

Gas and Heating Safety Policy

Document Owner	Operations Director	
Prepared by	Operations Director	
Approved by	Board	
Approved date	February 2025	
Date of next review	January 2027	
Monitoring, Auditing and Reporting	 Regular reporting to Board on gas/heating safety performance and non-compliance. Policy reviews and Board approval required for this policy at least every 2 years. Monthly performance reporting to Directors Group Independent audit of gas/heating safety at least once every two years. 	



1. Scope and Aims

- 1.1. The Gas Safety (Installation and Use) Regulations 1998 (as amended) specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic properties and certain commercial premises to ensure they remain safe.
- 1.2. As a landlord, Hexagon Housing Association (Hexagon) is responsible for the maintenance and repairs to our homes, communal blocks, and other properties we own and manage, many of which will contain gas installations and appliances. This policy does not apply to homeowners (Shared Ownership and or Leaseholders) who are responsible for their own gas appliances.
- 1.3. The Gas Safety (Installation and Use) Regulations 1998 (as amended) specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic properties and certain commercial premises to ensure they remain safe.
- 1.4. Hexagon has a small number of properties that are managed by Cooperatives who use an MOT style servicing whereby engineers will visit a property any time between 10 and 12 months since the last annual gas safety check while still retaining the original service date. The Coops and associated properties are listed within our procedure to ensure transparency against the standardised gas programme which Hexagon use which sees the next due date change to reflect 12 months from the date of inspection.
- 1.5. We are also responsible for maintaining other types of heating systems to ensure that all heating appliances provided for residents are safe. These air source heat pumps, solid fuel, solar thermal and electrical heating systems.
- 1.6. The key objective of this policy is to ensure our Board, Directors Group, employees, partners, and residents are clear on our legal and regulatory gas/heating safety obligations. This policy provides the framework our staff and partners will operate within to meet these obligations.
- 1.7. This policy forms part of our wider organisational commitment to driving a health and safety culture amongst staff and contractors (as detailed within our Health and Safety Policy). It will be distributed to all relevant members of staff.
- 1.8. This policy is relevant to all our employees, residents, contractors, stakeholders, and other persons who may work on, occupy, visit, or use our premises, or who may be affected by our activities or services.
- 1.9. The policy should be used by all to ensure they understand the obligations placed upon Hexagon to maintain a safe environment for residents and employees, within the home of each resident, and within all communal areas of



buildings and other properties we own and/or manage. Adherence to this policy is mandatory.

2. Roles and Responsibilities

- 2.1. The Board has overall governance responsibility for ensuring this policy is fully implemented to ensure full compliance with legislation and regulatory standards. As such, the Board will formally approve this policy and review it every two years (or sooner if there is a change in legislation or regulation).
- 2.2. For assurance that this policy is operating effectively in practice, the Board will receive regular updates on its implementation, gas/heating safety performance and non-compliance.
- 2.3. The Directors Group (DG) will receive monthly performance reports in respect of gas and heating safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 2.4. The Director of Operations has strategic responsibility for the management of gas and heating safety, and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.
- 2.5. The Head of Property Safety has operational responsibility for the management of gas and heating safety and will be responsible for overseeing the delivery of these programmes. The Head of Property Safety will also fulfil the role of Responsible Person on behalf of Hexagon.
- 2.6. The Gas & Water Project Manager has operational responsibility for the management of gas and heating safety and will be responsible for overseeing the delivery of these programmes.
- 2.7. Housing teams will provide support where gaining access to properties is difficult and will assist and facilitate any legal processes, as necessary.

3. Obligations

- 3.1. The Gas Safety Regulations impose duties on landlords to protect residents in their homes. The main landlord duties are set out in Regulation 36 and require landlords to:
 - 3.1.1. Ensure gas fittings and flues are maintained in a safe condition. Gas appliances should be serviced in accordance with the manufacturer's instructions. If these are not available it is recommended that they are serviced annually, unless advised otherwise by a Gas Safe registered engineer.



