



COUNCIL HOUSING GAS SAFETY POLICY

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Links to Council Corporate Plan 2025-28

Council ambition	Linked?
Working for a prosperous future <i>We want to ensure the best possible local economy, with opportunities for our tenants to succeed and achieve</i>	Yes/No
Healthier, safer communities <i>Tenants should feel safe in our Borough and supported to be more active in order to improve their health and wellbeing</i>	Yes/No
A greener and cleaner environment <i>It's important to everyone that we look after our environment</i>	Yes/No
Restoring the Council to good health <i>We will place our Council on a sound financial footing and ensure resilience – delivering the service our tenants deserve and expect</i>	Yes/No
We ♥ Castle Point <i>We will help create and maintain the best possible place to live in, work in and visit</i>	Yes/No

Lead Officer responsible for owning the Policy and internal approval body (meeting / board where the Policy is approved for adoption or approved for referral to PFH or Committee for adoption)

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Equality Impact Assessment undertaken? Yes

Contents

1. Introduction	4
2. Scope	4
3. Definitions	4
4. Aims and Objectives of the Policy	5
5. Policy Statement	5
6. Legislation, Regulation and Guidance	5
7. Gas Safety Check Programme	6
8. Certificates	7
9. Appliances and Pipework	7
10. Gas Repairs and Maintenance	8
11. Access to Homes and Capping Supply	8
12. Carbon Monoxide Alarms	9
13. Incidents	9
14. Tenant and Leaseholder Responsibilities	9
15. The Council's Responsibilities	10
16. Contractor Responsibilities	10
17. Monitoring and Continual Improvement	10
18. Data and Records	11
19. Equality, Diversity and Inclusion	11
20. Communication	12
21. Review of Policy	12
22. Consultation	12
23. Training	12
24. Significant Non-Compliance and Escalation	13
25. Governance	13
26. Associated Policies and Procedures	14
27. Appendices	14

1. Introduction

- 1.1 As a responsible social housing landlord, Castle Point Borough Council ("the Council") is committed to keeping the people safe that live in the homes it owns and manages. The purpose of this document is to describe how the Council manages its legal obligations in relation to gas safety for its housing stock. The Policy demonstrates how the Council complies with current legislation and approved codes of practice.
- 1.2 Gas installations and appliances that are not properly installed, serviced and maintained can pose a significant risk within domestic properties and the workplace. The key risks associated are gas leaks leading to explosions or fires, and poor combustion in faulty or inadequately maintained installations resulting in carbon monoxide release. Castle Point Borough Council is legally responsible for the safety of its tenants in relation to gas safety.
- 1.3 The Council will comply with the Gas Safety (Installation and Use) Regulations 1998, and any other obligations and statutory requirements regarding inspection and repairing of gas appliances, flue systems. The Council will ensure that gas fittings, flues and appliances for its tenanted properties are maintained in good order and are checked for safety at least once in a 12-month period.
- 1.4 This Policy forms part of the wider organisational commitment to driving a health and safety culture amongst tenants, leaseholders, Council employees and contractors (as detailed within the Council's Health and Safety Policy).

2. Scope

- 2.1 This Policy applies to tenants and leaseholders. This Policy includes any gas equipment in the tenant's home but excludes any gas equipment in a leaseholder's home. All tenants residing in Council owned homes, leaseholders, their visitors, Council employees and contractors must adhere to this Policy.
- 2.2 The Council has an annual gas safety programme for tenanted and licenced properties under its ownership. The arrangements for the Private Sector Leasing (PSL) Portfolio are detailed in each lease agreement. The Council has an oversight role as covered in Section 7.10 for the PSL portfolio.
- 2.3 The Council is not responsible for gas installations and pipework in individual leasehold properties. However, it will periodically remind leaseholders of the importance of carrying out a gas safety check, and of their landlord obligations to their own tenants should they let out their property.
- 2.4 The Policy should be used by all to ensure they understand the obligations placed upon the Council to maintain a safe environment within the home for tenants, leaseholders, Council employees and contractors.
- 2.5 This Policy applies to all Council employees and contractors, contracted to the Council who undertake works in its owned homes who must adhere to this Policy.
- 2.6 All other buildings owned by the Council are excluded from this Policy.

