



# Gas Safety Policy

**Next Review:  
March 2029**





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<b>Approved by</b>	Gavin Wright		
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<b>Owner</b>	Gavin Wright - Head of Property Management		
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<b>Care Standards this policy helps to achieve</b>	<input type="checkbox"/> <a href="#">Standard 1</a> <input type="checkbox"/> <a href="#">Standard 4</a>	<input type="checkbox"/> <a href="#">Standard 2</a> <input checked="" type="checkbox"/> <a href="#">Standard 5</a>	<input type="checkbox"/> <a href="#">Standard 3</a>



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## 1. Introduction

- 1.1 Bield Housing & Care (Bield) is committed to safeguarding the health, safety, and wellbeing of its employees, tenants, residents, contractors, and members of the public. Heat and hot water across most Bield properties is provided either through commercial gas installations serving multiple dwellings or domestic gas installations serving individual properties. Bield recognises that gas installations (pipework, appliances, flues, and fittings) can present significant risks if not subject to regular safety checks, maintenance, and repairs in accordance with legislative requirements.
- 1.2 The use of gas as a fossil fuel carries inherent risks, including carbon monoxide poisoning, gas poisoning, asphyxiation, and fire or explosion. These hazards may result in serious injury, loss of life, substantial property damage, and significant financial and reputational harm to the organisation.
- 1.3 Bield has a legal duty, so far as is reasonably practicable, to ensure the health, safety, and wellbeing of employees and others who live in, work in, or visit its properties. This includes tenants, contractors, visitors, and members of the public. Bield will implement and maintain robust gas safety management arrangements to prevent harm arising from gas or carbon monoxide exposure in properties it owns and manages.
- 1.4 This policy sets out Bield's responsibilities for gas safety and the management arrangements in place to ensure compliance with relevant legislation. This policy is supported by a comprehensive Gas Safety Management Plan, which provides further detail and should be read in conjunction with this policy.

## 2. Aims and Objectives

- 2.1 The aim of this policy, supported by the management plan, is to ensure that Bield, as a landlord and employer, understands and complies with its statutory duties under all relevant gas safety legislation.
- 2.2 The objectives of this policy, supported by the management plan, are to:
  - Identify all applicable gas safety legislation and define Bield's statutory duties and responsibilities as a social landlord and employer.
  - Define the scope and application of the policy and how relevant legislation applies to the organisation.
  - Identify the risks to life and property associated with gas safety and the control measures to be implemented.
  - Define the roles, responsibilities, and management arrangements for the effective management of gas safety.
  - Describe how the policy will be implemented, monitored, and assured to ensure ongoing compliance with legislation and this policy.
  - Ensure that gas safety arrangements are clearly communicated and understood by all employees.

## 3. Policy Scope

- 3.1 This policy applies to all commercial and domestic gas installations (supplies, pipework, flues, appliances, and fittings) within properties owned and managed by Bield, this includes tenanted properties, communal areas, plant rooms, our offices, and any other places where there is a gas supply. Where we are not the freeholder of any properties which are within our control, the responsibility for gas safety management will be clearly defined within the management agreement.



- 3.2 This policy applies to all work streams associated with working on or around gas supplies, appliances, pipework, flues, and associated fittings including:
- Domestic annual gas safety checks and servicing of appliances in line with manufacturer's instructions
  - Commercial annual gas safety checks and servicing of associated plant room components
  - Ongoing effective maintenance
  - Safety checks for unvented cylinders
  - Void gas safety checks
  - Mutual exchange gas safety checks
  - Carrying out gas tightness tests (to confirm no gas leaks)
  - Visual checks of tenant's own appliances (e.g., cookers)
  - Responsive heating/hot water repairs
  - Planned capital works affecting gas supplies, pipework, appliances, flues, and fitting (e.g., Kitchens, bathrooms, and roofs)
  - New properties being developed or acquired.
  - Adequate provision of carbon monoxide detection
- 3.3 This Policy applies to all Bield staff, the board members, tenants, owners, contractors, and any visitors to our buildings including members of the public.
- 3.4 This policy does not apply to gas installations where we are not the freeholder or where we are not stated within the management agreement for any properties under our control.
- 3.5 This policy does not apply to any other forms of heating other than gas. For electrical forms of heating and hot water please refer to the Electrical Safety Policy.

