



## **Gas Safety Policy**

Date Effective: May 2026  
Date of Review: May 2031



1. **Purpose**

The overall aim of this policy, and the associated procedures and control documents is to ensure the safety of people living and working in properties, containing gas-fueled heating appliances, owned or managed by Riverside Scotland (the trading name for Irvine Housing Association).

Riverside Scotland aims to protect the occupiers of its properties, as well as other residents, 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, control measures and accountabilities for ensuring the safety of gas heating and hot water installations.

This purpose of this policy is to ensure Riverside Scotland meets its obligations under the Gas Safety (Installation and Use) Regulations 1998

The application of this Policy ensures that Riverside Scotland meets compliance with the following legislation /guidance outcomes of the Scottish Housing Regulator as outlined below:

- Health and Safety at Work Act 1974
- Gas Safety (Installation and Use) Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health Safety & Welfare) Regulations 1992
- Equality Act 2010
- Compliance with HETAS guidance (solid fuel systems)

Approved Codes of Practice (ACoP) [HSE]:

- L56 - Safety in the installation and use of gas systems and appliances Gas Safety (Installation and Use) Regulations 1998
- L122: Safety of pressure systems

Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes. In relation to gas safety specifically, they must ensure any gas appliances, and supply provided with the property, are safe and inspected at least once every 12 months.

Riverside Scotland acknowledges and accepts its responsibilities under the applicable regulations and legislation and that failure to properly discharge these responsibilities may result in:

- Prosecution by Health and Safety executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- SHR serious detriment judgement

2.	<p><b>Scope</b></p> <p>This policy applies to all properties owned or managed by Riverside Scotland heating and ventilation equipment and those properties that may have a gas supply which is not used but where a duty of care applies. The following are covered by this Policy:</p> <ul style="list-style-type: none"> <li>• Domestic and non-domestic gas installations and appliances for heating, hot water and cooking purposes and includes all supplies, metered installation, carcass and installation pipework, flues, chimneys and appliances. <ul style="list-style-type: none"> <li>○ Non-domestic appliances and installations are rated &gt;70KW and have pipe work in excess of 35mm. They are required to be subjected to the same tests as domestic premises but it is necessary to expand on those tests because the appliances consume more fuel and air.</li> <li>○ Commercial and industrial space heating (convection air heaters) <ul style="list-style-type: none"> <li>• Indirect gas fired air heaters</li> <li>• Overhead radiant tube and luminous heaters</li> </ul> </li> <li>○ Gas Fired Central Heating and Hot Water Boilers and System</li> <li>○ Domestic Gas Fired Cooking Appliances (owned by Riverside Scotland).</li> <li>○ Gas Fired Overhead Radiant Heaters and Systems.</li> </ul> </li> <li>• Non gas heating including all buildings with fixed heating installations including but not limited to the following list are qualifying buildings:- <ul style="list-style-type: none"> <li>○ Ground source/ air source heating</li> <li>○ Electrical Boilers</li> </ul> </li> <li>• All types of ventilation systems are included including with the exception of domestic single mechanical ventilation extraction i.e. kitchen/bathroom fans unless interlocked with gas installation. System types include:- <ul style="list-style-type: none"> <li>○ Fire Dampers</li> <li>○ Air conditioning Units (Fixed)</li> <li>○ Portable Air Conditioning Units</li> </ul> </li> </ul>
3.	<p><b>Key policy objectives</b></p> <p>Riverside Scotland will:</p> <ol style="list-style-type: none"> <li>1. Prepare and disseminate a “Heating &amp; Ventilation Management Plan” for the portfolio and</li> <li>2. Appoint persons with clear roles and responsibilities to manage the risk associated with Heating &amp; Ventilation).</li> <li>3. Risk Assess our portfolio to identify qualifying building and equipment presence within our assets.</li> <li>4. Establish and keep up-to-date, a record of installations and equipment within our “Compliance Register”</li> </ol>

	<ol style="list-style-type: none"> <li>5. Carry out a programme of annual gas safety checks, at each property which has a gas supply (not just those where it is believed there are appliances connected to a metered supply). The target is to carry out every Gas Safety Check within 365 days of the previous check, or a new installation using MOT style servicing within 2 months of expiry</li> <li>6. Ensure that where repairs and/or maintenance is required to gas appliances, pipe work and flues, this is completed to approved standards.</li> <li>7. Only use suitably qualified and Gas Safe registered contractors and Operatives to carry out such works.</li> <li>8. Ensure that detailed records are kept and administered, and residents provided with gas safety certificates on completion of safety checks (within 28 days for tenanted properties, and on the day of re let for void properties).</li> <li>9. Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.</li> </ol>
4.	<p><b>Policy implementation</b></p> <p>The accountabilities for implementation of this policy are as set out below:</p> <ol style="list-style-type: none"> <li>1. Riverside Scotland's Managing Director retains overall accountability for the implementation of this policy.</li> <li>2. Riverside Scotland's Head of Service Delivery, in direct liaison with TRG's Executive Director of Asset Services and the Director of Building Safety, is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.</li> <li>3. Riverside Scotland's Head of Service Delivery, in direct liaison with TRG's Director of Building Safety, is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.</li> <li>4. Riverside Scotland's Head of Service Delivery, in direct liaison with TRG's Director of Building Safety, is accountable for achieving the targets associated with the key policy objectives.</li> <li>5. Riverside Scotland's Head of Service Delivery, in direct liaison with TRG's Director of Asset Strategy and Delivery, is responsible for operational delivery, including the management of contractors, of servicing and maintenance and annual gas safety checks.</li> <li>6. Neighbourhood Services and front line staff shall support asset management and contactors teams in gaining access to carry out Gas Safety Checks.</li> <li>7. Riverside Scotland's Head of Service Delivery, in direct liaison with TRG's Head of Health, Safety and Environment, is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.</li> </ol>