3. Definitions

The Council	Castle Point Borough Council
Gas Appliance	A gas cooker, gas oven, gas hob or gas boiler, with the gas supply from mains gas.
Gas Installation	A combination of all gas pipework and fittings from the landlord's side to the gas meter.

Gas Safe Register	Gas Safe Register maintains the register of businesses and operatives who are competent and authorised to undertake both piped natural gas and liquefied petroleum gas (LPG) work in Great Britain. Under the Gas Safety (Installation and Use) Regulations 1998 for a gas engineering business to legally undertake gas work that is within the scope of the Regulations they must be on the Gas Safe Register.
Installation Pipework	Pipework for conveying gas for a particular consumer and any associated valve or other gas fitting including any pipework used to connect a gas appliance to other installation pipework and any shut off device at the inlet to the appliance.
LGSR	The Landlord Gas Safety Record, a record of the inspection of a gas appliance carried out by a Gas Safe Registered engineer.
PSL	Private Sector Leased
UKAS	United Kingdom Accreditation Service who are the sole national accreditation body recognised by the Government to assess, against internationally agreed Gas Safety Policy standards, organisations that provide certification, testing, inspection and calibration services.

4. Aims and Objectives of the Policy

- 4.1 The aim of this Policy is to ensure the safety of tenants, leaseholders (and their visitors) that live in the Council's homes. The Council will do this by fulfilling its legal obligations and duty of care to ensure that gas systems are safely installed, maintained and safe to use.
- 4.2 The key objective of this Policy is to ensure that tenants and leaseholders, the Council, Senior Leadership Team, Council employees, and partners are clear on its legal and regulatory gas safety obligations. This Policy provides the framework for Council employees, contractors and stakeholders to follow to help it meet these obligations.
- 4.3 This Policy confirms that the Council will adopt and implement robust procedures to guarantee all work is compliant with the relevant legislation and meet the expectations of its tenants, the Regulator of Social Housing, and relevant stakeholders.

5. Policy Statement

- 5.1 The Council will ensure, so far as is reasonably practicable, that its tenants, leaseholders, their visitors, Council employees, and contractors are properly protected from the risks relating to gas safety in its buildings.
- 5.2 The Council is committed to fulfilling its legal obligations and duty of care to ensure that gas systems are safely installed, maintained and safe to use. This Policy sets out the Council's approach to ensuring the safety of all such installations and associated pipework where it is responsible for their management.

6. Legislation, Regulation and Guidance

- 6.1 The Council is committed to ensuring that tenants' homes and tenants' and leaseholders' communal areas remain safe and fit for purpose. In achieving this, the Council complies

with relevant legislation and regulations. The primary legislation is the Health and Safety at Work etc Act 1974 which imposes a general duty of care on the Council.

- 6.2 Under the Housing Health and Safety Rating System (England) Regulations 2005 (HHSRS), the Council must inspect and where necessary act to reduce the risk for a range of listed hazards. For the purposes of this document these include Hazard 6: Carbon monoxide and fuel combustion products, Hazard 9: Un-combusted fuel gas, Hazard 24: Fire, and Hazard 27: Explosions.
- 6.3 Specific regulations the Council must comply with are The Gas Safety (Installation and Use) Regulations 1998.
- 6.4 The following list sets out the key legislation, regulation, and guidance:
- The Gas Appliances (Safety) Regulations 1995
 - The Gas Safety (Rights of Entry) Regulations 1996
 - The Management of Health and Safety at Work Regulations 1999
 - Homes (Fitness for Habitation) Act 2018
 - Tenancy Agreement
 - Lease Agreement

The TSM measures under the Safety and Quality Standard relevant to this Policy include:

- TP02 – Satisfaction with repairs
- TP04 – Satisfaction that the home is well maintained
- TP05 – Satisfaction that the home is safe
- BS01 – Gas Safety Checks

7. Gas Safety Check Programme

- 7.1 The Council will arrange for a registered contractor to carry out an annual gas safety check at each home the council owns, for each gas installation that is provided by the Council for tenant use.
- 7.2 Any gas appliance that is owned by the Council that fails the safety check will be disconnected from the gas supply immediately and the tenant instructed not to use it until it can be removed, repaired or replaced. This will be carried out as soon as possible. The Council will only repair or replace appliances that it owns and are responsible for. For gas appliances owned by the tenant that fail the gas visual check, the contractor will issue a Warning Notice, and the appliance may be disconnected from the gas supply. Whenever a Warning Notice is issued, the gas contractor will advise the Council who will take the appropriate action, which may be to support the tenant or leaseholder in applying for a grant to purchase a new appliance.
- 7.3 The annual check will also include testing of all smoke and carbon monoxide alarms within a home. This includes replacement of alarms which are defective or will become out of date prior to the next gas safety inspection.
- Note: The Council's safety check programme is delivered in such a way that it will usually arrange an appointment well before the anniversary date, to ensure it remains compliant.
- 7.4 The Council shall arrange for a registered contractor to carry out two safety inspections six months apart on each communal gas heating system (one will be a full service and safety inspection, and one will be a safety inspection).
- 7.5 When a self-contained home that does not share a gas meter becomes void, a full service, safety check, will be conducted (target - the next working day) and then the gas supply will

be capped. Any appliances installed and left by the previous tenant will be disconnected before the service and safety check are completed and removed before re-letting.

- 7.6 The gas supply will be uncapped immediately prior to re-letting the home by the approved Council contractor and an LGSR certificate will be provided to the incoming tenant at sign up.
- 7.7 A full service, safety check, and issue of a landlord gas safety record (LGSR) will be conducted immediately after a mutual exchange has taken place, to make sure the home(s) are safe for the new occupants.
- 7.8 Where there has been a safety check and issue of a new LGSR as part of a new letting, mutual exchange process, or because of major works, the date in the programme for the next LGSR resets to a year from the new date. The date will be adjusted in the Heating Database.
- 7.9 On new build properties, and those undergoing substantial refurbishment or major repairs, the main contractor will allow access to a third-party contractor, appointed by the Council, to provide confirmation of the safety of the gas installation. The main contractor is required to remediate all gas-related non-compliance highlighted by the Council's third-party contractor.
- 7.10 The Council has a small portfolio of Private Sector Leased properties that is used to help people meet their housing need. It is the responsibility of the landlord, or their managing agent to conduct an annual gas safety check. The landlord or managing agent is required to send evidence of the LGSR and working carbon monoxide detectors and smoke alarms to the Council annually. The Council hold a copy of this as evidence these homes comply with gas safety regulations.

8. Certificates

- 8.1 On domestic gas installations, a new LGSR will be completed following works and uploaded to its compliance system.
- 8.2 All tenants will be issued with a copy of the safety certificate (LGSR). This will be issued by the contractor. New tenants will receive a copy of the LGSR as part of the sign up process.
- 8.3 For communal heating, a copy of the non-domestic GCSC (Gas and Combustion Safety Check) will be kept in the heating plant room, and a certificate uploaded onto its compliance system. An electronic copy can be made available to a tenant on request.
- 8.4 A record of all gas safety checks (the LGSR) will be retained for at least two years in an electronic format.

9. Appliances and Pipework

- 9.1 The Council are responsible for the pipework on the consumer side of the gas meter for its tenanted homes.
- 9.2 Where a gas cooker, owned by the Council requires replacement, it may be replaced with an electric cooker. The Council are responsible where it owns such appliances (for example in some sheltered or hostel accommodation).
- 9.3 Where a tenant or leaseholder has their own appliance, it is their responsibility to ensure it meets the required standard. Gas appliances must be installed, repaired or serviced by a Gas Safe registered engineer and the appliance itself must conform to regulations. Contractors will be instructed to disconnect any non-complying cookers and inform the tenant they are unsafe. In these cases, the Neighbourhood Management Officer will be

notified, so that they can make contact from a welfare perspective. The contractor must note this on the LGSR.

