

Gas Safety, Heating & Ventilation Systems Policy

Department Policy: Health, Safety & Environment



1. Purpose

Riverside aims to proactively manage the potential risk to health arising from gas installations and other heating ventilations systems in buildings owned or managed by The Riverside Group (TRG) and its subsidiaries. This policy and the associated management plan set out the steps TRG will take to maintain an effective safety testing and servicing regime to all installations.

This purpose of this policy is to ensure TRG meets its obligations under the following legislation and regulations (as amended):

- The Health and Safety at Work etc. Act 1974.
- Gas Safety (Installation and Use) Regulations 1998.
- The Management of Health and Safety at Work Regulations 1999.
- Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Workplace (Health Safety & Welfare) Regulations 1992
- Landlord and Tenant Act 1985
- The Scottish Housing Quality Standard 2004

TRG will also refer to the following specific guidance and advice on how to comply with the above legislation and regulations:

- HSE Approved Code of Practice (ACOP) L56: Safety in the installation and use of gas systems and appliances Gas Safety (Installation and Use) Regulations 1998.
- HSE Approved Code of Practice (ACOP) L122: Safety of pressure systems

2. Scope

This policy applies to all domestic and non-domestic buildings owned or managed by TRG where the gas supply, gas appliances, associated equipment and/or alternative form, of heating or ventilation system present a requirement for a statutory safety check or servicing regime.

Building specific lease or management agreements may define legal responsibility. Where clear responsibility cannot be defined, the default position for any domestic or non-domestic buildings owned or managed is that TRG will actively manage that risk until a time when clearly defined legal responsibility can be evidenced.

3. Principles

UK regulations set out an explicit duty for landlords and building owners to safely maintain gas supply pipework, appliances, equipment as well as other forms of heating and/or ventilation systems.

The guiding principles of what TRG intends to accomplish through implementation of this policy are as follows:

2

GENERAL - EXTERNAL

Policy Reference:	HSE Gas Safety	Policy Version:	01
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- Prepare a management plan that sets out exactly how TRG will manage and deliver an effective safety check and servicing regime to all relevant installations and systems.
- Appoint a competent person or persons to manage risk.
- Take reasonable steps to identify and assess sources of risk.
- Undertake a cyclical programme of servicing and safety checks to all relevant heating & ventilation systems, and specifically an annual safety check of any gas supplies and installations.
- Work closely with and provide management oversight of internal delivery partners Evolve & Riverside Direct in relation to domestic heating servicing and repair programmes.
- Appoint and manage competent external contractors to deliver communal servicing and repairs activities, and any other heating & ventilation activities that fall outside of the scope of internal delivery partners.
- Establish and keep up-to-date a record of all installations and equipment within TRG buildings.
- Ensure that detailed records are kept and administered, and residents provided with safety information and certificates on completion of safety checks.

4. Further Information & Support

This policy is to be read in conjunction with:

- Gas Safety, Heating & Ventilation Systems Management Plan
- TRG Building Safety Framework

5. Roles and Responsibilities

Managing Director for Riverside Scotland	<ul style="list-style-type: none"> • Policy implementation. • Will ensure that adequate resources are made available to enable the objectives of the policy to be met.
Head of Service Delivery for Riverside Scotland	<ul style="list-style-type: none"> • Responsible for delivery of the key policy objectives. • Responsible for designing and implementing suitable and sufficient operational procedures, including approval of the Gas Safety, Heating & Ventilation Management Plan.
Asset and Compliance Manager for Riverside Scotland	<ul style="list-style-type: none"> • Responsible for the implementation of the Gas Safety, Heating & Ventilation Management Plan. • Will ensure all appointed individuals have the appropriate levels of skills, knowledge, education, and training.
Head of Health Safety & Environment	<ul style="list-style-type: none"> • Responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations. • Liaising with and monitoring enforcement actions from Health & Safety Executive (HSE) or any other enforcing authority responsible for regulating health and safety law.

3

GENERAL - EXTERNAL

Policy Reference: HSE Gas Safety Policy Version: 01



6. Risk Thresholds

Whilst the strategic approach to Building Safety is not risk averse in terms of adopting innovation and striving to be a leader in the sector, the safety of Riverside customers and colleagues is a key priority for the organisation. Therefore, there is no appetite for risk in terms building safety and compliance with the law.

There is however a tolerance for risk in adopting a proportionate approach to building safety activities, risk assessment and the controls implemented.

Key risks are monitored through a set of monthly Key Performance Indicators (KPI's). The suite of KPI's is embedded with the executive management and governance reporting structure.

A building safety risk register is maintained and regularly reviewed to ensure a proactive approach to risk identification, reduction, and control.

6. Equality, Diversity, and Inclusion

Riverside is committed to Equality, Diversity & Inclusion. We strive to be fair in our dealings with all people, communities, and organisations, considering the diverse nature of their culture and background and actively promoting inclusion. This policy aligns with Riverside's Equality, Diversity and Inclusion Policy and has been subject to an Equality Impact Assessment.

