



BURY COUNCIL – HOUSING SERVICES GAS SAFETY POLICY

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1.0 POLICY STATEMENT

Bury MBC is committed to ensuring that all social housing tenants live in homes where the risk from natural gas is reduced to as low as reasonably practicable.

Bury MBC recognises the potential health risks associated with natural gas used for fuel in housing premises and housing dwellings/HMO's.

Potential risks associated with gas as a fuel are significant, given the risk of fire/explosion.

Bury MBC will take all reasonable steps to ensure that appropriate management systems are in place to ensure employees and members of the public are not put at risk from the effects of natural gas or carbon monoxide.

The Gas Safety Installation and Use Regulations places important duties on landlords of all properties to ensure that gas appliances and their flues are maintained in a safe condition, annual safety checks are carried out, and records are kept and issued (or in certain cases displayed) to tenants. These duties are in addition to the more general ones that landlords have under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

2.0 BACKGROUND

BC has approximately 7,500 occupied residential properties and is responsible for ensuring gas safety within these dwellings, including associated communal areas.

In addition, the Council owns and manages a range of non-domestic assets, including public buildings, for which it retains overall responsibility for gas safety compliance and management.

3.0 POLICY AIMS

BC aims to ensure its homes are maintained to a high standard through the delivery of efficient and effective repair and maintenance services.

BC will aim to:

- To place the health and welfare of our tenants and residents first.
- Minimise the risks from natural gas from within those premises which BC own or manage.
- Ensure that gas safety statutory compliance and performance of assets is appropriately recorded, monitored, reported, reviewed and where appropriate, improved.
- Ensure an effective approach to risk management and service continuity.

4.0 LEGISLATION AND LEGAL REQUIREMENTS (AS AMENDED)

Includes but is not limited to the:

- Health and Safety at Work etc. Act 1974
- Landlords and Tenants Act 1985
- Environmental Protection Act 1990
- Gas Safety (Installation and Use) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Housing Act 2004
- Building Regulations 2010
- Equalities Act 2010
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015

4.1 Guidance

- TB055 Duties of Landlords
- INDG285 A guide to landlords' duties: Gas Safety (Installation and Use) Regulations as amended.
- IGEM/G/11 The Gas Industry Unsafe Situations Procedure
- IGEM/G/11 The Gas Industry Unsafe Situations Procedure – Supplement 1

4.2 Gas Safety (Installation and Use) Regulations

These regulations, supported by the Approved Code of Practice (ACoP) L56, stipulate exactly how gas safety will be achieved. The fundamental requirements are:

- Installations, appliances and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person (in lawful occupation). This also applies to employers or self-employed persons in respect of places of work under their control.
- Appliances and flues relevant to those appliances in premises which are let, shall be checked for safety at intervals of no more than 12 months. A record (referred to as the Landlord's Gas Safety Record), confirming the findings must be given to the tenant or responsible occupier
- Landlords shall ensure that the work undertaken on their behalf is done by a member of or an employee of the member of the Health and Safety Executive's (HSE) "Approved Class of Persons". For the time being the approved class of person is one currently registered with the Gas Safe Register (GSR).

4.3 Regulation 26(9)

Where a person performs work on a gas appliance, he shall immediately thereafter examine:

- a) the effectiveness of any flue.
- b) the supply of combustion air.
- c) its operating pressure / heat input, or where necessary both.
 - a. if it is not reasonably practicable to examine its operating pressure or heat input (or, where necessary, both), its combustion performance
- d) its operation so as to ensure its safe functioning.

Note: Regulation 26(9) (d) would include any appliance specific, or manufacturer-specified safety checks e.g. combustion analysis.

and forthwith to take all reasonably practicable steps to notify any defect to the responsible person, and where different, the owner of the premises in which the appliance or flue is installed, or where neither is reasonably practicable, the supplier of gas to the appliance.

4.4 Regulations 36 – Duties of Landlords

Regulation 36 places important duties on most landlords of domestic property to ensure that gas appliances and flues are maintained in a safe condition, annual safety checks are carried out, and records are kept and issued (or in certain cases displayed) to tenants.

To summarise regulation 36

The Gas Safety (Installation and Use) Regulations; Regulation 36, places 2 duties upon a landlord, those being:

- 1) to maintain all gas appliances, flues and gas installations; (appliances that the tenant cannot legally remove); and
- 2) to undertake an annual safety check of gas appliances and flues and produce documents to support.