- 9.4 In the event the Council contractor finds a faulty installation has taken place by the tenant, the Council requires them to leave the property safe and make recommendations for rectification. Work to rectify damage will be recharged to the tenant.
- 9.5 The Council will not give permission for tenants to install any portable Liquified Petroleum Gas (LPG) appliances (including gas barbeques) if they have a flat, including balcony areas. Where they are identified, the Council will require that they are removed as a matter of priority.
- 9.6 The Council will identify all pressure vessels associated with commercial boiler plant and ensure that these are inspected on a 14-month cycle as required by legislation. The Council instruct inspections as part of insurance arrangements and receive these reports and take action on them.
- 9.7 All shared flues will be inspected every 12 months by an independent inspector who will issue a report outlining their condition and recommending remedial actions such as decommissioning. The Council will take action accordingly.

10. Gas Repairs and Maintenance

- 10.1 All repairs will be carried out in accordance with the timescales set out in the Council Housing Maintenance and Repairs Policy.
- 10.2 Planned maintenance programmes will be determined annually and carried out on domestic and communal installations, including a rolling programme of replacement and heating improvements. Such maintenance will be carried out in accordance with the manufacturer's instructions for appliances.
- 10.3 Where a repairs visit, planned maintenance, or issues identified at the safety check would result in no heating being available in the property, the Council will ensure that safe alternative temporary heating arrangements are made. Where a repair or replacement installation cannot be carried out with a tenant in occupation, please refer to the Council Housing Temporary Relocation (Decant) Policy.

11. Access to Homes and Capping Supply

- 11.1 It is a condition of the tenancy agreement that tenants must provide access to their property for safety checks, including gas safety. In line with its duty as a landlord, the Council will make all efforts to gain access to carry out safety checks and necessary related work. Legislation permits the landlord to enter a tenant's property to view the condition and state of repair, provided that the occupier is given at least 24 hours' written notice. A tenant's failure to meet their obligations to provide access will constitute a breach of contract and can result in legal action such as an injunction, possession proceedings, and associated legal costs. See also the Council Housing Required Access Policy.
- 11.2 The Council will only cap the gas supply as a last resort. The Housing Management Officer will be involved in the decision to cap off a gas supply, because they may be aware of any vulnerabilities in the household. A record of how and why such a decision was made will be kept, on the compliance system, for the time the gas supply remains capped.
- 11.3 All properties with gas appliances will be inspected annually even if the preceding year they had been capped off. In addition, in occupied properties that have been capped off, the Council will continue to contact the tenant to offer advice and support.

12. Carbon Monoxide Alarms

- 12.1 In homes that have gas burning appliances, the Council will install at least one carbon monoxide detector/alarm. Where detector/alarms are installed, these will be tested and replaced if defective.
- 12.2 At every annual gas safety inspection, carbon monoxide detectors/alarms are checked and replaced when required.

13. Incidents

- 13.1 For suspected gas escapes, the smell of gas or activation of a carbon monoxide alarm, tenants are directed to ventilate the property and follow the safety advice of their gas provider. The National Grid Gas Plc Emergency Service telephone number is 0800 111 999.
- 13.2 In the event of gas being temporarily capped-off due to a response of a gas leak only a competent person (Gas Safe Register) will be allowed to reinstate the supply and recommission the installation.
- 13.3 Where a competent person (Gas Safe Register) reports a gas defect in accordance with RIDDOR, their contract will require them to provide details of the report to the Council at the earliest opportunity. The Head of Housing Technical Services, and the Compliance and Systems Manager will arrange for an investigation and analysis, as is necessary in response to gas safety incidents.
- 13.4 Emergency response plans will be prepared, communicated and tested where there is a risk of significant risk from a gas incident, and in line with the wider emergency response arrangements. This may include mitigating measures to reduce the risk to a building and deciding to isolate or cap off the gas. See the Emergency Plan Procedure for full details.