## 4. Regulatory Framework

- 4.1 The **Scottish Housing Regulator (SHR)** monitors, assesses, reports, and liaises on performance of gas safety for social landlords through ARC indicator 11 and the Annual Assurance Statement to inform regulatory activity and engagement. The SHR liaise with HSE on gas safety matters for social landlords. If Bield do not adhere to legal and regulatory requirements the SHR will engage with our organisation. We also have a duty to notify the regulator in specific circumstances in relation to gas safety where we have not met legal requirements.
- 4.2 The **Health and Safety Executive (HSE)** has a role to ensure that employers and social landlords meet their legal duties to maintain gas installations in a safe condition, including annual safety checks, maintenance, and record-keeping, and taking action against those who fail to comply. The HSE will enforce gas safety legislation and may prosecute employers and landlords who fail to meet their gas safety responsibilities.
- 4.3 **Gas Safe** is appointed by HSE and hold the official register of competent qualified gas engineers in the UK, to ensure that only registered engineers perform gas work. Gas Safe carry out inspections on registered businesses and engineers and investigate instances of poor workmanship, unsafe situations, and illegal gas work. Gas Safe work closely with the HSE to ensure safe gas work and protect the public.

## 5. Legislation, Regulations, ACOPS, Standards and Guidance

- 5.1 Bield will comply with all applicable gas safety legislation and regulatory requirements. Set out below is the principal legislation, regulations, standards, and guidance which applies to gas safety management for our organisation (please refer to the supporting management plan which outlines in more detail how the main legislation applies in relation to our organisations gas safety duties as an employer and landlord):



- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- The Pressure Systems Safety Regulations 2000
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)
- L56 Approved Code of Practice (ACOP)- Safety in the installation and use of gas systems and appliances Gas Safety (Installation and Use) Regulations 1998
- L122 Approved Code of Practice (ACOP) – Pressure Systems Safety Regulations
- The Gas Industry Unsafe Situations Procedures (GIUSP)
- Housing Scotland Act/s
- Scottish Social Housing Charter (SHQS)
- The Scottish Secure Tenancy Agreement
- Building Standards (Scotland) Regulations 2014
- The Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEARR)
- Construction, (Design and Management) Regulations 2015
- The Workplace (Health, Safety and Welfare) Regulations 1992
- IGEM/G/11 The Gas Industry Unsafe Situations Procedures (GIUSP)
- Guidance leaflet INDG285 (rev 3): A Guide to Landlord's Duties
- Technical bulletins and industry safety alerts (Gas safe)
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Control of Substances Hazardous to Health Regulations 2002
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 1992

## 5.2 Failure to properly discharge our legal responsibilities could result in:

- Criminal Prosecution by the Health and Safety Executive under Health and Safety at Work Act and GSIUR.
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- Non-compliance leading to SHR regulator engagement and intervention
- Unconsciousness, ill health, Injury, loss of life and services
- Reputational damage
- Financial losses
- Loss of confidence by stakeholders in the organisation
- Civil claims made by people who have suffered harm or loss.

## 6. Roles and Responsibilities

- 6.1 The Core gas safety roles and responsibilities for Bield staff are listed below, with more detailed roles and responsibilities set out within the supporting gas safety management plan.
- 6.2 **The Chief Executive Officer (CEO)** is the statutory duty holder and has overall responsibility for compliance with health and safety legislation, including gas safety. With appropriate delegation and support from Bield officers, the CEO will ensure that effective policies, procedures, and governance arrangements are in place, and that adequate resources are provided to enable effective implementation, delegation of responsibilities, and training of key personnel.
- 6.3 **The Chief Operating Officer** will support the CEO in discharging statutory duties as required and will deputise in the CEO's absence.
- 6.4 **The Director of Assets** is responsible for the implementation of this policy and for ensuring that appropriate gas safety management arrangements and resources are in place to achieve



legislative and policy compliance.