The contract is so detailed that appliances owned by the landlord shall be serviced and checked for gas safety at intervals of no more than 12 months from the previously recorded Gas Safety check/service date.

4.5 Regulation 36 - Tenants Own Appliances

BC will service and check the safety of all appliances and flues that the tenant cannot legally remove.

Flues integral to the building structure are defined as any flue, chimney, duct, or associated passage that is permanently incorporated within, or forms part of, the fabric of a building. This includes flues which are designed to convey the products of combustion safely from combustion appliances to the external atmosphere.

In respect of tenants' own appliances, BC acknowledges its responsibility for the safety, suitability, and integrity of any flues forming part of its building structure to which such appliances are connected. In recognition of these responsibilities BC will undertake appropriate gas safety checks on all appliances connected to flues that are integral to, or owned by, BC to ensure continued safe operation and compliance with relevant legislation.

As a minimum the safety check will include, but will not be limited to, those checks detailed in the Gas Safety (Installation and Use) Regulations, Regulation 26 (9). In respect of appliances not connected to flues owned by the Bury MBC, a visual inspection for safe use will be undertaken (in accordance with IGEM/G/11 Gas Industry Unsafe Situations Procedure GISUP).

Before a BC resident has a gas appliance installed, permission must be requested (in writing) from Bury MBC.

Only a Gas Safe Registered engineer can install or work on a gas appliance in a BC owned or managed properties.

BC will, as a minimum, require details of the engineers Gas Safe Registration and competencies as well as an installation safety record as part of any gas appliance installation.

4.6 Regulation 36A

Regulation 36A is an amendment to The Gas Safety (Installation and Use) Regulations 1998.

BC can schedule a gas safety check up to 2 months early. This system allows BC to have a longer time schedule and complete safety checks without having to change the annual deadline each year.

Regulation 36A is not compulsory, and therefore BC are not obligated to implement the new scheme, however it does offer significant advantages for landlords, tenants and contractors.

5.0 SCOPE

Head of Housing Compliance holds the lead responsibility for this policy with responsibility for implementation delegated to the Gas Specialist

This policy applies to all Board and Committee members, tenants/residents where BC has a repairing obligation, members of staff whether employees of BC or sub-contractors irrespective of grade, position, or length of service responsible for the management of repairs and maintenance within Bury MBC.

The policy applies to the management of property owned and managed by BC and subject to assured tenancy, non-assured tenancy, regulated tenancy, a shared

ownership occupancy agreement, lock up agreement or lease of the less than seven (7) years.

The policy also applies to non-domestic properties and common areas where BC is the designated responsible person or duty holder.

Arrangements must be put in place throughout BC so that all staff, contactors and service providers understand this policy along with their statutory obligations and implement the necessary measures in all areas. The resulting measures should ensure the arrangements include all statutory obligations, contained within this policy.

All policies and strategies should be administered by those with responsibility for managing the buildings. Cooperation between persons with gas safety responsibilities in the above context is a fundamental requirement of this policy.

The requirements of this policy, along with the relevant statutory obligations contained within the Health and Safety Executive's (HSE) Approved Code of Practice and guidance document L56 and the Health & Safety Guidance - INDG285 apply to those premises where BC operates from, irrespective of the ownership of the building.

6.0 MANAGING THE RISK – RESPONSIBILITIES

The chart below lists responsibilities for activities that are undertaken by Bury Metropolitan Borough Council staff only.

The Compliance Manager will deputise for the Head of Building Safety as and when required.

Responsibilities	Committee / CEO	Head of Housing Compliance	Compliance Manager	Gas Specialist	All Staff
To set the policy and direction with regards to gas safety	✓	✓	✓		
Ensure BC staff have a robust understanding of gas safety and the associated risks		✓	✓	✓	
Manage Gas Safety service ensuring this is delivered in line with Policy & Procedure		✓	✓	✓	✓

Reporting and update H&S Exec quarterly on Gas Safety check compliance		✓	✓		
Take lead on day-to-day decisions			✓	✓	
Policy champion	✓	✓	✓	✓	✓
Ensure effective and clear. communication with key stakeholders including Tenants		✓	✓	✓	✓
Ensuring all properties have a gas safety certificate and reporting. concerns to line manager		✓	✓	✓	
Participate in meetings and provide evidence for investigations as required		✓	✓	✓	✓
Ensure complaints feedback is used to improve service	✓	✓	✓	✓	✓
Working with Head of People & Culture to ensure staff have appropriate training		✓	✓	✓	
Ensure policy is reviewed every 3 years or as necessary		✓	✓	✓	
Ensure equality and diversity guidance is adhered to	✓	✓	✓	✓	✓

7.0 TENANT/RESIDENT RESPONSIBILITIES

Using the communication channels provided by Bury MBC, we will provide guidance on gas safety.

