



Solihull
Community Housing
Shaping our neighbourhoods

Gas Safety Policy 2025

Lead officer	Head of Building Safety and Compliance
Approval Chain:	Executive Leadership Team
Last reviewed on:	September 2025
Next review date:	September 2027

Version Control:

Version	Date	Reason for Change
1.0	June 2023	New Policy
2.0	September 2025	Amended following internal audit. Removal of process and procedure from policy

Solihull Community Housing (SCH) manages and maintains council homes and delivers housing services on behalf of Solihull Metropolitan Borough Council (SMBC). Although SCH provides day-to-day housing services, the Council remains the owner of the housing stock and is your landlord. The Council retains the responsibility for ensuring your home is managed in line with the Consumer Standards.

1. Policy Objectives

1.1 The purpose of this policy is to outline Solihull Community Housing's (SCH) approach to managing gas safety in properties we manage and control. We recognise that we have a duty of care towards employees, residents, contractors, visitors, and others who may be at risk from gas installations within our premises.

1.2 This policy provides a framework within which gas safety will be managed and key roles for its implementation. The 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).

1.3 The Gas Safety Management Plan (GSMP) will provide SCH's operational approach to managing gas safety including monitoring arrangements, risk management, gas safety access procedures and emergency protocols.

1.4 The operational procedures in the GSMP set out how SCH will meet the statutory obligation outlined in this policy, and therefore the GSMP is enforceable through this policy.

2. Introduction

2.1 SCH is responsible for keeping in good repair and for the maintenance of homes, buildings and facilities we manage and control, many of which will contain gas installations and appliances. This places a duty of care on us towards employees, residents, contractors, visitors and others who may be at risk from hazards arising from gas installations in premises managed and controlled by SCH.

2.2 This policy supports SCH to ensure that our obligations as a tenant management organisation and employer are being met, and seeks to provide assurance that risks associated with gas installations are appropriately managed.

3. Policy Statement

3.1 SCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at our premises. A reasonably foreseeable risk from gas installations exists in premises controlled by SCH. SCH accepts that it is the Duty Holder for its premises, and has a responsibility to protect residents, employees, those who work in SCH premises and others from risks arising from gas installations.

3.2 SCH will ensure compliance 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 one applicable to this policy. The Social Housing (Regulation) Act 2023 changes the way social housing is regulated and may result in future changes to this policy.

3.3 To meet our statutory duties in relation to Gas Safety, we will comply with our duties under The Gas Safety (Installation and Use) Regulations 2018 (GSIUR) and Pressure Equipment (Safety) Regulations 2016.

3.4 To comply with these requirements SCH will ensure compliance with the relevant statutory requirements. This will include but is not limited to the following activity:

- Ensure that works in relation to a gas fitting is carried out by a suitable qualified and competent person in line with the regulations.
- Ensure that all parties contracted/commissioned by SCH to carry out works in relation to a gas fitting are working to current regulations and standards.
- Ensure that each appliance and flue is checked for safety at intervals of no more than 12 months. Wherever possible this is to be conducted within 2 months of prior to the anniversary date of the previous safety check.
- Carry out a gas safety check prior to letting at every change of tenancy.
- Provide a copy of the gas safety check to any person lawfully occupying the premise within which the gas appliance is located.
- Keep a record of each safety check for at least two years.
- 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.
- Follow all available options for access to support the implementation of this policy.
- Apply protocols to deal with emergencies such as gas escape.
- Ensure a working carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).
- Ensure that no gas fitting of a type that would contravene Regulation 30 (for example, certain gas fires and instantaneous water heaters) is 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.
- Ensure that manufacturers' recommendations are applied when developing maintenance programmes or carrying out maintenance and installation of gas appliances and carbon monoxide alarms.
- Engage with 3rd parties to carry out audits on works completed by parties contracted by SCH to carry out works on gas fittings.
- Ensure that our staff are well trained to understand good customer services, identify and manage health and safety risks and understand this policy and their role in delivering it.

3.5 We will comply with the duties under the Heating Equipment Testing and Approval Scheme (HETAS) with regards to any properties with a solid fuel appliance which will be serviced and maintained annually.

