



# DOVECOTES TMO

GAS SAFETY POLICY

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# Dovecotes Tenant Management Organisation

## Responsibility (Retained / Delegated)

		Dovecotes								
		Delegated or Retained	Is this a landlord Responsibility?			Organisation Responsible				
			Tenant	Lease-holder	Free-holder	TMO	WCC / WH			
<b>1.6</b>	<b>Gas</b>									
	1.6.1	Annual gas servicing, issuing gas safety certificates and associated repairs.	R	✓				✓		
	1.6.2	Replacement of gas appliances when they reach the end of their useful life. Or when it is no longer financially viable to repair. (when the repair costs 75% of the replacement value)	R	✓				✓		
	1.6.3	All gas works, unless otherwise included or delegated.	R	✓				✓		
	1.6.4	Gas heating systems:	A	Repair / Maintenance	D	✓	✓		✓	
			B	Replacement	R	✓	✓			✓
	1.6.5	Repair of gas appliances before they reach the end of their useful life.	D				✓			
	1.6.6	Carbon monoxide detectors installed by the Council.	D	✓	✓		✓			
	1.6.7	Safety check and test of gas installation at each change of occupancy of domestic dwelling, issuing of Landlords Gas Safety Certificate and associated repairs.	R	✓	✓			✓		

# Dovecotes Tenant Management Organisation

## Gas Safety Responsibility Chart

OVERALL ACCOUNTABILITY  
**DOVECOTES TMO BOARD**

RESPONSIBLE PERSON  
**AMIE MERRY**  
CHIEF OFFICER

COMPETENT PERSON  
**WARREN FRAYS**  
SENIOR MAINTENANCE OFFICER

# Gas Safety Policy

## General Statement

Dovecotes Tenant Management Organisation recognise and accepts its statutory responsibilities as a managing agent and committed to complying with the **Gas Safety (Installation and Use) Regulations 1998**.

Dovecotes TMO use **Wolverhampton Homes** as a contractor for the **delegated** responsibilities as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

**Wolverhampton Homes** also have **retained** responsibilities as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

In order to secure the health and safety of employees, members of the public, and others affected by its activities, (e.g. tenants, visitors and contractors etc.) **Dovecotes TMO** will monitor **Wolverhampton Homes** who have both the delegated and retained responsibility for this service provision to ensure that all installation and maintenance on the gas installation, appliance or flue will only be carried out by a competent, Gas Safe Register registered person.

When a problem arises related to gas safety at work, employees must immediately inform **Dovecotes TMO Senior Maintenance Officer** who will take the necessary measures required to instruct **Wolverhampton Homes** to investigate and remedy the problem.

## Arrangements

**Dovecotes TMO** will monitor **Wolverhampton Homes** who will:

- Ensure that all gas installations within the premises comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998.
- Ensure that we meet all our statutory and regulatory obligations around gas safety and maintenance.
- Ensure that all work and safety checks on any gas equipment are only carried out by competent Gas Safe Register registered people.
- Ensure that an annual gas safety check and servicing is carried out on all gas appliances and fittings we are responsible for maintaining.
- Ensure that gas appliances and fittings provided are properly maintained so that they remain in a safe, effective condition.
- Ensure that all gas appliances are safe and any that are not are repaired or removed from the premises.

- Ensure that any gas leaks are reported to the **Gas Provider** as soon as they are noticed and that any consequent supply disconnection is not restored until the fault is properly remedied.
- Put in place quality assurances and performance management arrangements to ensure that we are delivering excellent services to our customers.
- Promote the safe use of gas appliances by providing tenants with good advice and information.
- Ensure that suitable and sufficient records are kept and that tenants have copies.

### **Information and Training**

**Dovecotes TMO** will provide information, instruction and training for all employees to ensure that they are aware of the dangers and risks that can be associated with gas.

Gas work should only be carried out by Gas Safe Register registered people.

### **Policy Review**

This Gas Safety Policy will be reviewed annually or as legislation changes.

Review Date: **June 2019**

Chair (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Chief Officer (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_