Faulty equipment should also be reported by the tenant.

Tenants must allow access to BC and contractors for safety checks and maintenance to ensure compliance with Regulation 36 of the Gas Safety (Installation and Use) Regulations.

Tenants must not use any gas appliance or fittings that they know or suspect to be unsafe.

Gas Safe Register require registered installers to disconnect any gas appliance or fittings that are so dangerous as to be a threat to life if they are used.

8.0 RESIDENT ENGAGEMENT

BC will establish a resident engagement strategy and communication programme to support residents in their understanding of gas safety.

This will assist BC in maximising access to carry out gas safety inspections, encourage and support residents to report any concerns about gas safety, and help BC to engage with vulnerable and hard to reach residents.

BC will share information clearly and transparently and will ensure that information is available to residents via regular publications and information on BC website.

9.0 QUALIFYING CONTRACTORS AND OPERATIVE RESPONSIBILITIES

The duties placed on BC by the Gas Safety (Installation and Use) Regulations, require BC to ensure that BC employees, or contractors it intends to use, are suitably Gas Safe Registered (GSR) and competent for the categories of work they are expected to undertake.

Gas Safe Register can be contacted to verify registration on 0800 408 5500 or go on the website by clicking the following link to check online: www.gassaferegister.co.uk

Registered engineers must hold relevant qualifications under the Accredited Certification Scheme (ACS).

After completion of the evaluation, a register of all BC employees or contractors employed on the above work will be kept on file for verification purposes.

Copies of current GSR registration, insurance certificates, operative's registration, and qualifications will be kept. Details will be checked regularly and updated as required and audited annually.

ID cards contains a photo of the engineer, their business registration number and personal license number, company name, the start and expiry date of the card and a

security hologram. The reverse of the card details what kind of gas work the engineer is able to do.



Copies of both the front and back of the card must be retained for each engineer, clearly showing a matching serial number on each side.

Bury MBCBC will ensure that all current gas contractors, as well as those not currently engaged, are subject to the same approval standards. BC only approves competent contractors for gas servicing contracts, associated repairs, and the installation of new appliances. To support this approach, all potential contractors, whether existing or new, will be required to complete a questionnaire before being accepted onto the tender list. The contract will be procured in accordance with the Bury MBCBC Procurement Policy.

The contractor will ensure a safety check and service on the BC gas appliances is carried out, as a minimum, within a 12-month period.

The contractor must also ensure that as a minimum standard, battery powered carbon monoxide detector (BS EN 50291(domestic) and (BS 7860(non-domestic) certified) is installed and have the battery or device renewed before expiry when the annual safety check and service is being carried out.

A safety check and servicing programme will be provided by the Contractor to BC three months prior to the first safety check and service. (or vice versa)

Regular reports, including formal monthly reports and daily electronic updates will be received during the safety check and servicing programme period. Details on the units completed, non-access to property and planned dates for the outstanding completions will be provided to the Bury MBC by the Contractor.

The Contractor will provide breakdown reports and Landlord Gas Safety Records in electronic format which will be submitted in near real time of any work being carried out. safety records will be stored on BC systems, including but not limited to QL and TCW. It is a legal requirement that all Landlord Gas Safety Records be kept until a minimum of 2 further safety records are completed, and it is a BC requirement that they are archived for a minimum of five years

The contractor will provide a Landlord Gas Safety Record in electronic, which will record:

- the date the appliance was checked
- the address of the installation(s)
- the name and address of the Association

- a description of the location of each appliance and flue checked
- any defects identified
- any remedial action taken
- the effectiveness of the flue
- the supply of air
- the operating pressure
- the heat input
- the safe functioning of the appliance
- the name and signature of the operative completing the check
- the Gas Safe registration number of the operative or his/her employer

BC provides guidance for employees and contractors to identify all gas safety documentation utilised by BC and to ensure that all documents used are and remain fit for the purpose.

To demonstrate that operatives have carried out the tests and checks required by the relevant Gas Safety (Installation and Use) Regulations, BC will have in place documentation and paperwork that will allow positive records to be completed for confirmation and future reference. Where any tests and checks are carried out by an operative the work records will 'positively record' the information detailed in the procedure.