14. Tenant and Leaseholder Responsibilities

- 14.1 The Council will encourage tenants and leaseholders, through the provision of publicity information, to allow access to carry out gas safety checks and inspections in their homes and communal areas. The Tenancy Agreement places a responsibility on tenants to allow the Council access to the property for the purposes of annual gas servicing and maintenance of gas appliances. Leaseholders must use Gas-Safe registered contractors for gas work in their property and must allow the Council access where it is required to carry out its repairing or maintenance duties, including inspection and investigation into an adjoining part of the building.
- 14.2 The Council will use the legal remedies available within the terms of the Tenancy Agreement and Lease Agreement should any tenant or leaseholder refuse access.
- 14.3 Tenants and leaseholders must not tamper with any gas appliances in their home.
- 14.4 Tenants and leaseholders must not install any portable Liquefied Petroleum Gas (LPG) appliances (including gas barbeques) if they have a flat, including balcony areas. Where these are identified the Council will require that they are removed immediately.
- 14.5 Where a tenant or leaseholder has their own appliance it is their responsibility to ensure it meets the required standard. Gas appliances must be installed, repaired or serviced by a Gas Safe registered engineer and the appliance itself must conform to regulations.

15. The Council's Responsibilities

- 15.1 It is the Council's responsibility to keep homes it owns safe and free from health hazards. The Head of Housing Technical Services will appoint suitably qualified persons to oversee the implementation of this Policy.
- 15.2 The associated Gas Safety Procedure identifies the roles and responsibilities of those who will undertake the day-to-day tasks for gas safety.
- 15.3 The Council will check that its contractors hold the relevant qualifications and accreditations when procured, and thereafter on an annual basis; the Council will evidence these checks and each contractor's certification appropriately, along with details of contractors' employers' liability, public liability and professional indemnity insurances are up to date on an annual basis. All evidence will be stored in the contract file, for the duration of the contract.
- 15.4 The Council is responsible for taking tenancy or lease enforcement action where there are gas safety breaches, to protect the safety of all tenants and leaseholders.

16. Contractor Responsibilities

- 16.1 The Council has a responsibility to ensure that contractors are competent. In relation to gas safety, there are duties imposed upon gas contractors, suppliers, etc. to report cases where death or a major injury (as defined by regulations) occurs out of or in connection with the gas supplied. A contractor will have a duty to formally report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) certain situations where it is deemed likely that the gas installation may cause death or major injury.
- 16.2 Gas work will only be undertaken by gas engineers who are Gas Safe registered.
- 16.3 Where registration with the above is required, contractors will be asked for evidence of such registration prior to commencement of a contract, and then at an ongoing basis this will be monitored and managed at monthly contractor monitoring meetings. Both the operative and the contractor must be registered with Gas Safe. Evidence of registration must be updated to reflect any change in personnel assigned to a contract with the Council.

17. Monitoring and Continual Improvement

- 17.1 The management actions necessary to ensure the safety of tenants regarding gas safety are monitored, using a set of key performance indicators by the Interim Head of Housing Technical Services.
- 17.2 The Council will report key performance indicator (KPI) measures for gas safety that follow the requirements set out in the Tenant Satisfaction Measures (TSMs) which came into force in April 2023. Performance must be reported to the Regulator of Social Housing on an annual basis, however the Council will report internally monthly to its Senior Leadership Team.
- 17.3 The Interim Head of Housing Technical Services will also report quarterly to the Cabinet and the Portfolio Holder for Health, Wellbeing and Housing, and all reporting information will be shared on the Council's website. The relevant TSM for Gas Safety is defined as follows:
BS01 – Gas safety checks: Proportion of dwellings for which all required gas safety checks have been carried out. The Council's target is always 100% compliance.