4. Legislative & Regulatory Framework

The main legislation and regulations governing this policy are:

- The Gas Safety (Installation and Use) Regulations 2018
- Health and Safety at Work Act 1974
- Pressure Equipment (Safety) Regulations 2016
- The Management of Health and Safety at Work Regulations 1999
- The Social Housing (Regulation) Act 2023

Additional legislation

This policy also operates within the context of the following legislation:

- Gas Act 1995
- Housing and Regeneration Act 2008
- Landlord and Tenant Act 1985
- Building Safety Act 2022

- Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Gas Safety (Rights of Entry) Regulations 1996
- Gas Safety (Management) Regulations 1996
- Smoke and Carbon Monoxide (Amendment) Regulations 2022
- The Building Regulations in England and Wales 2021
- Regulating the Standards 2015 (The Home Standard)
- Construction (Design and Management) Regulations 2015
- The Gas Industry Unsafe Situations Procedures 9th Edition
- Gas Safe Register Rules of Registration
- Equality Act 2010 and relevant statutory Codes and guidance produced by the Equality and Human Rights Commission

5. Scope

5.1 This policy applies to all SCH employees, contractors, stakeholders, individuals who may be affected by our activities or services and other persons who may work on, occupy, visit, or use SCH managed or controlled premises.

5.2 This policy applies to the following locations:

- Rented properties including garages
- Communal areas
- Offices and storage facilities
- Leasehold and shared ownership premises where SCH retains the responsibility to maintain all or part of the building

6. Key Roles and Responsibilities

Role	Responsibilities
Solihull Metropolitan Borough Council	• As the landlord is responsible for ensuring that the housing stock is managed in accordance with legal and regulatory requirements.
SCH Board	• The Board has the overall governance responsibility for ensuring that SCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes: • Establishing key H&S policies • Awareness of risks and risk controls in place. • Agree performance targets and a performance monitoring framework • Ensuring availability of adequate resources and competencies for delivering policy commitments • Ensuring appropriate reporting and auditing activity • Ensuring residents' voices are heard
Chief Executive	• The Chief Executive is the appointed Duty Holder and has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the management of gas safety.

ELT	• Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met • To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties
Head of Building Safety and Compliance	• Ensuring the Gas Safety Management Plan is implemented, relevant, current, and practical • To ensure that all activity required for compliance with this policy is carried out • Provision of quarterly performance reports for the Board as part of the monitoring framework • Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working
Building Safety Manager	• Delivery of the Gas Safety Management Plan • Administer associated contracts and act as the first point of contact for gas related queries • Ensure effective management of SCH's gas programme and works • Ensure that gas safety information is available for those carrying out work in SCH premises • Liaising between the employees, contractors, gas professionals, and residents about matters pertaining to all gas installations in properties managed or owned by SCH
Employees, Residents and Contractors	• Adhere to the framework set out in this policy

7. Communications

7.1 A copy of this policy will be made available to all stakeholders on the SCH website, to new tenants during the tenancy sign-up process, when new tenants move in following mutual exchanges and when major works are undertaken in homes.

7.2 SCH staff managing contracts and projects will ensure that appropriate gas safety information is provided to contractors prior to commencement of works.

7.3 SCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

7.4 SCH will promote gas safety awareness through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

7.5 To ensure that appropriate and suitable training is provided to staff, SCH will carry out training needs where appropriate.

8. Meeting individual needs and reasonable adjustments

8.1 SCH values equality, fairness and inclusion, and recognises that our residents represent diverse communities. We fully recognise the need to ensure that all tenants are treated fairly and can have equal access to our homes and services. We will ensure that when we come across individual needs, we will do our best to keep people safe from harm and hazards. This means communicating with residents in diverse ways by offering translation and interpretation, offering

or explaining information in alternative languages and formats and working with carers, families and advocates for those with vulnerabilities and young adults setting up a home for the first time.

9. Equality, Diversity and Inclusion summary

9.1 SCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise our duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff and residents to share these values and treat all customers with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

9.2 SCH will apply a zero-tolerance response to acts of discrimination, bullying, harassment and domestic abuse.

10. Monitoring & Review

Monitoring Arrangements

10.1 SCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with our contractors delivering services.

10.2 Performance against key performance indicators will be monitored via our performance management framework.

Review

10.3 This policy will be reviewed every two years by Head of Building Safety and Compliance unless there are any significant changes to current legislation or regulation, good practice or guidance, or as the result of the outcome of an incident review or Ombudsman determination.