	<p>8. This policy shall be implemented through a set of process maps, procedures and control documents. All staff are responsible for following the requirements of those documents.</p>
5.	<p><b><u>Portfolio Risk Assessment (PRA)</u></b></p> <ol style="list-style-type: none"> <li>1. A portfolio risk assessment has been carried out to determine the gas status of all properties (gas supply, appliance, flue or installation pipework) and determine the heating type.</li> <li>2. Riverside will always undertake a gas safety inspection whenever there is a supply present to determine if any appliances have been connected.</li> <li>3. The assigned heating type categories, help to distinguish equipment of greatest risk and to determine the inspection type. . Full details are contained with the heating &amp; ventilation management plan.</li> </ol>
6.	<p><b>Safety Checks</b></p> <ol style="list-style-type: none"> <li>1. All equipment will be subject to regular site inspection in line with statutory &amp; regulatory requirements, best practice or industry guidance to reduce risks at the following inspection intervals. Further details are contained within the management plan. Records of checks will be retained for a period of two years from the date they were carried out.</li> <li>2. Each resident (or the Housing Manager for Supported Housing) shall also be supplied with a copy of the latest safety check–within 28 days of the inspection being completed. New tenants will be provided with a copy on occupation.</li> <li>3. If the accommodation is deemed to be temporary for a period of less than 28 days or where the heating is provided via a communal system a copy, a copy of the certificate will be prominently displayed within the premises and provided upon request.</li> <li>4. Contractors will carry out visual checks on residents’ own appliances such as gas cookers and gas fires. Any problems identified will be recorded on the safety certificate and issued to the resident. Where the problem is potentially dangerous, the appliance will be disconnected and the supply capped off. Suitable advice on health and safety will be provided to the resident in this event.</li> <li>5. Records of checks will be retained for a period of two years from the date they were carried out.</li> </ol>
6.	<p><b>Access for Gas Safety Checks</b></p> <p>It is a condition of the tenancy agreement that access is provided to allow us to carry out a gas safety check. Riverside Scotland are obliged to make every possible effort to gain access and will, as a minimum (via its contractors or otherwise):</p> <ol style="list-style-type: none"> <li>1. Issue a letter offering an appointment or a convenient alternative</li> <li>2. Issue 1st and 2<sup>nd</sup> No Access letters on failure to gain access</li> <li>3. Issue a final warning of intention to force entry</li> <li>4. Force entry to the property</li> <li>5. Take legal action to secure possession of the property</li> </ol>

Riverside Scotland will at all times act appropriately and in accordance with regulatory and legal requirements in gaining access to the premises to undertake necessary servicing. In doing so it will take into account any specific special needs or vulnerability issues before initiating action to gain access to a property for this purpose.

**7. Monitoring and Quality Control**

Riverside Scotland will monitor implementation of this policy using a set of performance measures as below:

Measure	Target	Interval	Reviewed by
Properties with valid LGSR	100%	Monthly	Riverside Scotland's Head of Service Delivery in direct liaison with TRG's Executive Directors\Director of Building Safety
LGSR certificates completed on time	100%		
LGSR certificates of appropriate quality (desktop check)	100%		Riverside Scotland's Head of Service Delivery in direct liaison with TRG's Director of Building Safety
Gas safety checks carried out to standard (site check)	100%		

100% of all LGSR certificates will be (automatically or desk-top) checked for completeness and quality, and 5-10% will be checked at monthly intervals, by a follow-up site visit by a suitable qualified and accredited 3<sup>rd</sup> party.

Policy implementation will be reviewed:

1. Quarterly by Riverside Scotland's Asset Operations Manager, in direct liaison with TRG's Performance and Compliance Team, reported to the Asset Management SMT.
2. Annually by a suitably qualified and accredited 3<sup>rd</sup> party with a report provided to Riverside Scotland's Managing Director and Riverside Scotland Board or delegated sub- committee, and TRG's Executive Director Asset Services.
3. By the internal audit team as required, with a report provided to Riverside Scotland's Managing Director, Riverside Scotland Board or delegated sub- committee, and TRG's Group Audit Committee.