

TITLE	Gas Safety Policy		
Policy ref:	YH023P	Approval date	February 2025
Owner	Customer Operations Director	Planned review date	February 2028
Approved by	Executive Committee		

Version	Purpose/change	Author	Date
1.0	New policy.	Mary Boothman (Lead Health & Safety Advisor)	November 2024

1 Background	It is important that all gas appliances, flues, and pipework are maintained in safe condition by competent people to prevent gas leaks which could lead to fire and explosion, or cause carbon monoxide which, if inhaled, can be fatal. This policy sets out how Abbeyfield will effectively manage gas related systems, installations, and appliances, and meet our obligations in relation to gas safety. In recognition of its duties under relevant legislation, Abbeyfield will ensure, so far as is reasonably practicable, the safety of all persons on its premises or otherwise affected by its activity, from harmful exposure to risks posed by gas systems and appliances. This will be achieved by maintaining systems in a safe condition and by adopting safe ways of working.
2 Objectives	The aims of this policy are to: • Protect our employees, residents, visitors, volunteers, and contractors from the exposure to unsafe appliances; • Ensure compliance with specific and general gas safety legislation and associated guidance on all relevant aspects of gas safety (including Abbeyfield landlord duties); • Ensure all relevant personnel are correctly trained in practices and procedures with respect to the gas systems and safety; • Ensure the compilation and keeping of inspection, maintenance, and testing records; • Ensure that we manage our contractors in relation to their gas safety work; and

	Relevant guidance and information on gas safety is provided to all staff.
3 Scope	The policy applies to all Abbeyfield services where gas equipment or appliances are installed. It also applies to contractors undertaking gas safety work, servicing, or inspection at any Abbeyfield service, to ensure the safety of all parties working, living within, or visiting our properties.
4 Policy	Abbeyfield is committed to adhering to relevant gas safety legislation and minimising the risks associated with harmful gas and gas appliances, to ensure the safety of the residents, staff, volunteers, contractors, and visitors who live, work, and attend our services as far as is reasonably practicable. 4.1 Landlord Gas Safety Records (LGSRs) Gas safety checks are carried out annually on all individual gas appliances in all premises and a completed Landlord Gas Safety Record (LGSR) is obtained for each property listing all gas appliances inspected every twelve months. All checks will include appliances, meter points, pipe work, flues and, where necessary, external LPG appliances and storage tanks. Records of these inspections will be held and maintained by the central Property Team and provided to residents if and when needed. For more information, please see <i>Landlord Gas Safety Compliance (SOP 10.2 YH023P)</i>. 4.2 Carbon Monoxide Safety Carbon monoxide can be produced by any combustion appliance, including those that burn fossil fuels e.g., gas, oil, wood, and coal. Abbeyfield will minimise the risk of carbon monoxide leaks (and the possible significant effects this could have) as far as is reasonably practicable through regular maintenance of gas appliances, as well as the installation and testing of carbon monoxide detectors through its services. For more information, please see <i>Carbon Monoxide Risk Management (SOP 10.1 YH023P)</i>. 4.3 Gas Engineers and Contractors Abbeyfield will only utilise contractors/engineers for gas-related inspections, servicing, or work who are Gas Safe registered (https://www.gassaferegister.co.uk/). This provides an official list of all businesses and individuals who are registered to work safely and legally on gas appliances, flues, and pipe work. By law, all gas engineers must be on this register. When attending site, gas contractors/engineers should be able to produce a Gas Safe photo ID, which provides the company name, registration number, and valid to and from dates. On the back, it should state the types of appliances the engineer is qualified to work on, whether they are qualified to work on these elements for gas or LPG, and the expiry dates for these. Staff are

	encouraged to ask for contractor/engineer photo ID when these individuals arrive and sign-in on-site, before they commence work. 4.4 Building Regulations For dwellings in England or Wales, it is a requirement that the Gas Safe registered engineer notifies the local authority of the installation of any heat producing gas appliance. Abbeyfield must retain the Building Regulations Compliance Certificate when they are received back from the local authority. They will be needed if the property changes ownership. Where relevant, Building Regulations Compliance Certificates are held and maintained by the central Property Team. 4.5 Liquefied Petroleum Gas (LPG) LPG is used as a fuel in a range of applications and appliances. LPG is flammable and heavier than air so that it will settle and may accumulate in low spots such drains and basements. Here it could present a fire or explosion or suffocation hazard. LPG is used at some Abbeyfield services as a fuel; where this is the case, Abbeyfield are committed to ensuring that the risks associated with LPG are managed appropriately. For more information, please see LPG Risk Management (SOP 10.4 YH023P). 4.6 Third Party Assurance Checks Abbeyfield have a contract in place for gas boiler and heating installations at its care home properties to be inspected by a third party contractor (CORGI). The purpose of this contract is to assess the condition of the asset, audit the quality and safety of the contractor's gas work, and to risk assess the general boiler/plant room environmental for any additional health & safety / gas safety hazards. If any faults are identified by CORGI as part of these visits, they will (wherever possible) be remediated immediately. This contract provides Abbeyfield, its residents, and its staff with greater assurance that gas installation work in its properties is being completed to the correct safety standards.
5 Finance, Value for Money & Social Value	This policy ensures Abbeyfield are complying with relevant legislative requirements regarding gas safety management. There are possible negative impacts on the organisation's finances by not following such requirements through uninsured fines, liability claims, and negative publicity.
6 Linked policies	• Health & Safety Policy (YH009P) • Construction (Design and Management) (CDM) Policy (YH016P) • Safe Premises and Equipment Policy (YH020P)

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7 Relevant Legislation / Regulation	• Gas Safety (Installation and Use) Regulations (1998) • Gas Safety (Management) Regulations (1996) • Gas Safety (Rights of Entry) Regulations (1996) • Health and Safety at Work etc. Act (1974) • Management of Health and Safety at Work Regulations (1999) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013) • Landlord and Tenant Act (1985) • Homes (Fitness for Human Habitation) Act (2018) • Construction (Design and Management) Regulations (2015)
8 Guidance	• HSE Approved Code of Practice (ACoP) L56 - Safety in the installation and use of gas systems and appliances • IGEM/G/11 Supplement 1 Communication 1851: Responding to domestic CO alarm activations/reports of fumes after attendance by the emergency service provider or the Liquefied Petroleum Gas supplier
9 Review	Every 3 years, subject to any regulatory or legislative updates.
10 Procedure(s) 10.1 10.2 10.3 10.4	SOP Carbon Monoxide Risk Management SOP Landlord Gas Safety Compliance SOP Gas Detection Systems SOP LPG Risk Management
11 Process Map(s) 11.1 11.2	Carbon Monoxide (CO) Detector Check Process Map Gas Servicing Process Map