- 3.1.2. Ensure the annual safety check is carried out on each gas appliance and flue within 12 months of the previous safety check.
- 3.1.3. Have all installation, maintenance and safety checks carried out by a Gas Safe registered engineer.
- 3.1.4. Keep a record of each safety check for at least two years (until at least two further gas safety checks have been carried out).
- 3.1.5. Issue a copy of the latest safety check record to existing residents within 28 days of the check being completed, or prior to any new resident moving in.
- 3.1.6. Display a copy of the latest safety check record in a common area of a building where the gas appliance serves a communal heating system to multiple homes.
- 3.1.7. Ensure that no gas fitting of a type that would contravene Regulation 30 (for example, certain gas fires and instantaneous water heaters) are fitted in any room occupied, or to be occupied, as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time.
- 3.2. These obligations apply to both gas heating and liquid petroleum gas heating systems.
- 3.3. Other heating types Although there is no legal requirement to do so, we will carry out safety checks to properties with other heating types.
- 3.4. The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022, which come into effect from 1 October 2022, require social landlords to:
 - 3.4.1. Install a smoke alarm on every storey with living accommodation.
 - 3.4.2. Install a carbon monoxide alarm in any rooms used as living accommodation with a fixed combustion appliance. Excluding Gas Cookers.
 - 3.4.3. Repair or replace faulty alarms as soon as reasonably practicable.

4. Policy Statement

4.1. Hexagon acknowledge and accept our responsibilities under the Gas Safety Regulations and Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022, and all other duties set out in relevant legislation.



- 4.2. Hexagon will carry out an annual gas safety check to all properties with a gas supply, irrespective of whether the gas is connected or not.
- 4.3. Hexagon will ensure that copies of all landlord's gas safety records (LGSRs)/certificates are provided to residents or displayed in a common area within 28 days of completion.
- 4.4. Hexagon will cap off gas supplies to all properties when the property becomes void, and a new resident is not moving in immediately after.
- 4.5. Hexagon will cap off gas supplies to all new build properties at handover from the contractor/developer to us if the new tenancy is not commencing immediately at the point of handover.
- 4.6. Hexagon will ensure that gas safety checks are completed before the new resident moves into their home. They will also receive a copy of the LGSR before they move in.
- 4.7. Hexagon will ensure a gas safety check is carried out following our installation of any new gas appliance and obtain a gas safety certificate to confirm the necessary checks have been completed. The safety check will include: a gas soundness test of the carcass; gas working pressures being taken; a visual inspection of the meter installation; and a visual inspection, including the safe working operation, on all other gas appliances and associated flues within a property.
- 4.8. Hexagon will carry out a five-point visual check of resident owned appliances, provided that the resident is able to provide evidence that the appliance has been installed by a Gas Safe engineer. If the resident is unable to provide this evidence, then the appliance will be capped off until such time it can be evidenced as being safe. The visual safety check (location; flues; ventilation; signs of distress; and stable and secure) will be done on gas cookers, where the manufacturers' instructions are available. Where appliances are found to be faulty these will be disconnected, and a warning notice issued.
- 4.9. Gas fires will be removed due to the risks associated with their operation.

 Hexagon will ensure sufficient other forms of heating exist to provide the resident with suitable levels of warmth.
- 4.10. A safety check will be carried out on completion of any repair and/or refurbishment works to occupied or void properties where works may have affected any gas fittings, appliances, or flues.
- 4.11. Hexagon will install, test, and replace (as required) battery operated and/or hard-wired smoke alarms and carbon monoxide detectors as part of the annual gas safety check (or at void stage).



