

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND
ENVIRONMENT SERVICES COMMITTEE - 28 JUNE 2010

REPORT ON: GAS SAFETY POLICY

REPORT BY: DIRECTOR OF HOUSING

REPORT NO.: 348-2010

1. **PURPOSE OF REPORT**

1.1. This report is presented to Committee for approval of the Gas Safety Policy.

2. **RECOMMENDATIONS**

2.1. Committee are asked to agree this policy.

3. **FINANCIAL IMPLICATIONS**

3.1. None. Costs associated with the policy are contained within the Housing Repairs Partnership Budget.

4. **MAIN TEXT**

4.1. **Background**

4.1.1. This policy outlines the Housing Department's approach to Gas Safety Management. This policy is delivered under the Repairs Partnership Agreement in liaison with Dundee Contract Services.

4.2. **Legislation**

4.2.1. This policy supports the requirements of the Gas Safety (Installation and Use) Regulations 1998, statutory instrument 1998 No.2451. Any amendments, revisions and changes to this legislation will take precedence over this policy.

4.3. **Gas Safety Checks and Servicing**

4.3.1. The Housing Department will, on an annual basis, arrange for a gas safety check to be undertaken on all the gas installations within the housing stock. The programming of this safety check will be undertaken at 9 months. This is to ensure that all properties are checked within the statutory 12 months.

4.3.2. For the convenience of the tenants, the Council will undertake a maintenance service at the same time as the gas safety check. Therefore the use of terms 'safety checks' and 'gas servicing' are deemed to mean the same thing.

- 4.3.3. The Housing Department will initially attempt to make contact with the tenant via phone (or any other media). If unsuccessful, a personal visit by a Gas Engineer will be undertaken (cold call). Thereafter, a series of letters will be sent to the tenant encouraging contact for an access arrangement. Ultimately, if no contact is made, the tenant will be scheduled for a forced entry.

4.4. **Forced Entry**

- 4.4.1. If a tenant has ignored the Housing Department's efforts to arrange a gas safety check appointment, a forced entry will be arranged.
- 4.4.2. The tenant will receive a letter by post and by hand informing them of an appointment set by the Housing Department. The tenant will be encouraged to arrange access on this date. Should access not be provided, the Council will gain entry to the property in accordance with this procedure. The locks may also be changed.
- 4.4.3. This action is undertaken under Clause 5.12 of the Tenancy Agreement which states:
- "It is your responsibility to allow access for annual inspections of gas appliances that have been provided by us".*
- 4.4.4. The cost of the forced entry at current Benchmark Job rates will be recovered from the tenant. A service timer unit will also be fitted.
- 4.4.5. Every effort will be made to make access arrangements with tenants. However, in exceptional circumstances, the Housing Department reserve the right to use forced entry.

4.5. **Timer Units**

- 4.5.1. The Council will install a service timer to properties under certain conditions:
- A forced entry
 - New boiler installation
 - At the discretion of a Housing Officer
- 4.5.2. The timer is designed to disable the use of the boiler if a safety check has not been undertaken by the anniversary date of the previous check. The timer is set by the Gas Engineer at the time of the safety check.
- 4.5.3. Timers are set at 11 months from the date of the last check. This is to ensure activation of the disable function before the anniversary date.

4.6. **Gas Safe**

- 4.6.1. All DCS Gas Engineers will be Gas Safe registered and carry both their Gas Safe Registration and Council ID card.

4.7. **Audit**

- 4.7.1. The gas process will be audited on an annual basis by an external agent.
- 300 safety checks will be subject to a quality audit.

- The gas process will be audited by DCS internal audit arrangements for their quality assurance system.
- The DCS administration of the gas function will be audited as part of their Gas Safe Registration.

4.8. **Performance Monitoring**

- 4.8.1. The gas safety check process will be subject to regular performance monitoring by both the Housing and DCS Departments. Statistical information will be submitted to the Repairs Service Management Board on a monthly basis.

5. **POLICY IMPLICATIONS**

- 5.1. This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6. **CONSULTATIONS**

- 6.1. The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive, Dundee Federation of Tenants Associations and all other Chief Officers have been consulted in the preparation of this report. The policy has also been approved by both the Management Board and Partnership Board of the Repairs Service. No concerns were expressed.

7. **BACKGROUND PAPERS**

- 7.1. None.

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JUNE 2010