**

## Gas and Carbon Monoxide Safety Policy

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**Document Owner - Gas Delivery Manager**

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# **I. Policy Objective**

- 1.1 The Royal Borough of Greenwich (the council ) is committed to ensuring that our resident homes, offices within residential buildings, and communal areas are safe and secure places to live and work.
- 1.2 The Housing and Homelessness Strategy 2021-2026 sets out the overarching principles and key aims for Housing and Safer Communities (HSC) to provide safe, secure, and affordable homes. This is divided into five key strands of which this policy sits within: -
- Strand 1 - Ensuring the supply of high-quality homes and
  - Strand 4 – Safe and sustainable homes for all.
- 1.3 This policy sets out local arrangements that are in place by HSC and how we intend to meet our legislative and other obligations as a landlord and provide assurances that gas and carbon monoxide safety is safely managed. HSC aim and objective is to ensure that our residents, the public, employees, and contractors are not exposed to any risk from the use and installation of any gas related equipment or work carried out that may impact on their health, safety, and wellbeing.
- 1.4 This policy does not replace any corporate policies or arrangements in relation to gas and carbon monoxide safety but provides additional assurances where the use and installation of gas carrying vessels owned and maintained by HSC may cause harm to persons in residential properties.
- 1.5 This policy sets out how HSC will ensure that relevant gas appliances and gas installations, pipework, flues, and chimneys are correctly managed and periodically examined in line with current legislation, approved codes of practice (ACOPs) and British standards.
- 1.6 This policy will apply equally to the use of solid fuel, flues, and chimneys.

# **2. Context**

- 2.1 The Gas Safety (Installation and Use) Regulations 1998 requires HSC to ensure that any relevant gas fitting, gas pipework, flues and chimneys that services any relevant gas fitting are maintained and in safe condition. Relevant gas fitting means any gas appliance or installed pipework (not to include appliance the resident is entitled to remove from the premises): -
- installed in the premises,
  - directly or indirectly, serves the premises and either: -
    - (i) is installed in any part of the premises in which HSC maintain on behalf of the council , or
    - (ii) is maintained or managed by HSC
- 2.2 This policy applies to all employees and contractors undertaking any gas works on HSCs behalf and anyone likely to be at risk from any gas works in any of the council's residential properties.

- 2.3 HSC takes the health, safety and wellbeing of its residents and employees seriously. It is our policy to exceed, where possible, the minimum health and safety standard required by law.
- 2.4 The council is the 'Duty Holder' under the Control of Gas Safety (Management) Regulations 1996, and the Chief Executive is accountable for undertaking or delegating responsibilities and duties under Regulation 3.
- 2.5 The Chief Executive has delegated their responsibility to the Director of Housing and Safer Communities and has appointed a Senior Assistant Director for Repairs and Investment division to assist in the delivery, implementation, and compliance of this policy.
- 2.6 The Senior Assistant Director of Repairs and Investment and the Head of Landlord Risk and Compliance is responsible for the appointment of a competent person, who will be known as the Gas Safety Manager, for the effective management and control of gas safety and where appropriate to report or escalate concerns to the Head of Landlord Risk and Compliance.
- 2.7 The Director of Housing and Safer Communities is responsible to the councils Chief Executive and RBG Cabinet for ensuring the effective implementation and compliance of this policy. Implementation and compliance of and adherence to the policy will be monitored by the council's cabinet members.
- 2.8 HSCs Assurance Framework maps out the governance regime for both officers and cabinet members to ensure HSC meets its regulatory obligations by being visible and accountable for resident safety and the delivery of improvements. The Audit and Risk Management Panel will be responsible for ensuring that the council's Cabinet Members receives the assurances it requires.
- 2.9 HSC will have relevant procedures in place for the management of all its all domestic, communal, and commercial gas appliances and pipe work which provide guidance and a robust and consistent approach for the safe management of risk regarding use and installation of any gas carrying vessels in the council's residential properties
- 2.10 Employees who have an identified role in undertaking gas procedures or works will receive training appropriate to their role. The Gas Safety Delivery Manager as the competent person must be trained to at least CCNI plus any element specific to the area of gas appropriate to their work this will include being Gas Safe Registered.
- 2.11 All employees will have role specific gas awareness training, including required refresher training and be Gas Safe Registered.

