



# Gas Safety & Heating Policy

## Policy Number 06

Policy Reviewed on: 27<sup>th</sup> November 2025

Next Review Date: November 2027

Signed: Head of Housing & Property Services

\*Policy to be read in conjunction with LRHS Health & Safety Policy

## **1. Purpose of Policy**

This policy is relevant to Littlehampton & Rustington Housing Society Ltd Property Management Services and the staff within the Estates Team.

- 1.1. This policy sets out how LRHS will meet the key legal obligations which require us to ensure that gas appliances, fittings and flues provided for tenants' use are safe.
- 1.2. We are also responsible for maintaining any other types of heating systems in our properties, which may include solid fuel, ground, or air source heat pump, or solar thermal. This policy therefore includes the policy choices we have made about how we will maintain these systems and ensure they are safe.

## **2. Policy objectives and scope**

- 2.1. The key objective of this policy is to ensure that LRHS Board, staff, partners, and tenants are clear on our legal and regulatory obligations and how we will meet them. It provides the framework our staff and partners will operate within in respect of gas safety and obligations relating to other heating type.
- 2.2. This policy applies to all LRHS employees, tenants, contractors and other persons or stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by our activities or services. Adherence to the policy is mandatory.

## **3. Legal/Regulatory Framework Gas Safety (Installation and Use) Regulations 1998 (as amended)**

- 3.1. We will comply with The Gas Safety (Installation and Use) Regulations 1998 (as amended), which is the primary legislation which applies to the installation, maintenance and use of gas appliances, fittings and flues in domestic properties and certain commercial premises.
- 3.2. The key specific duties are detailed within the Gas and Heating Procedure which sets out how we will meet those duties.
- 3.3. We will comply with the two principal codes of practice, namely ACoP L56 - 'Safety in the installation and use of gas systems and appliances' (5th edition 2018), and INDG285 - 'A guide to landlords' duties: Gas Safety (Installation and Use) Regulations 1998 (as amended) Approved Code of Practice and Guidance (3rd Edition 2018), and with all other relevant codes.
- 3.4. LRHS must ensure compliance with all the requirements of the Regulator of Social Housing's (RSH) regulatory framework and consumer standards for social housing in England. The delivery of this policy will ensure

## **4. LRHS Policy Position**

- 4.1. In order to achieve high standards of safety in respect of heating and gas safety, we will also do the following:
- 4.2. Guidance to amended regulation 36(3) (a) Amendment to introduce MOT-style flexibility to the timing of annual gas safety checks. With the introduction of the new regulation 36(3) gas safety checks can be carried out any time from 10 to 12 calendar months after the previous check but still retain the original expiry/anniversary date as if the check had been carried out exactly 12 months after the previous check LRHS now follows the MOT style of servicing.
- 4.3 Carry out a gas safety check following any new gas appliance installation and issue a gas safety certificate to confirm the necessary checks have been completed.
- 4.4 Carry out a gas safety check upon acquisition of any properties
- 4.5. Carry out a visual check of tenant owned appliances, including a 6-point visual safety check for gas cookers and gas fires where the manufacturers' instructions are available, and any appliances found to be faulty will be disconnected/capped off and a warning notice issued as detailed in IGEM/G/11 Edition 2.

- 4.6. CO detectors shall be installed in all rooms where there is a gas appliance with a flue. Test smoke and carbon monoxide alarms as part of gas safety check. If there is no existing detector present, or existing is faulty or passed its expiry date, it shall be replaced at time of the safety check with a battery type device.
- 4.7. Carry out an annual gas safety check to all properties where the gas supply is inactive (i.e. capped) to ensure that gas supplies have not been reconnected by the tenant, and to ensure continued compliance with the regulations.
- 4.8. Carry out annual assessments of properties where tenants have chosen not to use the gas supply in the property to check on the tenant's wellbeing and to assess that the lack of gas heating is not adversely affecting the condition of the property.
- 4.9. Remove any open flue gas appliances found in any rooms that are being used as bedrooms. To reassess the dwelling to ensure that an adequate heating system is installed as per Decent Homes Standard.
- 4.10. In making appointments to carry out the Gas Safety check or associated safety works the LRHS Access Process must be strictly followed.
- 4.11. As part of the requirements of the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 during the annual gas safety check the presence (location) and functionality of detection equipment will also be recorded and where required units will be replaced during the service visit.
- 4.12. In the case of a tenant refusing access to carry out the Gas Safety check or associated safety works then the process of gaining access via legal means must be followed.
- 4.13. Inspect and maintain any solid fuel, chimney stacks, oil fired appliances and flues annually.
- 4.14. Maintain and complete an annual safety check for any properties with other heating types, such as solid fuel, ground, or air source heat pump, or solar thermal.
- 4.15. Maintenance Communal (commercial) Heating systems will be checked annually for gas safety, to ACoP L56 the safety certificate will be displayed in a prominent place and individual copies are to be made available on request by residents electronically if required. LRHS ensures that the needs of the elderly or vulnerable are especially considered when maintaining these properties.
- 4.16. In accordance with the Gas Safety Procedures to manage any follow-up works required following the completion of a gas/heating safety check.
- 4.17. Carry out a safety check on completion of any repair or improvement work to properties, where works may have affected any gas fittings, appliances, or flues. A Gas Safety Record (LGSR) shall be issued on satisfactory completion of the safety check. 4.21. The compliance team monitor compliance daily.

## **5. Responsibility**

- 5.1. LRHS Board will have overall governance responsibility for this policy and its implementation.
- 5.2. The CEO and Head of Housing & Property Services have strategic responsibility for the management of gas safety and ensuring compliance is achieved and maintained. They will oversee the implementation of the Gas Safety and Heating Policy, and ensure it is regularly updated.

## **6. Definitions**

- 6.1. Controlled Access - LRHS access procedure which starts 74-days prior to expiry with 3 stages for access will be followed in all cases of non-access in accordance with LRHS's Access Process.
- 6.2. Court proceedings or controlled access will be used as remedies to obtain access to homes to carry out the gas safety test where access have been denied.

**7. Key controls and reporting**

7.1. In order to have assurance that the policy is operating effectively in practice, LRHS Board and Executive Team will receive regular updates on the implementation of the Gas and Heating Policy and gas safety performance. They will also be notified of any non-compliance issue identified, in accordance with a documented escalation process.

**8. Contract Management**

8.1. We will operate robust and effective contract management principles and processes to ensure that any contractors or other organisations who are delivering relevant services are operating in accordance with this policy.

**9. Equality and Diversity**

9.1. The Society will ensure that this policy is applied fairly to all its tenants and employees and will not directly or indirectly discriminate against any person or group of people because of their race, religion, gender, marital status, sexual orientation, disability, or other grounds set out in LRHS Policy.