The Contractor is required to advise the BC immediately when an unsafe appliance is identified. The Contractor will apply GIUSP, a warning label to the unsafe appliance. The label should not be removed until repairs are complete.

The Contractor will be required to provide temporary Electrical Heating to the tenant in cases where the heating system has been condemned or awaiting parts for repair.

When working on BC gas installations, the Contractor will at all times comply with legislation and amend practices and procedures in accordance with changing legislation.

The Contractor will undertake a gas safety check on all appliances connected to BC property flues. As a minimum, the safety check will include, but will not be limited to, those checks detailed in the Gas Safety (Installation and Use) Regulations, Regulation 26 (9). In respect of appliances not connected to flues and not owned by Bury MBC, a visual inspection for safe use will be undertaken (in accordance with IGEM/G/11 Gas Industry Unsafe Situations Procedure GISUP).

The Contractor will attend monthly meetings with Bury MBC.

10.0 EMPLOYEE AND CONTRACTOR GUIDANCE AND INSTRUCTION

BC provides guidance and specific instructions for all employees and contractors, whilst undertaking gas work.

This is with the aim of satisfying the legal duties of the current Gas Safety (Installation and Use) Regulations 1998.

The work detailed within the specification may also include other aspects that will assist the BC in satisfying its duty of care to its tenants, staff and contactors.

11.0 GAS INDUSTRY UNSAFE SITUATIONS PROCEDURE (GIUSP – IGEM/G/11)

IGEM/G/11 “GIUSP” provides guidance for BC employees and contractors to follow when dealing with unsafe situations.

Following this procedure will also ensure BC meets Regulations 34 (1 & 2) of the Gas Safety (Installation and Use) Regulations. This regulation imposes a duty on the responsible person for any premises (for instance, the occupier or owner (e.g., landlord) of the premises) not to use or permit the use of any unsafe appliance.

People carrying out specified work (e.g., on service pipes, gas fittings or appliances) must report any appliance or installation they suspect is dangerous to the responsible person for the premises and follow the procedure as laid out in GIUSP e.g. seek permission to disconnect, apply appropriate labels and issue a warning notice. Or where an Immediately Dangerous situation is identified and disconnection of the gas supply is refused or not possible notify the gas supplier or transporter, as appropriate.

12.0 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

12.1 RIDDOR Reporting

There is a requirement under RIDDOR for certain types of Dangerous Gas Fittings to be reported to the Health and Safety Executive (HSE). The purpose of this requirement is to allow the HSE to investigate and monitor incidents and give appropriate publicity to them in the interests of public safety.

12.2 What to report under RIDDOR

RIDDOR Regulation 11 (2) requires registered gas businesses to notify the HSE of installations which by reason of 'design, construction, manner of installation, modification, maintenance and/or servicing' pose an immediate threat to gas users from gas leakage, inadequate combustion of gas or inadequate removal of products of combustion, but only relates where faulty workmanship is the cause. There is no requirement to report fittings that are dangerous due to lack of maintenance / servicing alone. This requirement allows the HSE to identify dangers arising from bad design or workmanship.

Only those installations that as a result of design, construction, manner of installation, modification or servicing, pose a risk of death, or major injury to gas

users should be reported. In general, these will be ID situations; examples that should be reported are listed below. However, it should not be regarded as an exhaustive list:

- Instances where the use of unsatisfactory fittings or poor workmanship result in a gas escape outside the tolerance of a tightness test.
- Uncapped, open-ended pipes connected to the gas supply.
- Appliances that are spilling products of combustion, or show signs of having done so, e.g. staining around draught diverters on open-flued appliances or above gas fires, with no evidence that the cause has been rectified.
- Defective flues or chimneys that are not clearing flue gases.
- Appliances that should be flued but are not.
- Appliances that are not suitable for use with the gas supplied (e.g. natural gas appliances being used with LPG).
- Appliances that have had a safety device, such as a flame failure/supervision device, made inoperative.
- Appliances that are connected to the gas supply by a connection made of unsatisfactory material, such as garden hose; and
- Appliances that are dangerous through faulty servicing.

Note: Gas Safe Registered Gas Installers are required (by RIDDOR) to carry out this reporting.

12.3 When to report under RIDDOR

A report must be made within 10 days of discovery.