- 6.5 **The Head of Property Management** is responsible for ensuring this policy and the supporting management plan are reviewed and updated at the required frequency and remain accurate and aligned with current legislative requirements and gas safety management arrangements. The role also includes setting and managing gas safety budgets and providing effective oversight of Gas Safety Management Arrangements, including obtaining appropriate assurance that Bield is meeting its legislative and policy obligations.
- 6.6 **The Compliance Manager** is responsible for the oversight and management of the annual gas safety inspection and servicing programme, including associated remedial works. They will ensure that appropriate operational resources, systems, and processes are in place to achieve compliance with gas safety legislation, this policy, and the supporting management plan.
- 6.7 **The Compliance Officer** is responsible for the day-to-day delivery of the annual gas safety inspection and servicing programme and associated remedial works. They will work closely with appointed contractors and internal stakeholders to ensure gas safety management arrangements are implemented in accordance with the policy and supporting management plan.
- 6.8 **The Compliance Assistant** will support the Compliance Officer in the day-to-day delivery of gas safety management arrangements and will deputise in their absence.
- 6.9 **The externally appointed third-party auditor** is responsible for auditing up to 10% of all completed safety checks across domestic and commercial gas installations. This includes on-site inspections to verify work has been completed to the required standard, together with a review of gas safety records. The auditor will produce findings report, which will be shared with the appointed Gas Contractor, who will undertake any required remedial works.

## 7. Gas Safety Policy Arrangements

- 7.1 The Gas Safety Management Plan supporting this policy sets out the detailed arrangements through which Bield will comply with all applicable gas safety legislation and this policy. The key arrangements in place to manage gas safety include the following:
  - All commercial and domestic gas installations within properties owned or managed by Bield will be accurately identified, with clear ownership of responsibilities for safety checks, maintenance, repair, renewal, and required frequencies.
  - For all properties where Bield is responsible for gas safety checks and servicing, an annual gas safety check and service, including a gas tightness test, will be completed to confirm appliances are safe and properly maintained. This will include a visual check of residents' gas appliances where applicable.
  - A valid and complete Landlord Gas Safety Record (LGSR), containing all statutory information, will be issued for all completed domestic gas safety checks and provided to tenants within 28 days. LGSRs will be retained until two subsequent records have been completed for the property.
  - For commercial gas installations, a valid and complete commercial gas safety record will be issued. Where residential properties are supplied by a commercial installation, a copy of the record will be displayed in a prominent location within 28 days of completion and provided to tenants upon request.
  - All properties with a gas supply will hold a current and valid gas safety record confirming that landlord appliances are safe to use and that all required remedial works have been completed. Gas safety checks and records will be completed prior to the anniversary of the previous inspection. Properties with capped gas supplies will also be reviewed annually.
  - A full gas safety check will be completed for all void properties and mutual exchanges prior to re-



occupation or completion of the exchange.

- Compliance will be maintained with all relevant legislation, including the Gas Safety (Installation and Use) Regulations 1998 (GSIUR).
- Only businesses and engineers registered with the Gas Safe Register will be appointed to undertake gas work, in line with legal requirements.
- Appropriate systems and software will be used to accurately record gas assets, manage inspection cycles, track remedial actions, and ensure works are completed within required timescales and standards.
- Suitable and sufficient emergency arrangements will be in place to respond to gas-related, carbon monoxide, and associated health and safety incidents.
- Robust governance, oversight, and supervision arrangements will be maintained to support effective implementation of this policy and the Gas Safety Management Plan. Relevant documentation will be made available to staff, and those with gas safety responsibilities will be required to understand and comply with their role requirements.
- Adequate resources will be in place to manage customer relationships and tenancy agreements, ensure residents are informed of gas safety requirements, and support lawful access processes.
- Data relating to gas safety will be managed robustly to provide assurance of statutory compliance as both an employer and landlord, with prompt action taken to address any identified system or data failures.
- Certification and site works will be completed to the required standard, supported by appropriate third-party audit and assurance arrangements.
- Bield will cooperate fully with regulatory, statutory, and enforcing bodies, including Gas Safe, the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE), and local authorities.