- 17.4 The Compliance Team will monitor the implementation of and compliance with this Policy. The risk associated with gas will be recorded and assessed through the Council's Housing Service Risk Register.
- 17.5 Gas safety, carbon monoxide and smoke detection performance indicators will be reported monthly to the Senior Leadership Team, together with any significant issues that arise. The gas safety performance will be reported quarterly to Cabinet and monthly to the Portfolio Holder for Health, Wellbeing and Housing.
- 17.6 Performance information will be published on the Council's website and in its Tenants' Newsletter as part of the annual report to tenants against the Tenant Satisfaction Measures particularly BS01- Gas safety checks.
- 17.7 The Council will undertake a 10 percentage of third-party checks on its gas contractor(s) for gas service checks per annum (including unvented cylinders, smoke and Carbon Monoxide detection) and a 5 percentage check on new installations per annum.
- 17.8 Internal and external audits and reviews provide data reflecting the effectiveness of this Policy and identify opportunities to achieve continual improvement in the management of gas safety at the Council. The Council will commission an independent audit of gas safety at least once every two years, to specifically test for compliance with legal and regulatory obligations and to identify any non-compliance issues. An action plan will be developed for any issues identified during the audit, with appropriate timescales agreed for corrective actions to be carried out. Other checks and reviews may be undertaken periodically as required.

18. Data and Records

- 18.1 The Council will maintain a core asset register of all properties it owns or manages, setting out which properties require a gas safety check.
- 18.2 The Council will operate a robust procedure to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from gas safety programmes and the programme remains up to date.
- 18.3 The Council will hold gas safety inspection dates and certificates in its housing asset system and gas servicing records in a dedicated compliance system. A record of all gas safety checks (the LGSR) will be retained for at least two years in an electronic format.
- 18.4 On domestic gas installations, a new LGSR will be completed following works and uploaded to the Council's compliance system.
- 18.5 For all sheltered housing buildings, where there is communal heating, the Council will store a copy of the non-domestic GCSC (Gas and Combustion Safety Check) in the heating plant room, and a certificate uploaded onto its compliance system. An electronic copy can be made available to a tenant on request.
- 18.6 The Council will keep all records and data in line with its Document Retention Policy and will have robust processes and controls in place to maintain appropriate levels of security for all gas safety related data, including how it will share sensitive information with its contractors.

19. Equality, Diversity and Inclusion

- 19.1 The safety of the Council's tenants, leaseholders and workforce is of the utmost importance. This Policy has been written to protect all concerned, considering all protected

characteristics as set out in the Equality Act 2010. Specifically, the Council considered how it will continue to provide safe heating for vulnerable people in the event of maintenance issues.

- 19.2 The Council will ensure that relevant information is communicated in an accessible and understandable way with the aim of keeping people safe. This may include clear signage, instruction, and in some cases liaising with those giving support to a tenant (in accordance with Data Protection).
- 19.3 The Council will provide information to tenants who may be undergoing hardship, and signpost them to support. The Council has processes for staff and contractors to raise a Safeguarding or vulnerability concern. For example, where a tenant may not be heating their home due to financial concerns.
- 19.4 An equality impact assessment 'initial screening' has been carried out (See Appendix 1) which determined there is no negative impact specific to those with protected characteristics. However, it is noted with the cost-of-living crisis, persons suffering from fuel poverty may not have credit on the meter to allow for a gas safety check to be carried out. In this event it expects the Council's gas contractor to put money on the meter to carry out the gas safety check.

20. Communication

- 20.1 Once the Policy is approved, a summary document "a policy on a page" will be placed on the Council's website with a link to the full Policy. An approved version of this Policy will be published internally and accessible to staff.
- 20.2 New tenants will be given advice at sign-up and provided with a Gas Safety leaflet that gives advice and precautions, along with a current Gas Safe Certificate for their home.
- 20.3 Relevant information, such as tenant contact information, will be shared with gas contractors, to be sufficient for them to carry out their role in line with this Policy, contracts, and in accordance with Data Protection requirements.
- 20.4 The Council will also aim to successfully engage with vulnerable and hard to reach tenants and leaseholders. The Council will share information clearly and transparently and will ensure that information is available to tenants and leaseholders via regular publications and information on its website.

