

## GAS POLICY SUMMARY

### 1. Introduction

Landlord duties under the Gas Regulations.

- 1.1 Duty to safely maintain appliances and pipework;  
Duty to carry-out safety checks using a CORGI engineer at intervals not exceeding 12 months; Tenants provided with a copy of safety certificate within 28 days;  
Duty to maintain records for a minimum of 2 years.

### 2. Policy statement

- 2.1 Confirms Trafford Housing Trust's intention to diligently seek access for gas checks, either by agreement, Court Injunction or by Possession Order.
- 2.2 Confirms Trafford Housing Trust's methodology for ensuring:
- Only CORGI engineers used;
  - Responding to defects;
  - Taking legal action for failed access;
  - Keeping records and carrying out safety checks within 12 month.

### 3. Equality and diversity

- 3.1 Policy to be made available free of charge in a variety of formats, languages, audio tapes and large print, etc.

### 4. Leaseholders

- 4.1 Trafford Housing Trust is committed to extending opportunities for leaseholders to participate in scheme.
- 4.2 Annually Trafford Housing Trust will provide leaseholders with gas safety check reminders, together with safety advice and guidance.
- 4.3 Trafford Housing Trust will extend arrangements with its gas contractor to leaseholders at competitive rates.
- 4.4 The offer to participate will be included in the annual safety reminder.

## 5. Contract structure and contractor appointment

### 5.1 Collaborative working

Identifies how Trafford Housing Trust will collectively work with the gas contractor.

### 5.2 Contracting objectives

Sets the criteria to which a contractor must demonstrate a commitment to the provision of a quality service.

### 5.3 Performance management

Contractor and Trafford Housing Trust to jointly measure and monitor KPIs and meet formally.

### 5.4 Information Technology and Communication (ITC)

Identifies the frame work for data and information exchange.

### 5.5 Contractors commitment

Requires the contractor to demonstrate a commitment to all the foregoing.

### 5.6 Audited systems

The contractor will operate audited quality and technical management systems.

## 6. Tendering

### 6.1 Pre-qualification Questionnaire (PQQ)

Selection of contractors to be invited to tender shall be based upon a structured questionnaire.

### 6.2 European directives and Standing Orders

Trafford Housing Trust's tendering arrangements shall comply with EU regulations and the Trafford Housing Trust `s financial regulations.

## 7. Procedures

7.1 Confirms detailed procedures have been prepared to support this gas policy.

7.2 Identifies the four procedural documents and their scope.

## 8. Gas safety management and delegation

8.1 Investment and regeneration committee.

Responsible for reviewing policy every two years (or less) and shall approve the contract terms, conditions and gas procurement arrangements.

8.2 Director of I&R

Responsible for the operation of gas policy and procedures and for reviewing operational procedures as necessary.

8.3 Head of Service I&R

Responsible for maintaining policy and procedures up to date, communicating to staff and ensuring training delivered.

8.4 Regeneration Managers

Responsible for ensuring compliance with policy, procedures and regulations. PIU manager to be specifically responsible for appointing a competent engineer to manage.

8.5 Senior Engineer

Responsible for day to day management of gas, record keeping and technical and quality management.

## 9. Gas watch panel

9.1 Confirms the Trust's intention to maintain a stakeholder scrutiny panel.

9.2 Confirms the training to be provided to the Gas Watch Panel members.

9.3 Confirms the remit for the Gas Watch Panel to make recommendations for service improvements.

- 9.4 Confirms the membership profile of the Gas Watch Panel.
- 9.5 Confirms Trafford Housing Trust's plan to communicate effectively with tenants on gas safety and work with the Gas Watch Panel to achieve this.
- 9.6 Confirms Trafford Housing Trust's incentive scheme to promote access to properties for gas safety checks.

## 10. Access procedure

- 10.1 Confirms Trafford Housing Trust will operate an 11-month cycle of gas safety checks.
- 10.2 Confirms the existence of Trafford Housing Trust's detailed "Access Procedure" and where this can be found.
- 10.3 Confirms Trafford Housing Trust will use legal enforcement to get access.
- 10.4 Confirms Trafford Housing Trust's intention to use limiting or nuisance devices where there is a history of failed access.

## 11. Electrical heating appliances

- 11.1 Confirms Trafford Housing Trust will carry out annual safety checks to electrical heating equipment and carry out a detailed electrical inspection every five years.

## 12. Smoke alarms

- 12.1 Confirms Trafford Housing Trust will annually safety check smoke alarms fitted by the landlord at the time of gas safety checks.

## 13. Tenant own devices

- 13.1 Confirms Trafford Housing Trust will carry out safety checks to gas appliance fitted by the tenant.

## 14. Policy review

- 14.1 Confirms this policy will be reviewed every two years (or less as circumstances dictate).