### **3. Key Policy Points**

- 3.1 HSC will comply with all relevant legislation to meet our gas safety obligations to protect our residents, their visitors, employees, and contractors from any risk to health and safety.
- 3.2 **Management of Gas Safety Duties**  
HSC will ensure the following gas safety precautions are implemented and maintained at all times: -

- appoint a qualified and competent person to lead and oversee the management of gas safety and ensure compliance is achieved and maintained.
- appoint and use appropriately qualified employees and /or contractors to carry out all gas safety checks and all required works to gas appliances, gas installation pipework, flues and chimneys on which gas appliances are installed.
- conduct regular monthly minuted contract management meetings, using a standard agreed agenda to review contract goals, track and follow up actions arising, as well as monitor performance.
- test carbon monoxide alarms during the annual gas service visits, replacing any defective alarms at the time of the visit or as soon as reasonably practicable.
- test all standalone smoke alarms (battery-operated or mains) during the gas service visit, replacing any defective alarms at the time of visit or as soon as reasonably practicable
- ensure that all employees or contractors conducting gas works for or on behalf of HSC are Gas Safe Registered and hold appropriate qualifications and competencies for the work being undertaken.
- ensure, where required, each gas appliance and flue are checked for safety before the “Deadline Date” of the Landlord Gas Safety Records (LSGSR)
- ensure any room to be occupied or used as sleeping accommodation will not have an open flued gas appliance.
- ensure carbon monoxide detector are fitted at each domestic property where gas appliances are installed.
- service, maintain, and repair gas appliances supplied by HSC, residents own appliances will be subject to a visual inspection only.
- reporting of the unauthorised use of bottled gas and portable gas fires in all properties.
- carry out a thorough safety review before granting installation consent, where a resident has requested permission to install or use a solid fuel appliance, to ensure compliance with the requirements of the Clean Air Act 1993.
- provide the resident with a copy of the Landlord Gas Safety Records (LGSR) within 28 days of the annual safety check. In the case of a new tenancy, the gas supply will be recommissioned when the property is tenanted, and a copy of the latest LGSR is given to the new tenant either by post or electronic means.
- ensure prompt remedial action is undertaken or the gas appliances are isolated and tagged with do not use notices where defects are identified during the annual gas safety check and deemed “Immediately Dangerous” or “At Risk.” Any repairs required will be completed in line with published repair policy response times).
- notify the Health and Safety Executive, within 14 days of any death, dangerous occurrences, loss of consciousness or any person taken to hospital as a result of or in connection to gas activities.
- ensure an appropriate programme of improvement is in place to maintain the safety of stock and to keep resident safe in their homes.
- as part of the void process all gas supplies will be isolated and capped off while the property is vacant.
- ensure a gas tightness test is carried out in all communal plant rooms within a twelve-month cycle.
- ensure that all pressure/expansion vessels are checked on an annual basis.

### **3.3 Contract Management**

In line with the council’s procurement protocol HSC will: -

- appoint qualified competent contractors in line with current established procurement procedure to carry out necessary gas inspections and gas related works.
- ensure that contractors are only utilising gas safe registered personnel holding appropriate competencies for the type of work being undertaken.
- conduct regular monthly minuted contract management meetings using a standard agreed agenda to review contract goals, track and follow up actions arising, as well as monitor performance.
- ensure contractors are performing in line with contract requirements
- carry out post inspections to monitor the quality of work.
- HSC to ensure and carry out both internal and external inspections to monitor the quality of gas works undertaken by contractors .
- carry out appropriate processes to minimise the risk to residents, including the decommissioning of appliances, where appropriate, and ensure actions have been communicated and understood by the applicable contractors .  
take steps to mitigate the risk of accidental gas leaks through any work activity.
- ensure that all gas safety arrangements deliver value for money.

### **3.4 Failure to Access Properties**

If a contractor is unable to gain access to a property to carry out service or any emergency works, HSC will review the reason for this and explore other appropriate and reasonable ways to gain access.