12.4 How to report under RIDDOR

Contractors

When a dangerous Gas fitting is identified by a Contractor a RIDDOR reporting form containing sufficient information for an online RIDDOR report to be submitted will be completed on site. The RIDDOR form will be forwarded to the responsible person for BC with their paperwork, in line with contractual requirements. A copy will be made by BC and returned to the contractor for his own records.

Reporting to the Health and Safety Executive

The registered business will submit notification to the HSE of the RIDDOR form online, a copy of which will be forwarded to the responsible person for Bury MBC.

Attending a site after a gas related incident

When a contractor attends a site and is informed that there has been an incident reported to the HSE, then no work other than 'making safe' must be carried out. The responsible person for BC will be informed of the situation, who will liaise with the HSE and arrange for the site to be 'mothballed' until any on-site investigations are completed.

13.0 GAS ESCAPES AND/OR REPORTS OF FUMES

BC will ensure it meets Regulation 34 (1 & 2) of the Gas Safety (Installation and Use) Regulations in ensuring the safety of its tenants from gas escapes or suspected emission of products of combustion (fumes) in domestic properties.

Where an unsafe situation is discovered by an engineer, the engineer must follow the guidance in GIUSP.

When attending a report of fumes engineers attending on behalf of BC must follow the guidance in IGEM/G/11 Supplement 1.

Where a member of BC or the contractor customer service teams receive a report of either a gas escape or a report of fumes, the tenant should be directed to contact the gas emergency service on 0800 111 999. Where the tenant has not or cannot contact the gas emergency service, this should be done by BC or the contractor. A reference number for the call should be taken.

Whilst on the call the tenant should be advised:

- Turn off the supply at the emergency control valve.
- Open doors and windows.
- Do NOT use naked flames.
- Do NOT use electrical switches.
- Do Not smoke.

The call/report should be treated as an emergency and attended as soon as possible.

14.0 ACCESS

When planning visits to occupied premises or where Access is not provided.

The contractor will write to customers at a minimum 7 - 14 days before the appointment date (and not more than 14 days before) to remind them of the appointment.

The contractor will issue No Access Letters as follows:

- 1st no access letter 63 days to due date
- 2nd no access letter 56 days to due date
- BMBC 1st Letter 49 days to due date
- BMBC 2nd Letter 42 days to due date hand delivered
- BMBC carry out sticker check to property 35 days to due date
- Serve "Letter 1 - Notice of Entry" to Tenant 28 days to due date 1st Class
- Serve "Letter 2 – Intention to Seek Warrant" 21 days to due date hand delivered
- Obtain Warrant from Magistrates 14 days to due date: -

- For each property Bury Council to provide the following supporting paperwork to Housing Standards:
- Copies of appointment letters sent to tenant by Bury Council seeking access – (usually 2/3 appointment letters).
- Engineers site photographs showing failed access visits.
- Tenancy agreement for the property.
- Expiry date of most recent gas safety record.
- Details of any frailty / vulnerabilities / mental health concerns for occupiers, including if any children.
- Details of any known risk to Officers attending the property, including current occupants' violence, crime, drugs, ASB, Dogs etc.
- Liaise with BC & co-ordinate services for Warrant entry; AND Serve "Letter 3 – Warrant Advance Notice of Entry" Pre-application enquires by Housing Standards with Adult Social Care / Children Social Care / Community Safety, as appropriate. 14 days prior to due date
- Execute Warrant & complete HHSRS inspection. Leave copy of 'Warrant' and 'Notice of Rights & Powers' at property. Complete HHSRS inspection of property and report significant hazards to Bury Council. Leave property secure upon completion. Bury Council take control of new keys & affix their "Key Contact Notice" in window on how to obtain new keys, including out of hours. 7 days prior to due date (appendix 1)

15.0 VOID AND NEW PROPERTIES

BC employees and contractors will ensure that in the case of a tenant vacating an existing property, gas fittings/appliances are safe before the property is re-let or other trades are permitted to work at the property.

Particular attention needs to be made of any appliances owned by the vacating tenant that are not removed by the tenant e.g. cookers will be removed and disposed of.

BC employees and contractors will ensure that in the case of acquiring a newly constructed or renovated property, gas fittings/appliances are safe before the property is let. At the point of accepting the property, BC will ensure that gas fittings/appliances are safe before the property is let or worked on by other trades. All defects will be reported to the developer within the defect liability period and addressed in accordance with contractual agreements, where necessary

On the first occupancy day of the property (for an existing or new property) service /safety check and inspection of the installation will be undertaken, and a Landlord's Gas Safety Record produced and issued to BC and a copy given to the tenant.

