



RCH Gas Safety Policy: 2023 - 2026

Policy Owner	Director of Property Services
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Approval Body	RCH Board
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This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.

1. Scope

This is a River Clyde Homes (RCH) policy and therefore applies to RCH Staff, Board and Committee members of RCH.

2. Introduction

This policy sets out:

- The purpose for which it will be used.
- The line management responsibility.
- River Clyde Homes' statement of intent.
- How River Clyde Homes will review the policy.

This policy document is to ensure the RCH fully complies with all legal requirements and current Gas Legislation including the Gas Safety (Installation and Use) Regulations 1998.

Reporting on key performance indicators (KPIs) identified, will be reported to the Social Landlords Operations Committee (SLOC) as part of our KPI reporting.

RCH has also prepared relevant documents available to staff and / or the public to view:

- [RCH Gas Management Plan 2023.docx](#)

RCH recognises its responsibility to ensure that an effective Gas Management Plan is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages.

Operation of the policy ensures the RCH Group meets its legal requirements under the Gas legislation. The principal legislation in this area is as follows:

- Gas Safety (Installation and Use) Regulation 1998 and the gas Safety (Installation and use) (amendment) regulation 2018
- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulation 1999
- The Fire Safety (Scotland) Regulations 2006
- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2006
- The Housing Scotland Act 2014
- Approved Codes of Practice (ACOP) L56 Safety in the Installation and Use of Gas Systems and Appliances
- Building (Scotland) Regulations 2004

The Gas Management Policy should also be read in conjunction with the following policies and strategies:

- Repairs and Maintenance
- Void Management
- Customer Services Strategy
- Value for Money Strategy
- Notifiable Events Policy

3. Policy Statement and Responsibilities

River Clyde Homes is a Registered Social Landlord (RSL) and is considered to be a duty holder under the Gas Safety (Management) Regulations, with the Chief Executive responsible for undertaking or delegating the duties under these regulations.

Directors are responsible, as far as is reasonably practicable for ensuring the health and safety and welfare at work of all employees in their respective departments. In particular, where they are responsible for staff or operatives who may be required to deal with gas safety they will:

- Ensure that adequate resources are made available to ensure suitable arrangements for the management of Gas Safety.
- Ensure appropriate training, information and instruction is provided for relevant staff and operatives in the form of training courses, seminars, information leaflets and booklets and personal instruction as appropriate.
- Ensure what where specialist technical expertise in relation to Gas Safety is not available within the Department, suitable arrangements are in place to obtain any necessary information as required.

RCH will appoint a suitably qualified person to maintain a Gas Safety Management System.

The system will allow RCH's competent person to keep an accurate log of all gas appliances within the association's assets, service records, and contractor monitoring arrangements, gas incidents and other issues as required. The competent person will be provided with appropriate training to carry out their duties effectively.

Processes are in place for monitoring the day-to-day implementation of operational procedures related to this policy.

Independent external auditors undertake a review of 10% of all gas works carried out on installations, servicing, and landlord gas safety check certificates.

River Clyde Homes will ensure that all locations with gas appliances and gas fittings are identified and recorded, and this information is available to all who need it.

All reasonable steps will be taken using schematics and other information sources to ensure Gas infrastructure is not present with our boundary areas.

A comprehensive Gas Management system is in place and maintained. This includes a gas asset register and gas procedures required to ensure compliance with the current gas regulations.

The Compliance co-ordinator (Gas) will be responsible for ensuring the accuracy of the gas register and will ensure it is maintained and current.

The gas register is maintained within our core Housing and Asset Management System.

RCH will ensure compliance with all Scottish Housing Regulator requirements and adhere to the Notifiable Events Guidance in relation to this policy.

4. Equality, Diversity and Inclusion

RCH will apply this policy fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

5. Review

The Policy will be reviewed annually and updated, and approved by the SLOC committee every 3 years, or sooner considering any new legislation or regulation change impacting on gas safety or through any issues requiring alteration from RCH system audits.