- 4.12. Hexagon will carry out an annual gas safety check to all properties where the gas supply has been capped, to ensure the supply has not been reconnected by the resident. At the same time, we will check on the resident's wellbeing and assess whether the lack of gas heating is adversely affecting the condition of the property. In addition, we will communicate monthly with these residents to ensure the property remains capped and inform the resident of what is required to reinstate gas at the property.
- 4.13. Any open flue gas appliances found in any rooms that are being used as bedrooms or for sleeping will be removed.
- 4.14. Hexagon will ensure that there is a robust process in place for the management of immediately dangerous situations identified from the gas/heating safety check.
- 4.15. Hexagon will periodically check properties that are not currently connected to the gas mains network to ensure a gas supply has not been installed without our knowledge.
- 4.16. Hexagon will operate a robust process if there is difficulty gaining access to a property to carry out the gas/heating safety check or remediation works. We will use the legal remedies available within the terms of the tenancy agreement, lease or license provided the appropriate procedures have been followed and approval given by a Head of Service (or more senior role). Where resident vulnerability issues are known or identified, we will ensure we safeguard the wellbeing of the resident.
- 4.17. Hexagon will operate effective contract management arrangements with the contractors responsible for delivering the service, including ensuring contracts/service level agreements are in place, conducting client-led performance meetings, and ensuring that contractors' employee and public liability insurances are up to date on an annual basis.
- 4.18. Hexagon will ensure that all replacements, modifications and installations of gas appliances and heating systems within our properties will comply with all elements of Building Regulations, Part J Combustion Appliances and Fuel Storage Systems.
- 4.19. Hexagon will establish and maintain a risk assessment for gas safety management and operations, setting out our key gas safety risks and appropriate mitigations.
- 4.20. To comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002, we will consider the safety of our workspaces and plant/boiler rooms of our residential blocks that fall within scope of the legislation.



4.21. Hexagon will ensure there is a robust process in place to investigate and manage all RIDDOR notifications submitted to the HSE in relation to gas and heating safety and will take action to address any issues identified and lessons we have learned, to prevent a similar incident occurring again.

5. Programmes of Work

5.1. Domestic Programme:

- 5.1.1. Hexagon will carry out a programme of annual gas safety checks to all domestic properties we own and manage; the check will be completed within 12 months from the date of the previous LGSR/certificate.
- 5.1.2. Hexagon will carry out a safety check of electrical heating systems every five years during the periodic electrical inspection and testing programme.
- 5.1.3. Hexagon will carry out an annual safety check to properties with, air source heat pumps/ biomass/ solar thermal and similar or hybrid systems.

5.2. Communal Programme:

5.2.1. Hexagon will carry out a programme of annual gas safety checks and services to all communal blocks and other properties (supported schemes/offices/shops/depots), where we have the legal obligation to do so; these will be completed within 12 months from the date of the previous LGSR/certificate.

5.3. Properties Managed by Others – Programme:

5.3.1. Hexagon will obtain LGSRs/gas safety certificates where our properties are managed by a third party. If the third party does not provide the LGSR/certificate, we will carry out the safety check and re-charge them for the cost of this work.

6. Remedial Actions

- 6.1. Hexagon will ensure there is a robust process in place for the management of any follow-up works required following the completion of a gas/heating safety check (where the work cannot be completed at the time of the check).
- 6.2. All gas servicing repairs that are audited by our third-party consultants will be managed in line with the contract which is 24 hours for emergency works and 14 days for any other routine works. These will be tracked via PCM portal with



- actions being noted and escalated during monthly contract meetings for any non-performance.
- 6.3. All repairs noted during routine maintenance and inspections will be picked up and tracked via the contractor portal and managed during monthly contract meetings. These repairs will be measured in line with the KPI of the contract:
 - Emergency repairs 24 hours
 - Routine Jobs 14 days

7. Quality Assurance

- 7.1. Hexagon will ensure there is an annual programme of third-party quality assurance audits of gas/heating safety checks, gas appliance services and gas appliance repair works. This will be:
 - 7.1.1. 20% of all new installations
 - 7.1.2. 10% sample of field checks
 - 7.1.3. 100% of all certificates
- 7.2. Internally we will undertake 100% desktop audits of all LGSRs/certificates.
- 7.3. Hexagon will carry out an independent audit of gas/heating safety at least once every two years, to specifically test for compliance with legal and regulatory obligations and to identify non-compliance issues for correction.

