

GAS SAFETY PROCEDURE

Gas safety regulations state that landlords must carry out annual inspections and have a clear statutory obligation to ensure that a current gas safety certificate is available for every relevant property and that this is renewed before or on the relevant anniversary date.

This procedure details to actions to be followed if there is failure on the tenant's part to make arrangements for the gas safety inspection to be carried out.

Step Action

1. James Frew sends confirmation to the Housing Officer that there have been 2 attempts at access and both attempts have failed.
2. The Housing Officer will arrange for a letter to be hand delivered giving 7 days to respond to letter.
3. If there is no response to this letter the Housing Officer will issue a memo to the External Housing Officer asking them to carry out a visit to the property in an attempt to arrange access.
4. If the resident is at home when visited the External Housing Officer will phone Housing Officer and make an arrangement there and then.
5. If the resident is not at home when visited a card will be left advising the tenant to contact the Association within 3 days or action will be sought to gain access.
6. The memo will then be kept in the gas safety folder within Housing Services office under the divider awaiting response. The Housing Officer should add this to their diary for 3 days time to check if the inspection has been arranged.
7. If the inspection is not arranged within the 3 days the Housing Officer will draw up and send out a 7 day letter to the resident advising that forced access will take place on a specific date. The Housing Officer will advise Maintenance section of the arranged date and time for the forced access.
8. A member of Housing Management will be present on this date along with the Joiner, Gas Engineer.

9. If the tenant is not at home the Joiner will be instructed to force entry to the property and the gas safety inspection will be carried out. If necessary the locks are changed and a notice pinned to the door advising the tenant to contact the Association for access to the property.

10. Once the gas safety inspection has been completed the Housing Officer will draw up a recharge invoice and send out to the resident.