



Aberdeenshire *housing partnership*

HEATING SAFETY POLICY

JANUARY 2006

Aberdeenshire Housing Partnership recognises that Heating Safety is a vital part of our housing management role as a landlord and is particularly important for the safety of all our residents, staff and contractors.

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Heating Safety Policy

Introduction

In view of the potential safety issues of heating systems, particularly gas and oil and to help ensure compliance with regulations and guidance, it is important that all gas and oil matters are dealt with in accordance with the guidance and procedures set out in this document. This policy is therefore readily available to AHP employees with particular health and safety responsibilities in respect of the management of premises with oil and gas systems.

1. Scope of Policy

1.1 The Heating Safety Policy sets out the roles and responsibilities within AHP for the achievement of gas and oil safety and adherence to statutory responsibilities. This policy also links with other safety controls on combustion equipment.

2. Legal Context

2.1 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.

2.2 AHP's Health and Safety Controls Manual sets out the responsibilities of key personnel in relation to health and safety issues.

2.3 The Chief Executive and the Health and Safety Administrator are required to:

- ensure that arrangements are in place to implement the AHP's Health and Safety Controls Manual;
- assess the safety performance of Managers reporting to them;
- demonstrate commitment to continuous safety improvement;
- review this policy to ensure its continuing adequacy.

3. Gas Safety Management

3.1 In relation to Gas Safety Management, AHP's principal responsibilities are:

- Ensure an annual safety check is carried out on each appliance and/or flue that are provided for tenants use,
- Ensure maintenance and annual safety checks are carried out by a [CORGI](#) registered installer,
- Keep a record of each safety check for 2 years,
- Issue a copy of the safety check to each existing tenant within 28 days of check being completed and to any new tenant before they move in,
- Ensure all gas equipment (including any appliance left by a previous tenant) is safe or otherwise removed before re-letting,

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- Ensure installation pipe work, appliances and flues provided for tenants are maintained in a safe condition,
- Ensure that anyone carrying out work on gas appliances/fittings and/or flues provided for tenants use has the required competence and that only [CORGI](#) registered installers are used.

3.2 Chief Executive

The Chief Executive has overall responsibility for managing all aspects of gas and oil safety within AHP. This includes the provision of adequate financial and human resources to ensure, so far as is reasonably practical, that gas and oil systems are installed and maintained in compliance with the Gas Safety (Installation and Use) Regulations 1998. The Chief Executive will identify specific responsibilities to the Property Services Manager, Housing Manager and Property Maintenance Officer.

13.3 Property Services Manager

The Property Services Manager will ensure that:

- gas safety management policy and operational procedures are kept up to date with any legislative or good practice changes.
- these are communicated to all staff involved with gas safety management.
- will also ensure that resources are made available to provide training to staff to enable them to fulfill their duties in relation to gas safety
- adequate resources are available in each area to manage gas and oil safety in accordance with agreed procedures.
- the Housing Manager reports actions taken by their staff relating to gas and oil safety to the Property Services Manager
- Housing staff are aware of any changes in legislation and procedures relating to gas safety
- any risk in respect of gas safety is identified, prior to the execution of any repair or maintenance operation.
- all persons carrying out work on gas and oil appliances, installations and fittings are competent and registered with the Council for Registered Gas Installers (CORGI), with regular quality monitoring and training reviews carried out, as detailed in Communities Scotland “The Standard” – good practice.
- all records to be maintained by the Housing Administration Officer and the Gas Servicing and Repairs contractor, are maintained appropriately and are current and accurate.

The Property Services Manager will ensure that contractual arrangements made with contractors to carry out gas and oil installations servicing, safety inspections and repairs comply with current legislation and good practice to ensure each property is maintained and a safety check is carried out every 12 months, and that there is compliance with the Gas Safety (Installation and Use) Regulations 1998. The Property Services Manager will be responsible for providing the services of the Property Maintenance Officer to carry out quality monitoring of the work, of a non

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technical nature, of contractors appointed to implement the gas installation servicing, safety inspection and repair contract.

In relation to new installations or any contract that might have an effect on gas or oil, the above arrangements will apply.

The Property Services Manager will be responsible for ensuring that new gas and oil installations are designed to comply with all current legislation and mandatory guidance.

3.4 Property Maintenance Officer

The Property Maintenance Officer will assist the Property Services Manager with the implementation of the above arrangements. He will also ensure that:

- a) there is compliance with gas safety regulations in all work that may have an impact on gas and oil safety maintenance contracts
- b) he or appropriately qualified personnel carry out quality control checks.

4. Operational procedures

4.1 Procedures have been prepared for the management of gas and oil installation servicing, safety inspection and repairs. Operational procedures are also in place for the transfer of new gas heating installations from the installing contractor to the contractor appointed to carry out gas installations, safety inspections and repairs servicing contractor. These procedures are incorporated into gas installations and maintenance contract documents.

4.2 The installation of new gas heating systems that are installed on a one off basis as a result of system failure or because of the medical needs of the tenant are also covered by procedures agreed between Housing and Property Services.

Advice to tenants on gas and oil safety issues is given at the new tenancy interview and is contained in the Tenants Handbook that all new tenants receive.