This is a new tenant and therefore the requirements of the Gas Safety (Installation and Use) Regulations 36 (6b) apply. A copy of the existing or new Landlord's Gas Safety Record will be given to a new tenant before taking up occupancy.

16.0 MUTUAL EXCHANGE

BC employees and contractors will ensure that in the case of a tenant vacating/exchanging a property that gas fittings/appliances are safe before the property allowed to be re-let.

Particular attention needs to be made of any appliances owned by the vacating tenant that are not removed e.g. gas cookers will be removed and gas installation pipework capped with a suitable fitting.

When an application for 'Mutual Exchange' of properties has been approved, BC will ensure that gas fittings/appliances are safe before the exchange can take place. The contractor will complete a LGSR prior to the exchange.

Mutual exchanges constitute a new tenant and therefore the requirements of the Gas Safety (Installation and Use) Regulations 36 (6b) apply. A copy of the current Landlord's Gas Safety Record will be given to a new tenant before taking up occupancy.

17.0 TEMPORARY SLEEPING ACCOMMODATION

Certain appliances, as defined in Regulation 30 of Gas Safety (Installation and Use) Regulations, are not permitted to be installed where an area is used as sleeping accommodation.

This also includes a situation where a tenant is using an area for sleeping as a temporary situation.

17.1 Regulation 30

(2) No person shall install a gas fire, other gas space heater, or water heater of more than 14-kilowatt gross heat input in a room used or intended to be used as sleeping accommodation, unless the appliance is a room sealed appliance.

(3) No person shall install a gas fire, other gas space heater, or water heater of more than 14-kilowatt gross heat input in a room used, or intended to be used as sleeping accommodation, and no person shall install an instantaneous water heater unless (in each case):

(a) It is a room sealed appliance: or

(b) It incorporates a safety control designed to shut down the appliance before there is a build-up of a dangerous quantity of the products of combustion in the room concerned.

No tenant is permitted to use an area where gas appliances (per bullet points above) are installed.

18.0 QUALITY CONTROL

BC conduct a systematic approach to quality control that is both efficient and effective, and the results clearly demonstrated and documented.

BC monitor and record the quality and safety of gas work that is carried out by all gas operatives working within BC premises.

To demonstrate the Landlord's commitment to safety and quality BC will undertake and require our contractors to participate in a 'Risk' based quality assurance procedure:

- Contractors' quality control – in line with their contract evaluation submission, with evidence supplied monthly at progress meetings.
- Internal quality control – verification of contractual arrangements and administrative checks on electronic documentation via TCW
- External, independent quality control – Provide a level of quality assurance to determine safety compliance and value for money. Across heating installations, repairs and servicing and maintenance work. The levels to be determined by the risks they pose.

19.0 TRAINING

BC will provide gas safety training to its relevant staff.

BC expects its contractor to have all relevant staff trained and competent in relevant gas safety areas.

20.0 DATA PROTECTION AND RECORD KEEPING

BC will treat tenant's personal data in line with our obligations under the General Data Protection Regulation and our own Data Protection Policy. Information regarding how data will be used and the basis for processing data is provided in our Fair Processing Notice.

BC will maintain a core asset register of all properties we own or manage, with component/attribute data against each property to show gas safety servicing requirements.

BC will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from the gas safety programme and the programme remains up to date.

BC will maintain accurate records, against each property we own and/or manage, of the following:

- LGSR
- Gas Work Records
- Commissioning records
- Warning and Advice Notices

BC store these in the compliance document management system (Currently TCW).

BC have robust processes and controls in place to maintain appropriate levels of security for all gas safety related data.

In terms of guidance where records are kept this should be preferably for the working life of the gas installation but not less than six (6) years.

A copy of the most recent and current LGSR, will be given to the tenant within the times set out in Regulation 36 of the Gas Safety (Installation and Use) Regulations and upon request.

21.0 REVIEW

The Gas Safety Policy will be reviewed regularly to ensure it remains current, effective and reflects changes in legislation, regulation, standards, guidance, and organisational arrangements.

The policy will be reviewed annually, or sooner where there are significant changes to legislation, regulatory requirements, organisational structure, following incidents, or where lessons learnt indicate a review is necessary.

APPROVAL AND REVIEW

Document owner	Head of Housing Compliance
Leadership Team Meeting – Director of Housing	Date approved 24/6/26
Review frequency	Annually