



Committee Approver	FRAC
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Classification	Policy (sitting as an appendix to H&S Policy)
Title	Gas and Carbon Monoxide Safety
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Revised by	Director of Assets Head of Assets Procurement & Compliance Team Leader Health & Safety Advisor
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Related Documents	Health & Safety Policy
Location of Electronic Copy	V:\Policies and Procedures Shared\Policies\Health & Safety

1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy environment for all employees, customers, contractors, visitors and members of the public.

As the Landlord, gas safety forms an essential part of this commitment and is of vital importance in ensuring the health and safety not just of our customers, but also, those who live in the immediate area, work in or visit our properties. Mitigating the risk from carbon monoxide is of equal importance and is considered to be an integral part of the gas safety management programme.

Landlords have a legal responsibility to ensure the safety of tenants in properties where there are gas installations and appliances. Viewpoint are committed to providing robust processes and procedures to meet this responsibility and minimise the risks associated with poor gas safety management, namely, fire, explosion and carbon monoxide poisoning.

Compliance with Gas Safety (Installation and Use) Regulations 1998, wider legislation and current best practice means that our gas safety responsibilities extend beyond servicing, maintenance, installation and repairs into a much wider role. Viewpoint will seek to foster a positive attitude amongst tenants towards gas safety and its importance in preventing incidents.

2. Purpose

The purpose of this policy, and the procedure which supports it, is to clearly outline the arrangements for gas safety at Viewpoint in line with all legal and regulatory obligations and best practice guidance and allow us to meet the tolerable standard for gas safety required under the Scottish Housing Quality Standard (SHQS). It will ensure:

- The effective inspection, maintenance and management of gas systems within premises controlled by Viewpoint. The gas safety system, inspection and monitoring programmes will also include the carbon monoxide monitoring systems which are considered to be an integral part of the gas safety management programme.
- Each gas appliance, flue and all related parts, provided by Viewpoint are checked for safety within twelve months of being installed and at intervals of no more than twelve months thereafter.
- All gas safety checks, servicing, maintenance and repair work is sub-contracted to an external competent body. Robust processes for Contractor selection, control and monitoring are in place to ensure the approved contractor and its engineers are registered with the relevant competency scheme and engineers are appropriately qualified.

- A detailed scope of works for the annual gas safety checks and maintenance contract is in place.
- Tenants are informed and educated on the safe use of appliances within their homes and tenants are made aware of their duties including their responsibility to allow access for gas safety work within reasonable time.
- A defined 'no access' procedure is in place to ensure all reasonable steps are taken by the contractor and Viewpoint to meet the 12 month deadline for Landlord's gas safety checks.
- The procedure has provision to overcome or resolve access issues arising from tenant's additional support needs, language or format issues, or specific tenancy management reasons, before taking action to enter the property.
- Gas records are held and maintained for required timescales and for all activity in relation to gas servicing, maintenance, repairs, installations, emergencies and all other relevant gas safety management data for all relevant properties.
- A copy of the Landlord Gas Safety Record (LGSR) is given to each existing tenant within 28 days of the check being completed and to any new tenant before they move in.
- A formal process of auditing and monitoring the gas safety management system is established and maintained, with properly defined reporting, escalation and action procedures.
- A formal system of monitoring completed gas safety works is established and maintained, with a competent third party carrying out quality assurance checks of completed works.
- Robust gas safety processes and procedures are in place, including procedures for: dealing with emergency situations; effective management of actions raised from safety inspections; and management of voids, property alterations, responsive repairs and planned maintenance.
- Appropriate specified training is in place to ensure Viewpoint employees are competent to carry out their duties.

3. Legislation/related policies

The following information is not an exhaustive list of legislation and guidance. Instead, it is a reference point, signposting to those pieces of legislation and guidance that are most relevant to this policy.

- 3.1. Health & Safety at Work etc. Act 1974
- 3.2. Management of Health & Safety at Work Regulations 1999, as amended
- 3.3. Gas Safety (Installation and Use) Regulations 1998, as amended
- 3.4. Gas Safety (Management) Regulations 1996
- 3.5. The Building (Scotland) Regulations 2004
- 3.6. Housing (Scotland) Act 2006
- 3.7. EVH Gas Safety Guidance

4. Scope

Under the gas safety (installation and use) regulations 1998, Viewpoint has ultimate responsibility for all Landlord duties relating to gas and carbon monoxide safety.

This policy applies to:

- 4.1. Viewpoint employees, tenants, contractors and other persons or stakeholders who may work on, visit or use its premises or who may be affected by its activities and services.
- 4.2. All Viewpoint properties, including workplaces, care homes and housing stock and all relevant work undertaken in these properties on Viewpoint's behalf.
 - 4.2.1. Where Viewpoint own properties which are managed by a third party, Viewpoint retains ultimate responsibility for gas safety, unless specified otherwise in the lease or management agreement. The same standards as outlined in this policy will apply.
 - 4.2.2. Where Viewpoint manages properties on behalf of external owners, responsibility is set out in terms of the management agreement.
 - 4.2.3. Where Viewpoint is the landlord in a block of flats with other flat owners, an agreement will be in place to ensure the safety of the communal areas as per the head Lease agreement.
 - 4.2.4. Where Viewpoint acts as a Property Factor, responsibility is set out in the written statement of services.
 - 4.2.5. For shared ownership arrangements, responsibility is set out in the repairs responsibility document.

This policy covers:

- 4.3. Our approach to ensuring the safety and maintenance of all domestic gas appliances, chimneys, fittings and flues provided for tenants/residents use, including cookers (where applicable), boilers, fires and associated pipe work.

- 4.4. Commercial gas boilers or gas appliances installed in plant rooms, basements or other ancillary buildings where they supply heat and hot water to residential properties owned by Viewpoint. The terms of this policy are applied to these gas appliances in all respects.
- 4.5. Our approach to appliances owned by tenants. Viewpoint does not encourage the installation of gas appliances by tenants. Tenants must apply for written permission from Viewpoint before installing any gas appliance. If a request to install a gas appliance is given approval, the appliance must be installed by an approved Gas Safe engineer and all installation certification provided to Viewpoint. The full process is outlined in the accompanying Gas Safety Procedure.
- 4.6. If, on inspection, any installation undertaken by the tenant or managing agent is found to be defective then the contractor will isolate the appliance or terminate the gas supply and make recommendations for required repairs. The tenant will be responsible for any repairs or replacement.

5. Roles and Responsibilities

A full outline of all roles and responsibilities for named individuals with accountability for any aspect of the gas safety management system is within the Gas Safety Procedure.

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies and procedures, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint. The Executive and Leadership Teams shall ensure that Gas Safety Management processes and systems are in place, and that they are operated properly from day-to-day. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

The Director of Assets is the main duty holder for the Gas and Carbon Monoxide Safety Policy.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which

support it, as well as undertaking any associated training.

All staff with specific gas safety responsibilities should understand the significance and importance of their role and ensure all processes outlined within the Gas Safety and Servicing Procedure are robustly followed.

All staff should look out for danger signs from gas appliances as a part of their routine duties and visits to residents' homes. Any concerns must be reported immediately to line managers or to the Head of Assets (HOA).

6. Monitoring & Evaluation

This policy will be reviewed every three years unless a material change in the prevailing legislation necessitates an earlier review.