## **8. Governance and Oversight**

- 8.1 Bield have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to gas safety and to assure ourselves that we have implemented and are complying with this policy and the supporting management plan.
- 8.2 The current levels of Governance and Assurance we have in place are set out below and further detailed in section 5 of the management plan:
- The Board
  - The Executive Management Team
  - The Health and Safety Working Group
  - The Audit Performance and Risk Committee
  - The Business Development Committee
  - The Operational Management Team

## **9. Performance and Assurance**

- 9.1 Operational gas safety compliance performance and assurance are provided in real time through the compliance system, which records all assets for which Bield has gas safety responsibilities. This system is the primary source of assurance and will be used to provide reporting and evidence of compliance to the forums identified in Section 8.



## **10. Training and Awareness**

- 10.1 All colleagues with responsibilities for gas safety will receive appropriate, role-specific training. A training needs analysis will be carried out to ensure the training is targeted and relevant.
- 10.2 All colleagues whose roles are referenced in this policy and the supporting Gas Safety Management Plan are required to read and understand these documents. Line managers are responsible for ensuring their team members have read the documents, understand their responsibilities, and complete all relevant training.
- 10.3 Anyone undertaking gas work in Bield-owned or managed properties must be Gas Safe Registered and hold the appropriate competencies for the type of work being performed.

## **11. Data Integrity and Record Keeping**

- 11.1 In terms of data integrity, Bield will use compliance software and the core housing management system to:
  - Maintain a complete list of assets for which Bield has a legal duty regarding gas safety.
  - Generate and manage the annual gas safety check and maintenance programme for both domestic and commercial assets.
  - Monitor programme delivery, including meeting anniversary deadlines and recording access attempts.
  - Store all records to demonstrate legal compliance.
  - Produce performance reports to provide accurate assurance on gas safety.
- 11.2 In terms of record keeping, Bield will:
  - Retain all records relating to Landlord Gas Safety Records (LGSRs), including rectification works for any defects, warning notices, and other remedial actions.
  - Keep each gas safety record until two subsequent checks have been completed; for removed appliances, records will be retained for two years after the last safety check.
  - Retain reports from third-party independent audits to document key findings and any required remedial actions by the contractor.

## **12. Monitoring and Review**

- 12.1 The Head of Property Management, supported by the Compliance manager will be responsible for reviewing this policy every five years, or sooner if there are any legislation changes, significant changes to the management arrangements, after a gas incident or if it is believed the Gas Policy or management plan are no longer suitable or robust.



## Appendix 1 Equality Impact Assessment

1	<b>Title of Policy to be assessed:</b> Gas Safety Policy
2	<b>Date:</b> 21/03/26
3	<b>Lead Officer/Manager:</b> Gavin Wright
4	<b>EQIA Team (who will be involved):</b> Zhan McIntyre
5	<b>Director/Manager:</b> Drew Moore
6	<b>Is the function or policy existing, new, or review:</b> Review
7	<p><b>Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided:</b></p> <p>The purpose of this policy is to  <b>Set out how we will comply with safety regulations relating to gas safety</b>  <b>The policy applies to all Bield colleagues</b></p>
7a	<b>Who should benefit from the policy (target population):</b> All Bield colleagues and customers
7b	<b>Linked policies, functions:</b> Are there any other functions, policies, or services, which might be linked with this one for this exercise? Please list.
8	<p><b>State whether the policy will have a positive or negative impact across the following factors and provide initial comments/observations.</b></p> <p><b>Age:</b> Older people, people in the middle years, young people, and children.</p> <p><b>Disability:</b> includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems.</p> <p><b>Maternity and civil partnership</b>  <b>The policy will have no impact on people expecting or recently giving birth or within a civil partnership</b></p> <p><b>Race:</b> Minority ethnic people (includes Gypsy/Travelers, non-English speakers).</p> <p><b>Religion or belief:</b> includes people with no religion or belief.</p> <p><b>Sex:</b> Women, men, and transgender people (include issues relating to pregnancy and maternity).</p> <p><b>Gender reassignment:</b> The process of changing or transitioning from one gender to another.</p> <p><b>Sexual orientation:</b> Lesbian, gay, bisexual, and heterosexual people.</p> <p><b>People in remote, rural, and/or island locations</b></p> <p><b>People in different work patterns:</b> e.g., part-/full-time, short-term, job share, seasonal</p> <p><b>People who have low literacy</b></p> <p><b>People in different socio-economic groups</b> (includes those living in poverty/people on a low income)</p>