8. Data and Records

- 8.1. Hexagon will maintain a core asset register of all properties we own and/or manage, with component/attribute data against each property to show gas/heating safety check requirements.
- 8.2. Hexagon will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from gas/heating safety programmes and the programme remains up to date.
- 8.3. Hexagon will hold gas/heating safety check dates and safety check records against each property we own or manage. We will hold the dates of the safety checks in our Housing Management Systems, including electronic copies of safety check records.
- 8.4. Hexagon will ensure the Gas Safe registered engineer records the details of all appliances and other equipment which is served by the gas/heating supply in every domestic property, communal block, or other property.



8.5. Hexagon will keep all completed safety check records, warning notices and remedial work records in line with our document retention policy and will have robust processes and controls in place to maintain appropriate levels of security for all gas/heating safety related data and records.

9. Resident Engagement

- 9.1. Hexagon consider good communication essential in the effective delivery of gas and heating safety programmes, therefore we will establish a resident engagement strategy and communication programme to support residents in their understanding of gas and heating safety.
- 9.2. This will assist us in maximising access to carry out gas safety checks, encourage and support residents to report any concerns about gas and heating safety, and help us engage with vulnerable and hard to reach residents.
- 9.3. We will share information clearly and transparently and will ensure that information is available to residents via regular publications and information on our website.

10. Competent Persons

- 10.1. Hexagon must appoint an officer who will become the Lead Responsible Officer and a Deputy Responsible Officer, they should both be trained, instructed, and informed to the same level and will be responsible for the delivery of Gas and Heating Safety.
- 10.2. The operational lead will hold the Level 4 VRQ in Gas Safety Management or Level 4 VRQ Diploma in Asset and Building Management (if they are not Gas Safe Registered), and full membership of the Association of Gas Safety Managers (AGSM). If they do not have these already, they will obtain them within 18 months of the approval of this policy.
 - 10.2.1. Lead Responsible Officer Head of Property Safety
 - 10.2.2. Deputy Responsible Officer Gas & Water Project Manager
- 10.3. All operatives/engineers (internal or external) will maintain Gas Safe accreditation for all areas of gas/LPG works that they undertake and will be members of the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS).
- 10.4. Only suitably competent Gas Safe accredited contractors will undertake works to gas/LPG fittings, appliances, and flues.



- 10.5. Only suitably competent Oil Firing Technical Association (OFTEC) and/or HETAS accredited contractors will undertake works to oil fired and solid fuel fittings, appliances, and flues.
- 10.6. Only individuals/organisations with a Microgeneration Certification Scheme accreditation (MCS) will undertake works on ground/air source heat pumps, solar thermal and biomass heating systems.
- 10.7. Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake servicing and repairs to electrical heating systems.
- 10.8. Only suitably competent Gas Safe registered and NICEIC (or equivalent) third party technical auditors will undertake quality assurance checks.
- 10.9. Hexagon will check our contractors hold the relevant qualifications and accreditations when we procure them, and thereafter on an annual basis; we will evidence these checks and each contractor's certification appropriately.

11. Training

11.1. Hexagon will deliver training on this policy and the procedures that support it, through appropriate methods including team briefings; basic gas and heating safety awareness training; and on the job training for those delivering the programme of gas and heating safety checks, planned maintenance and repair works as part of their daily job. All training undertaken by staff will be formally recorded.