4.3 All procedures will be reviewed on an annual basis.

5. Electrical Systems

5.1 Whilst there is clearly a similar statutory requirement for landlords to maintain electrical systems under their control in a safe condition, the legislation is less explicit and there is no electrical equivalent of Corgi.

5.2 There are two main pieces of legislation that impose a duty on landlords in respect to the safety of electrical equipment: The Consumer Protection Act 1987; and The Health and Safety at Work etc. Act 1974.

In essence, these regulations impose a duty on the landlord to ensure that all electrical equipment supplied by them is safe for the use by the tenant. As with

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almost all safety legislation, the person required to carry out electrical checks must be a competent person. Competency is judged on a combination of training, knowledge and experience. All AHP contracting inspection engineers are to be qualified electricians with several years experience of electrical installation and testing.

5.3 Unlike the gas regulations there is not a statutory period for completing electrical safety inspections or maintenance although there are several guidance documents such as the Institute of Electrical Engineers (IEE) – Code of Practice. AHP will carry electrical tests to all premises under our control, or as required, and at every void property before being re-let.

5.4 AHP through its Scottish Housing Quality Standard (SHQS) delivery plan is committed to ensure electrical checks in the last 10 years or the rewiring of the property where failing to comply to the standard.

6. Solid Fuel

6.1 Whilst AHP are committed to comply with the SHQS on energy efficiency in the upgrading of properties with solid fuel all solid fuel fires will have their flue swept at least once per year and any maintenance, as required, to the fire place or heating system, ie back boiler.

7. Tenants Responsibilities

7.1 Tenants responsibilities are detailed in various AHP publications: tenant's handbook, news letter, repairs and maintenance policy and at new lettings. Particular attention should be given to reporting repairs and access for servicing or maintenance.

8. Training

8.1 All Housing staff who may have to deal with any aspect of gas and oil safety in their day to day work will attend gas safety awareness training. This will be supplemented by additional training if new legislation or regulations are introduced. Training for Housing staff who receive repairs from tenants will include specific reference to the arrangements for dealing with repairs to gas and oil installations.

8.2 All Housing Staff who have to deal with risk assessment in relation to gas safety will receive appropriate training.

Appropriate training will be arranged by the Property Services Manager for staff involved in the consideration of gas and oil installation designs, preparation of specifications and inspection of appliances.

8.3 The Finance and Business Support Manager will maintain all records of training for Staff.

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9. Monitoring Performance

- 9.1 The Property Services Manager will monitor the programmes for gas and oil installation servicing and safety inspection in each Area to ensure that landlord's obligations are met.
- 9.2 An agreed percentage of gas and oil installation servicing and repairs work will be monitored for quality of a non technical nature by an appropriately qualified member of staff from Property Services or through an appropriately qualified contractor.
- 9.3 An annual audit of administrative procedures will be carried out by nominated staff to ensure that the requirements of gas and health and safety regulations are being met and appropriate certificates are issued and retained. A report on this audit will be prepared for the Development and Property Committee.

An Internal Audit will be carried out on these procedures by an independent body every three years. The result of these audits will be reported to the Audit Committee and Development and Property Committee with any recommendations implemented.

Performance indicators will be developed for gas and oil installation servicing and safety inspection. Initially these will include:

Performance Indicator	Method Report	Min. Target
No. of properties inspected & certificates issued.	DPC – Monthly, Board - Quarterly	100%
Monitor No. of inspections & certificates received.	DPC – Monthly, Board - Quarterly	100%
No. of properties quality inspected	DPC – Monthly, Board - Quarterly	10%
No. of properties within 3 months of expiry of current certificate.	DPC – Monthly, Board - Quarterly	All to be carried out at 10 -11 months before expiry.
No. of properties where action taken.	DPC – Monthly, Board - Quarterly	1 st & 2 nd access letters and capped for safety reasons.

- 9.4 Formal quality monitoring systems for monitoring contractors installing gas and oil heating systems will be implemented as part of the agreed capital programme monitoring arrangements.
- 9.5 This Policy will be reviewed on an annual basis through the Gas Contract Monitoring Meeting and a more fundamental review planned for 2009.

10. REVIEW & MONITORING

This Policy has been developed following consultation with the Management Team, the Development & Property Committee and appropriate health and safety guidance. Tenants will be consulted before formalising this policy.

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We will monitor and evaluate all relevant aspects of this policy including:

- monitoring costs to achieve value for money;
- Gathering and incorporating tenants views into the next review;
- checking that the services are effective and fair to all tenants;
- reviewing policies, practices and performance at regular intervals.

The Property Services Manager is responsible for ensuring that this policy and procedures which support it are implemented by all relevant staff and updated as legislation requires.

11. FURTHER INFORMATION

Further information, including the detailed guidance and current legislation for the management of gas and oil safety is held by AHP.

This is available on request from the following:

1. Health and Safety Administrator – Stephen Lawson
2. Property Services Manager – Daniel Bennett
3. Property Maintenance Officer – Allan Scott

12. OTHER RELATED GOVERNANCE DOCUMENTS

- Strategic Plan 2005 – 2009
- Property Services Strategy
- SHQS Delivery Plan
- Estate Management Policy
- Compensation Policy
- Equality & Diversity Policy
- Procurement Policy
- Repairs and Maintenance Policy
- Health and Safety Policy

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Policy complies with	Performance Standard AS2.1, 2.2, 2.3