

1 Scope

- 1.1 This policy applies to all Aster colleagues, contractors, customers and visitors to Aster premises.
- 1.2 This policy extends to properties owned and/or managed by Aster (including Central & Cecil and East Boro Housing Trust [EBHT]) except leasehold & shared owner's dwellings unless the provisions are required to maintain safety of the block.
- 1.3 In this policy 'appliance' means any gas, oil or solid fuel appliance and the associated distribution networks where relevant.

2 Policy Statement

- 2.1 We will ensure, so far as is reasonably practicable, that our customers, visitors, colleagues, and contractors are properly protected from the risks arising from appliances.
- 2.2 We will ensure we are compliant with all relevant legislation, by following the Approved Code of practice "Safety in the installation and use of gas systems and appliances" relating to *Regulation 36 of the Gas Safety (Installation & Use) Regulations 1998 (GSIUR)*.
- 2.3 To achieve this, we will;
 - 2.3.1 Carry out servicing and gas safety checks and produce a Landlord's Gas Safety Record [LGSR] Within 12 months of the Due Date and within 14 months of the previous safety check for all properties with a gas supply (even if capped).
 - 2.3.2 Carry out gas safety checks and produce a Landlord's Gas Safety Record [LGSR]
 - At every change of tenancy, including mutual exchanges
 - After the installation of new components
 - Pre-occupation of new properties.
 - 2.3.3 Only (in date) LGSRs will be treated as compliant.
 - 2.3.4 The gas supply to void properties will, at the discretion of the relevant Head of Service be capped off, until occupation
 - 2.3.5 Provide residents with LGSRs on completion of safety checks.
- 2.4 Oil and solid fuel fired appliances will be serviced annually.

Competencies

- 2.5 We will only appoint contractors from our Approved Suppliers List who are registered with Gas Safe, Oftec or Hetas as relevant
- 2.6 We will only allow engineers to work on installations, who:
 - Are Gas Safe registered for gas appliances
 - Are registered with an appropriate competent person's scheme for oil and solid fuel appliances such as Oftec or Hetas

Roles & Responsibilities

- 2.7 The Chief Executive Officer retains overall accountability for this policy.
- 2.8 The Health & Safety Director is accountable for ensuring the policy is reviewed and updated (Board for EBHT).
- 2.9 The Property Services Director is responsible for policy implementation and ensuring adequate resources are available to meet the policy objectives (CEO for EBHT).
- 2.10 The Property Safety Director is accountable for delivery of the key policy objectives and for achieving the associated targets (Director of Housing Services for EBHT).
- 2.11 The Head of Mechanical & Electrical is responsible for delivery of the key policy objectives and achieving the associated targets including works in Voids and Mutual Exchanges (The Building Safety and Compliance Manager and the Customer Services Manager for EBHT).
- 2.12 The Head of Workspace & FM is responsible for delivery of the key policy objectives and for achieving the associated targets, in Corporate Real Estate.
- 2.13 Housing and Independent Living colleagues will support staff & contractors in gaining access where needed.
- 2.14 Customers are expected to report repairs and grant access when requested.

3 Monitoring and Review

- 3.1 Assurance measures will be applied as set out in the current version of the Property Compliance Plan. As a minimum all LGSRs must be independently checked, (of the Engineer completing the record) before acceptance.
- 3.2 Aster will monitor implementation of this policy using monthly performance measures as below:

Measure	Type	Reviewed by
No. of properties with valid LGSR	KPI	GHSP\EB\AGL Board+
No. of communal heating schemes with valid LGSR	OPI	Director of Property Services\Director of Housing Services for EBHT
No. of dwellings with valid LGSR		
No. of oil/solid fuel appliances serviced annually		

- 3.3 The effectiveness of this policy will be continuously monitored, and the embedding of the policy scrutinised after 12 months by the *Group Health & Safety Panel*
- 3.4 This policy will be reviewed every 3 years unless business need, regulation or legislation prompts an early review

4 Related Policies and Procedures

- 4.1 Gas and fossil fuel safety procedure
- 4.2 Aster Group Health & Safety Policy

5 Governance

Effective From:	01/09/2022	Expires:	31/08/2025
Policy Owner:	Health & Safety Director		
Policy Author:	Health & Safety Director		
Approved by:	<i>Group Health & Safety Panel</i>		
Delegation Matrix Reference:	R087	Version Number:	V5.0