	<b>Population groups</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Comments</b>
	Age	<b>No direct impact</b>	<b>No direct impact</b>	
	Disability	<b>No direct impact</b>	<b>No direct impact</b>	
	Maternity and civil partnership	<b>No direct impact</b>	<b>No direct impact</b>	
	Race	<b>No direct impact</b>	<b>No direct impact</b>	
	Religion or belief	<b>No direct impact</b>	<b>No direct impact</b>	
	Sex and Gender reassignment	<b>No direct impact</b>	<b>No direct impact</b>	
	Sexual orientation	<b>No direct impact</b>	<b>No direct impact</b>	
	People in remote, rural, and/or island locations	<b>No direct impact</b>	<b>No direct impact</b>	
	People in different work patterns	<b>No direct impact</b>	<b>No direct impact</b>	
	People who have low literacy	<b>No direct impact</b>	<b>No direct impact</b>	
	People in different socio-economic groups	<b>No direct impact</b>	<b>No direct impact</b>	
9	<b>What evidence do you have for the statements you have made above? Focus on:</b> <ul style="list-style-type: none"> <li>• Needs and experiences;</li> <li>• Uptake of services; N/A</li> <li>• Levels of participation. N/A</li> </ul>			



10	<b>From the evidence set out what actions, if any, will you take where the negative impact has been identified:</b>	
<b>Population groups</b>	<b>Proposed action</b>	<b>How will it address the negative impact?</b>
Age	N/A	N/A
Disability:	N/A	N/A
Maternity and civil partnership	N/A	N/A
Race	N/A	N/A
Religion or belief	N/A	N/A
Sex and Gender reassignment	N/A	N/A
Sexual orientation	N/A	N/A
People in remote, rural, and/or island locations	N/A	N/A
People in different work patterns	N/A	N/A
People who have low literacy	N/A	N/A
People in different socio-economic groups	N/A	N/A
<b>Briefly explain how the policy contributes to our equality and diversity values by answering the following questions:</b> <ul style="list-style-type: none"> <li>• How will it provide equality of access to services, information, and employment?</li> <li>• Does it or could it celebrate diversity?</li> <li>• Will it or could it promote good relationships within and between communities?</li> <li>• How will it provide good quality, inclusive services?</li> </ul> <p>N/A</p>		
<b>Any additional information, questions, or actions required? Please explain.</b>		
<b>Sign off:</b> <b>As Director I am satisfied with the results of this EIA</b> <b>The findings will be referred to within Service Plans and target set. The Action Plan will be reviewed annually within Business planning reporting.</b>		
<b>Signature:</b>		<b>Date:</b>



**Speaking your language - we are happy to translate our policies on request.**

يمكن ترجمة سياساتنا عند الطلب  
إذا كنت بحاجة إلى مساعدة ، فيمكننا توفير مترجم

**Nasze zasady mogą być przetłumaczone na żądanie.  
Jeśli potrzebujesz pomocy, możemy zapewnić tłumacza**

我们的政策可以应要求翻译。  
如果您需要帮助，我们可以提供翻译

ہماری پالیسی کا درخواست پر ترجمہ کیا جاسکتا ہے۔  
اگر آپ کو مدد کی ضرورت ہو تو ہم ایک ترجمان فراہم  
کرسکتے ہیں