12. Performance Reporting

- 12.1. Hexagon will report robust performance indicator (PI) measures for gas/heating safety that follow the requirements set out in the Tenant Satisfaction Measures (TSMs) which came in to force 01 April 2023.
- 12.2. The relevant TSM for Gas Safety is defined as follows:
 - BS01 Gas Safety Checks: Proportion of homes for which all required gas safety checks have been carried out.
- 12.3. Performance must be reported to the Regulator on an annual basis; however, we will report internally monthly to our Director Group and quarterly to Board.
- 12.4. The reported percentage will include all units which require gas safety checks within a property as well as those served by communal equipment. This ensures that all individual dwellings that may be at risk because of any non-compliance are identified, including those within a communal block that share a gas heating source.



- 12.5. We will also report the following:
- 12.6. **Data** The total number of:
 - 12.6.1. Properties Split by category (Domestic, Communal, Commercial and others)
 - 12.6.2. Properties Properties on the Gas or other heating programme, split by category (Domestic, Communal, Commercial and Others)
 - 12.6.3. Properties Not on the Gas or other heating programmes
 - 12.6.4. Properties With a valid and in date LGSR / Certificate
 - 12.6.5. Properties Without a valid and in date LGSR / Certificate
 - 12.6.6. Properties Properties due to be serviced within the next 30 days.
 - 12.6.7. Properties Overdue follow up works / actions arising from the programme split by Risk Priority
- 12.7. Narrative An explanation of:
 - 12.7.1. Current position
 - 12.7.2. Corrective action required.
 - 12.7.3. Anticipated impact of corrective actions
 - 12.7.4. Progress with completion of follow up works.
- 12.8. Additional reporting:
 - 12.8.1. The number of RIDDOR notifications to the HSE with regards to Gas Safety.

13. Significant Non-Compliance and Escalation

- 13.1. Our definition of significant non-compliance is any incident which has the potential to result in a potential 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 a Hexagon employee becoming aware of it.
- 13.2. Any non-compliance issue identified at an operational level will be formally reported to the Gas & Water Project Manager in the first instance, who will agree an appropriate course of corrective action with the Director of Operations and report details of the same to the Director Group.



13.3. In cases of serious non-compliance, Directors Group and Board will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.

14. Policy Review Frequency

14.1. This policy will be reviewed every two years, or earlier if there is a planned change in legislation or regulation.

15. Equality and Diversity

- **15.1.** Hexagon aims to understand the diverse needs of residents and deliver fair and equitable outcomes under this policy. We commit to considering reasonable adjustments in the delivery of our services to accommodate the diverse needs of residents and their household members.
- **15.2.** An equality and diversity impact assessment has been carried out and is attached as an appendix to this Policy.
- **15.3.** This Policy will be enacted in line with our Vulnerable Residents and Reasonable Adjustments Policy and in compliance with our obligations under the Equality Act 2010 and the Regulator of Social Housing's Consumer Regulations.

16. Data Protection

- 16.1. This Policy will be enacted in line with Hexagon's Data Protection framework, and in line with the UK GDPR and Data Protection Act 2018.
- 16.2. If a resident wants more information about how their personal data is processed under this policy, they can contact our data protection team at dprotection@hexagon.org.uk or call our office.

17. Legal Framework

Hexagon have given regard to the following legislation and guidance in preparing this policy.

- 17.1. The Gas Safety (Installation and Use) Regulations 1998 as amended (hereafter referred to as the Gas Safety Regulations). We have a legal obligation under Part F, Regulation 36 of the legislation (Duties of Landlords) and we are the 'Landlord' for the purposes of the legislation.
- 17.2. Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022



- 17.3. Homes (Fitness for Human Habitation) Act 2018
- 17.4. Landlord and Tenant Act 1985
- 17.5. The Occupiers' Liability Act 1984
- 17.6. Workplace (Health, Safety and Welfare) Regulations 1992
- 17.7. Pipelines Safety Regulations 1996
- 17.8. Health and Safety (Safety Signs and Signals) Regulations 1996
- 17.9. Gas Safety (Management) Regulations 1996 (as amended)
- 17.10. Provision and Use of Work Equipment Regulations 1998
- 17.11. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- 17.12. Pressure Systems Safety Regulations 2000
- 17.13. Pressure Equipment (Safety) Regulations 2016
- 17.14. Management of Houses in Multiple Occupation (England) Regulations 2006
- 17.15. Building Regulations 2010 (England and Wales)
- 17.16. Social Housing Regulations Act 2023
- 17.17. Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)

18. Regulatory Standards

18.1. We must ensure we comply with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England; the Safety and Quality Standard is the primary standard applicable to this policy.

