

Rother Owned/Leased Accommodation

Gas Safety Policy

October 2025

1. Introduction

This Policy outlines how Rother District Council will comply with the Regulatory Framework for Social Housing in England. With the requirement that Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

Rother District Council has an absolute duty under Section 11 of the Landlord and Tenant Act 1985 to 'keep in repair and proper working order the installations in the dwelling house'. They also have a specific duty under Regulation 36 of the Gas Safety (Installation and Use) Regulations 1998. This duty means that any gas appliance in a property owned by Rother District Council that is rented to a tenant must be serviced and checked for safety within 12 months of its installation and within every subsequent 12-month period thereafter.

Rother District Council aims to protect the occupiers of its properties, visitors, staff, contractors, and the general public, from the risks associated with gas, so far as is reasonably practicable. This document sets out key policy objectives, performance measures and responsibilities to help protect those mentioned above from harm.

2. Scope

This Policy covers Rother District Council's responsibility for the servicing and safety checks of gas fuelled appliances, including their associated chimneys and flues. This policy only applies to residential owned by Rother District Council where they hold the duty.

The Policy provides clarity to our employees, contractors, and partners on the expectations and how we will deliver our responsibilities with regard to gas safety.

We will service, safety check, and repair all gas fuelled appliances and systems installed and owned by Rother District Council. Our duty of care may also extend to homes we manage on behalf of others, depending on the arrangements in place.

3. Legislation

RDC intend to meet their obligations under the following legislation:

- Landlord and Tenant Act 1995
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Housing Act 2004
- Gas Safety (Installation and Use) Regulations 1998, as amended
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Building Safety Act 2022 and relevant HSE Approved Codes of Practice

4. Policy Objectives

We commit to the following:

- Ensuring all servicing, safety checks, installations, and repairs are conducted by an appropriately qualified professional registered with Gas Safe
- Servicing and safety checking every gas appliance and associated system at least every year
- Completing a gas safety check at each change of tenancy, on first occupation, or re-occupation
- Providing a comprehensive repair service for gas appliances, systems, and fittings
- Keeping a copy of the Landlords Gas Safety Record (LGSR) for at least two years

All communication with tenants and all repairs relating to gas safety will be carried out in accordance with RDC's Repairs Policy and Damp and Mould Policy to ensure consistency and best practice.

5. Gas Safety Checks

Gas safety check certificates will be retained for at least two years from the last certificate date for all properties where we hold a duty. For domestic appliances a copy of the LGSR will be provided to residents within 28 days of the inspection.

Our gas contractors will complete an annual planned preventative maintenance visit of commercial gas appliances and produce the Gas Installation Safety Report. Any issues that are identified during a gas service and safety check will be:

- Resolved at the time of the check, where the operative can do so, or
- Scheduled in for remedial work with an appropriate timescale for completion, or
- Recorded for later resolution as part of a planned schedule of maintenance work.

We will let the resident know which option it will be. If potentially dangerous appliances are discovered during a servicing and safety check, the gas contractor will follow the Gas Industry Unsafe Situation Procedure.

We will complete a gas safety check on all newly purchased properties where we hold the duty of care upon first occupation. We'll complete a gas safety check at change of tenancy, apart from when one or more of the existing residents remains in occupation. We will ensure new residents have access to a copy of the Landlords Gas Safety Record before they move in.

We will provide a Carbon Monoxide alarm in each room containing a fixed combustion appliance. The function of these will continue to be checked during future annual gas service and safety check visits.

We will store all certificates centrally, in electronic format, linked to the relevant property record. Alternatively, a copy of the certificate will be held on the regional gas contractor's portal, linked to the relevant property record also.

6. Access

It's a condition of individual tenancy agreements that residents must, given reasonable notice, provide access for us to carry out works in their home. We're obliged to make reasonable attempts to gain access to carry out the gas service and safety check. Our contractors will make and attend a minimum of two notified appointments before referring a property back to us if access isn't gained.

All communication and actions relating to emergency hazards, unsafe appliances, and escalation procedures will be carried out in accordance with RDC's Repairs Policy and Damp and Mould Policy to ensure consistency and best practice.

We will take appropriate action to ensure we meet our legal and regulatory obligation to complete an annual gas service and safety check. If we're unable to gain access, we'll consider switching off the gas supply by capping the gas meter or taking legal action to gain access. We will take reasonable steps to track all properties where we know there is a capped gas supply. We'll consider any special needs or vulnerabilities should this become necessary. Where legal action is taken, we'll seek to recover any costs incurred.

7. Monitoring

RDC's Housing Management Team will report compliance with this policy quarterly to Senior Leadership Team

8. Review

This policy will be kept under review annually and updated in light of any changes, including legislative or regulatory changes.