- 3.5 If access to a property is not achieved for a prolonged period, HSC will seek an injunction to gain access to the property to carry out required gas safety checks or gas works, to ensure our residents are safe. In such cases access will be gained in line with HSCs Access to Properties Procedure.

### **3.6 Keeping Gas Safety Records**

HSC will keep and maintain: -

- an accurate asset register of all council residential premises where there is a gas supply, this will include appliances provided.
- retain copies of the LGSR certificate giving details of relevant gas appliances, gas installed pipework, flue and chimney checks, the date the check took place, any defects identified, and remedial works required or taken or where any gas appliances are determined as unsafe and unrepairable,

- 3.7 Records should be retained for a period of 2 years from the date of the gas check which include a record of: -

- all gas safety inspections
- all pressure /expansion vessel checks.
- employees attending gas safety training.
- Gas Safety Register employees.

3.8 The in-house gas service and or gas contactor will keep a record of all attempts to gain access to properties to carry out the LGSR survey and provide such evidence if required for court action.

### 3.9 Resident Responsibilities

HSC will regularly remind residents of gas safety issues in their home and to work in partnership with HSC and contractors to help keep them safe from risks associated with gas and carbon monoxide by: -

- allowing access for our contractors or in-house team to complete a gas safety check at least once a year.
- allowing our contractors to complete any remedial works required to ensure that the gas installation in your home remains safe.
- immediately report any concerns with gas safety to HSC.

### 3.10 Awareness and Communication of Gas Safety

HSC will protect residents, employees, and contractors, and ensure: -

- information about gas safety, prevention and protective measures is made available.
- residents are informed and regularly refreshed about the gas safety procedures.
- residents are provided with the latest copy of the LGSR certificate for their home.
- employees and contractor receive relevant gas safety training which is personally signed off.
- arrangements are in place with the contractors to ensure that relevant resident and employees are made aware of any defects identified during the gas safety check and advised of the risk of using the gas appliances, and required actions being taken to rectify any identified gas defect, so that the safety of residents is maintained at all times.
- residents and employees are aware of their responsibilities in relation to gas safety measures.
- residents are aware that HSC prohibit the use of bottled gas and portable gas fires in all properties.
- communication on fuel poverty take place to help keep residents safe in their homes.
- residents advise the council of any vulnerabilities or medical conditions of anyone in the household during gas safety check or gas related works being undertaken and that these are recorded on HSC systems so that appropriate measures can be applied or put in place to assist or safeguard the resident or others on the property at the time of the visit .

## 4. Legislation

4.1 The principal legislation governing this policy are: -

- Gas Safety (Installation and Use) Regulation 1998
- Gas Safety (Installation and Use) Regulation (amendment) 2022
- Pressure Vessels (Safety) Regulations 2016 (SPV(S)R)
- Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- Health and Safety at Work Act 1974

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013
- Secure Tenants of Local Authority (Right to Repair) Regulations 1994
- Landlord and Tenant Act 1985
- Environmental Protection Act 1990
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Housing Act 2004 (Housing Health and Safety Rating System)
- The Charter for Social Housing Residents (2020)
- Building Safety Act 2022
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Social Housing Regulation Act 2023
- Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025

4.2 This list is not exhaustive but contains the main legal duties regarding gas safety.

4.3 HSC will also comply with all relevant guidance and British Standards that underpin legislation.

4.4 This policy should be read in conjunction with relevant legislation as well as HSCs procedures.

## **5. Implementation and Performance Monitoring**

5.1 The implementation and compliance of this policy will be carried out through staff briefings and made available on the intranet for review.

5.2 Performance will be monitored and challenged through agreed performance indicators and will be reviewed at the following scheduled meetings, subject to review: -

- Directorates Management Meeting (DMT)
- Landlord Compliance Group
- Compliance and Safety Panel
- Compliance Operational Safety Group
- Gas Safety Action Group

5.3 HSC will seek independent assurances through internal and external audit processes and outcomes will be published.

5.4 This policy will be reviewed annually by the Gas Safety Action Group or following a serious gas related incident or any change in legislation prior to the scheduled review.

5.5 If during the review no amendments are required to the policy, it will be reported to the Compliance Operational Group, Compliance Safety Panel and Landlords Compliance Group meetings and minuted for audit purposes.