

ReSI Housing Limited Gas Safety Policy

1. Introduction

- 1.1. This policy applies to all operations, Property Managers and contractors acting on behalf of ReSI Housing Limited (**ReSI Housing** or the **Company**).
- 1.2. The purpose of this policy is to ensure that gas installations, appliances and associated systems within areas under ReSI Housing's responsibility are managed safely and in accordance with statutory requirements.
- 1.3. ReSI Housing aims to protect the occupants of its properties, visitors, staff, contractors and the general public, from the risks of gas so far as is reasonably practicable, and will provide sufficient resources to ensure this.

2. Responsibilities

- 2.1. The Board have the overall duty to ensure that the organisation has sufficient resourcing and processes in place to achieve and maintain statutory compliance to manage gas installations and the use of gas systems safely.
- 2.2. ReSI Housing may employ external contractors to carry out this work on its behalf, however, ReSI Housing will remain responsible for ensuring gas safety compliance is maintained for areas and properties that they are responsible for.
- 2.3. ReSI Housing will ensure that valid and in-date Gas Safety Records are maintained for gas installations and appliances within areas for which ReSI Housing has responsibility, including:
 - Communal and shared areas under ReSI Housing's control;
 - Leasehold properties at the point of first tranche sale, repossession or buy-back, where applicable.
- 2.4. The appointed responsible person will oversee compliance with the Gas Safety (Installation and Use) Regulations 1998 and associated Approved Code of Practice (ACoP L56),

including ensuring that relevant inspections, servicing and remedial works are completed within required timescales.

3. Contractors

- 3.1. Contractors undertaking gas-related work on behalf of ReSI Housing must be suitably qualified, competent and appropriately registered with the Gas Safe Register.
- 3.2. Contractors must undertake inspections, servicing, testing and remedial works in accordance with statutory requirements and current industry standards.
- 3.3. Contractors must provide all relevant certification and records following completion of works.
- 3.4. Contractors must immediately report any unsafe gas installation, appliance or associated risk identified during the course of their works

4. Competence and Training

- 4.1. ReSI Housing will ensure that employees involved in the management of gas safety receive appropriate information, instruction and training proportionate to their role and responsibilities.
- 4.2. Where employees are involved in managing gas safety as a significant part of their role, specific competency training will be provided.
- 4.3. ReSI Housing will use clear competency requirements when appointing relevant contractors, such as engineers undertaking LGSRs.

5. Approach and Processes

- 5.1. Where ReSI Housing has appointed a property manager to oversee the gas safety functions, ReSI Housing shall produce written processes and procedures as above and shall ensure that the managing agent adheres to those processes and procedures.

5.2. ReSI Housing will maintain written procedures and management arrangements to ensure compliance with gas safety obligations. These arrangements will include, as a minimum:

- A process for identifying and maintaining an accurate register of relevant premises containing gas installations, appliances or associated pipework;
- Arrangements for ensuring that gas safety inspections and servicing are completed within statutory timescales;
- Arrangements for maintaining records of inspections, servicing, defects and remedial works;
- Processes for managing unsafe installations and emergency situations;
- Arrangements for monitoring contractor performance and gas safety compliance.

6. Monitoring and Reporting

6.1. The named person with responsibility for gas safety will undertake monitoring sufficient to determine the extent to which the processes and procedures are adequate and being appropriately applied. The arrangements for undertaking this monitoring are to be documented as part of the management system for gas safety.

6.2. Gas safety compliance performance will be monitored through key performance indicators, including the percentage of properties and relevant areas requiring a Gas Safety Record that hold a valid and in-date certificate..

6.3. The KPIs for gas safety will be reported to the Board quarterly.

7. Legislation and Guidance

- Health and Safety at Work etc. Act 1974
- Gas Safety (Installation and Use) Regulations 1998
- Approved Code of Practice (ACoP) L56
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Defective Premises Act 1972
- Landlord and Tenant Act 1985
- Building Regulations Approved Document Part J
- Building Regulations Approved Document Part L
- Gas Industry Unsafe Situations Procedure (GIUSP)

Relevant guidance issued by the Health and Safety Executive (HSE) and Gas Safe Register

8. Policy Review

- 8.1. This policy will be reviewed as required or at least every two years to incorporate any changes in legislation or good practice.

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