19. Sanctions

19.1. Failure to discharge our responsibilities and obligations properly could lead to sanctions, including prosecution by the Health and Safety Executive (the HSE) under the Health and Safety at Work Act 1974; prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007; prosecution under the Gas Safety Regulations; and via a regulatory notice from the Regulator of Social Housing.

20. Supporting Documents & Policies



- 20.1. HEXAGON Gas & Heating Safety Procedure
- 20.2. HEXAGON Tenancy Agreement
- 20.3. HEXAGON Health & Safety Policy



Appendix 1: Equality Impact Assessment

This assessment is completed in compliance with the Equality Act 2010, the Housing Regulator's Transparency, Influence and Accountability Consumer Standard, and Hexagon's Vulnerable Residents and Reasonable Adjustments Policy. Hexagon's Vulnerable Residents and Reasonable Adjustments Policy commits the organisation to understanding the diverse needs of residents and, where there are any barriers to accessing the service or any disproportionate negative impact, considering reasonable adjustments to ensure a fair and equitable outcome for all residents.

Hexagon recognises that responding and reacting to the changing needs of residents requires a willingness to do things differently and find individual solutions to ensure equitable access to our services for all. The following table will propose how we will adjust the service to account for possible requirements of different groups, to help us to prepare for these expected needs. However, we recognise that we cannot anticipate every need and that there is not a one-size-fits-all solution to all needs, so we will continue to be responsive and flexible in adapting to the diverse needs of residents in enacting this policy.

See the Vulnerable Residents and Reasonable Adjustments Policy for examples of Reasonable Adjustments we will consider. When considering what is reasonable, we will take into account: The effectiveness of the adjustment(s) in preventing or reducing the disadvantage for the person with a disability; The practicality of us making the adjustments; The availability of our resources, including external assistance and finance; Any disruption to the service that making the adjustment may cause.

Characteristic	Impact	Explanation of Impact	Reasonable Adjustments Considered	Consideration of effectiveness, practicality, cost/availability of resources and any disruption to service	Decision on whether to implement the Reasonable Adjustment
Age	None				
Pregnancy/ Maternity	None				
Disability: Physical health and mobility	None				
Disability: Learning and neurodiversity	None				



Disability: Vision and hearing	None		
Disability: Mental health	None		
Sex	None		
Gender reassignment / Transgender / Non-binary identity	None		
Race or nationality	None		
Religion or belief	None		
Sexual orientation	None		
Language	None		
Literacy	None		



Outcome

Where any negative impact is identified, have changes to the policy or sufficient reasonable adjustments been proposed to mitigate the impact?				
No negative impact has been identified.				
How will the reasonable adjustments be faresidents?				
The Property Safety Team – the Gas and Water Safety Project Manager will act in accordance with our agreed Vulnerability and Reasonable Adjustments Policy and Procedure.				
Residents will be asked whether 'reasonable adjustments' are required, these will be recorded and reviewed regularly – the service will be delivered in line with any adjustments identified and agreed.				
What are the arrangements for monitoring and reporting on the impact on residents, the diverse needs of residents using the service, and the implementation of reasonable adjustments?				
There are two occasions within the year where the profile of residents using the service will be explored.				
 As part of the annual review update to Directors As part of the in-depth report on the service to Board 				
Linking resident profiling information to compliance activity will be easier when a new IT system in place from April 2025.				
Are you satisfied that we have met our	⊠ Yes			
duties under the Equality Act 2010 and the Consumer Regulations?	□ No			
Name and Job role of person completing this form:	Andy Vincent Operations Director			