21. Review of Policy

- 21.1 This Policy will be reviewed initially after a period of 12 months and then every two years, unless new legislation or good practice, or in the event of a relevant major incident means it needs to be reviewed sooner.

22. Consultation

- 22.1 The Council are committed to meaningful tenant and leaseholder engagement and involvement. The Council intends to consult with tenants and leaseholders on this Policy, once its structure for tenant and leaseholder engagement is in place following the work the Council are doing with the Tenant Participation Advisory Service (Tpas).

23. Training

- 23.1 The Council will maintain a skills/training matrix to ensure that all Council employees undertaking key roles within the scope of this Policy have appropriate training.

- 23.2 The Council will operate a detailed competency framework including regular appraisals as part of the Gas Safety Procedure.
- 23.3 Training will be carried out to ensure that all staff understand their responsibilities for gas safety, according to their roles and responsibilities as covered in the Gas Safety Procedure.
- 23.4 Training records will be maintained for all courses attended.

24. Significant Non-compliance and Escalation

- 24.1 The Council's definition of significant non-compliance is any incident which has the potential to result in a breach of legislation or regulatory standard, or which causes a risk to health or safety. All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred or of the Council employee being made aware.
- 24.2 Any non-compliance issue identified at an operational level will be formally reported to the Housing Compliance Manager in the first instance, who will agree an appropriate course of corrective action with the relevant Assistant Director, and Head of Housing Technical Services. The Assistant Director will report details of the same to a member of the Senior Leadership Team which includes the Chief Executive, Director, Corporate and Customer, Director, Commercial and Assets and Director, Place and Communities and Assistant Director, Legal & Democratic Services and Monitoring Officer and Assistant Director, Finance & Procurement and Section 151 Officer.
- 24.3 In cases of a serious non-compliance the Chief Executive will notify the Leader, Deputy Leader and the Cabinet Member for Health, Wellbeing and Housing.
- 24.4 In cases of serious non-compliance, the Chief Executive will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, and/or any other relevant organisation such as the Health and Safety Executive.

25. Governance

- 25.1 The Council has overall responsibility for ensuring that this Policy is implemented to ensure compliance with the law.
- 25.2 The Chief Executive reports to Cabinet to demonstrate accountability for corporate health and safety across the Council and is accountable for ensuring that health and safety compliance management duties in its landlord function are properly controlled and managed to keep its tenants and leaseholders safe. Under Section 26 of the Constitution (the Officer Scheme of Delegation) the Chief Executive is authorised to delegate duties to the Directors who are then responsible to take decisions for the effective sub delegation of duties within their service areas of responsibility, this to ensure the Council's statutory duties and functions are effectively discharged.
- 25.3 The day-to-day responsibility for managing gas safety for the Council's housing stock is implemented in line with this Policy has been delegated, via the Chief Executive, to the Director, Place and Communities. In addition, the Assistant Director Housing, Health and Partnerships is responsible for providing health and safety leadership across the Housing Service. The Gas Safety Procedure also identifies the roles and responsibilities of those who will undertake the day-to-day tasks on behalf of the Director Place and Communities.

- 25.3 The Director Place and Communities has delegated their duty holder responsibility to the Interim Head of Housing Technical Services who has professional and technical responsibility for the homes and communal areas the Council owns.

26. Associated Policies and Procedures

Council Housing Lettable Standard
Council Housing Maintenance and Repairs Policy
Repairs Handbook
Council Housing Disrepair Policy
Council Housing Mutual Exchange Policy
Council Housing Temporary Relocation (Decant) Policy
Council Housing Asset Management Strategy

27. Appendices

Equality Impact Assessment for Gas Safety
Process Map for Gas Safety Inspections