

Gas Safety Policy

1. Policy statement

- 1.1. We are committed to ensuring the safety of everyone living in our homes.
- 1.2. To meet the requirements of all relevant legislation and regulation for homes under our control, we'll:
 - Repair and maintain gas pipework, flues and appliances, making sure that they are safe
 - Undertake a gas safety check on every gas appliance and system that is installed and owned by us for tenanted units and communal heating systems at least every 12 months,
 - Issue a copy of the Landlord Gas Safety Record (LGSR) to residents within 28 days of completion of the inspection
 - Display a copy of the Landlord Gas Safety Record (LGSR) in the communal area of a building where the gas appliance serves a communal heating system to multiple homes.
 - Keep detailed electronic information (for at least two years) of all LGSRs.
 - Provide a comprehensive service to deal with gas heating and hot water repairs and maintenance in accordance with A2Dominion's Prioritisation Policy.
 - Make sure that all gas installation, maintenance, and safety checks are conducted by a suitably qualified and registered Gas Safe engineer.
 - Make sure that all newly acquired properties have evidence in place to demonstrate that all gas heating and hot water installations meet the required standards and regulations.
 - Make sure that gas safety checks are conducted at the start of any new tenancy, mutual exchange and/or transfer and that the resident receives a copy of the LGSR prior to, or immediately after moving in.



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- 1.3. In any instance where a property has a capped gas supply, we will still need to check the capped gas supply and pipework every 12 months.
- 1.4. Our tenancy agreement includes specific terms and conditions for access to be given to undertake essential works. If access is not given, we will look at other option to make sure that we meet our legal obligations and keep our residents safe, this may include the use of forced access injunction.
- 1.5. Residents are responsible for immediately reporting any concerns with gas appliances and turning them off until they are checked by a Gas Safe registered engineer.
- 1.6. We will regularly inform residents of the importance of gas safety and emergency procedures in the event of gas escape/suspected carbon monoxide, through the provision of information on our website, in newsletters, and leaflets
- 1.7. The Director of Building Safety and the Head of Building Services will be responsible for actions and repairs, which will be monitored by the Group's compliance team.

2. Scope of this policy

- 2.1. This policy applies to all properties owned and managed by A2Dominion, including shared areas in those buildings and any other properties where A2Dominion has a legal interest.
- 2.2. Where A2Dominion does not hold responsibility for completing the gas safety maintenance and inspections e.g., where such obligations (legally or contractually) sit with a Managing Agent or a third party, we will use all reasonable options available to us to obtain evidence of compliance and will retain copies within our electronic records.
- 2.3. We do not undertake testing, maintenance and/or replacement of any gas safety equipment for shared owners or leaseholders, but we will communicate regularly with them to remind them of the importance of undertaking these checks.

3. Equality, diversity & inclusion statement

- 3.1 A2Dominion Group, colleagues, partners, stakeholders, and contractors are committed to providing services, which are relevant and appropriate to the needs of people. We will treat others fairly and without discrimination.

- 3.2 We will make sure that all our services relating to this policy are accessible and available for all customers as set out in the requirements of the Equality Act 2010.
- 3.3 An Equality Impact Assessment has also been undertaken for this policy with no further changes or actions needed.

4. Data protection statement

- 4.1. The protection of personal data is of great importance to A2Dominion Group and more than just a legal obligation.
- 4.2. A2Dominion Group and affiliate organisations are the data controllers registered with the ICO with the following registration numbers:
- A2Dominion Housing Group Limited: Z4843307
 - A2Dominion Homes Limited: Z9799978
 - A2Dominion South Limited: Z7835340
 - A2Dominion Housing Options Limited: Z5412073
 - A2Dominion Residential Limited: Z3391351
 - A2Dominion Developments Limited: ZA103931
 - Pyramid Plus London LLP: Z3594227
 - Pyramid Plus South LLP: Z3594230
- 4.3. Our data protection policy and procedures are governed by the Data Protection Act 2018. We collect and process personal information to provide housing services and to meet our contractual and legal obligations. All persons authorised to receive personal data are obliged to handle personal data in accordance with applicable laws and regulations at all times.
- 4.4. For information on how we collect, store, process, and use customers' personal data, please visit our website on www.a2dominiongroup.co.uk/privacy-and-cookie-policy.
- 4.5. For employee related privacy statement, please contact our HR team at people.support@a2dominion.co.uk. You can also contact the Data Protection Officer / Data Compliance team at governance@a2dominion.co.uk.

5. Policy review

- 5.1. We will review this policy at least once every 2 years to make sure it remains relevant and accurate or more frequently where:

- Legislation/regulation or industry changes require otherwise, making sure that it continues to meet our aims and industry best practice.
- We identify any problems or failures in this policy as a result of customer and/or stakeholder feedback, complaints, or findings from any independent organisations.
- We become aware of any other circumstances which may affect the content of this policy.

6. Associated documents

- 6.1. This Gas Safety Policy will operate in conjunction with relevant site or departmental policies and procedures.
- 6.2. This policy is supported by the Health and Safety Management System which sets out our operational and procedural activities.