



WILLOW TREE

HOUSING PARTNERSHIP

Gas safety Policy

Version:	V4
Responsibility for the Policy	Head of Assets & Repairs
Date approved by Executive	May 2026
Date approved by Board (if applicable)	July 2026
Date due for review:	July 2028

1. Statement of Intent

Willow Tree Housing Partnership Limited (WTHP) will take **all reasonable and practicable steps** to achieve full compliance in all matters relating to gas safety.

WTHP is committed to complying with all applicable gas safety legislation, including the Gas Safety (Installation and Use) Regulations 1998 and associated Approved Codes of Practice, to protect the health and safety of its residents, employees, contractors and others who may be affected by its activities.

2. Policy Objectives

2.1 Objectives

WTHP will carry out gas safety checks and servicing in line with the requirements outlined in current regulations.

In accordance with Regulation 36 of the Gas Safety (Installation and Use) Regulations 1998, WTHP will ensure that all gas appliances, flues and associated pipework for which it is responsible are maintained in a safe condition and checked for safety at intervals of no more than 12 months.

WTHP also aims to meet all statutory requirements and will:

- Identify all buildings, components or installations that present as a gas safety risk
- Ensure that a Landlords Gas Safety Record (LGSR) inspection is programmed and completed within a maximum interval of 12 months or where appropriate such as at a change of tenancy or where a new installation has taken place. Landlord Gas Safety Records will be provided to existing tenants within 28 days of the check and to new tenants before they take occupation of the premises. Copies will be retained for a minimum period of two years.
- Complete gas safety checks on all void properties or prior to a mutual exchange taking place
- Ensure that there is adequate record keeping and historic information to ensure an appropriate audit trail for all properties requiring gas safety checks, including leasehold properties. All LGSR's will be stored in MRI Document Management system and TCW Compliance Workbook.
- Where required and if relevant ensure that there is adequate gas safety awareness training for WTHP staff including training sufficient to ensure staff understand their duties under gas safety legislation and the escalation of gas-related risks.
- Will only employ competent and qualified Gas Safe Contractors to carry out

maintenance, servicing, repairs and replacements as well as any associated audit checks.

- Adhere to the current gas safety regulation legislation and best practice
- Provide a service that is delivered to the high standard, representing value for money for tenants.

Roles and Responsibilities

- The statutory duty holder lies with the Chief Executive Officer **as the employer and landlord duty holder under the Gas Safety (Installation and Use) Regulations 1998.**
- The Head of Assets & Repairs (HoAR) is responsible for ensuring adequate resources, appropriate safety framework and overall oversight of the maintenance, inspection, repair and installation of all gas heating works within WTHP and providing Board assurance on gas safety compliance.
- The HoAR is responsible for ensuring that day to day operational effectiveness of the gas policy and procedures, escalating concerns to Executive, ensuring compliance with the latest regulatory requirements and best practice and ensuring that record keeping is monitored and effective.
- The Health & Safety & Planned Works Co-ordinator (HSPWC) is responsible for ensuring that all Landlord Gas Safety Certificates are entered into TCW to check they are correct. Certificate details are then entered onto the Housing Management system and saved on MRI
- The Assets & Repairs Manager (ARM) will ensure that all gas safety inspection information is recorded and tracked, liaising with contractors to ensure that properties which are due to breach compliance are managed effectively and follow no access processes, they will provide regular weekly and monthly position on gas safety compliance to the HoAR.

2.2 Access to Homes

Where WTHP or its contractors are unable to obtain access to a property for an annual gas safety inspection, WTHP will follow the no-access procedure, in accordance with legal guidance, to demonstrate that all reasonable steps have been taken to comply with gas safety legislation and ensure tenant safety.

Legal action, including applications for injunctions or possession proceedings, will only be pursued as a last resort.

The gas supply will only be capped where advised by a Gas Safe registered engineer that it is necessary to prevent imminent risk to health and safety, and where it is lawful and proportionate to do so. Resident welfare considerations will be considered and heating, and hot water provision shall be maintained. Authorisation to cap the gas will be down to the HoAR/Head of Housing & Customer Experience (HoHCE).

2.3 Audit

The contractor will liaise with WTHP to ensure an independent audit check of 5% of gas safety inspections completed annually.

Audits will be undertaken by a suitably competent and independent party and findings will be reported through governance arrangements.

3. Performance Standards

- 3.1 Gas safety performance will be measured by percentage of homes compliant, and narrative should also be provided to provide assurance on properties that have been capped and actions being taken
- 3.2 This will be reported to the Executive Team and Leadership Team monthly and will be reported to the Board on a quarterly basis. This will include an update on the findings of the independent audit checks.
- 3.3 Performance will be reviewed & reported to Resident Scrutiny Panel.

4. Resident Involvement

- 4.1 We will work closely with the Resident Scrutiny Panel to ensure tenants scrutinise our Health and Safety performance.
- 4.2 Our performance will be published on the website and in newsletters.

5. Reference Documents

There is a significant amount of legislation on Gas Servicing requirements and WTHP will comply with all relevant guidance, regulations and legislation

External

Health and Safety at Work Act 1974

Various amended version of Building Regulations

The Gas Safety (Installation and Use) Regulations 1998 (as Amended)

HSE Approved Code of Practice and Guidance L56 Safety in the Installation and Use of Gas Systems and Appliances

Internal

Gas Safety Procedure

Gas Safety No Access Flow Chart

This policy has been reviewed and updated to reflect current legal requirements and will be reviewed at least every two years or sooner where legislation, guidance or organisational arrangements change.

When setting policy, the Willow Tree Housing Partnership will ensure a golden thread of best practice runs through all aspects of its operations in respect of equality, diversity and inclusion. It will seek to minimise adverse environmental impacts arising as a consequence of its work. This approach and all policies will be reviewed on their anniversary date or as new guidance or legislation is introduced, whichever occurs sooner.