

ANNUAL GAS SAFETY CHECK

All the Association's properties have a gas supply in the property therefore it is vital that you give access to Kingsridge Cleddans Housing Association's gas contractor, City Building, to carry out an annual service of your heating appliances. The Association as landlords are required by law to carry out this service every 12 months. This service work is for your own safety and the Association rely upon your co-operation to undertake this important task.

City Building will contact you in writing giving a specific date when an engineer will call to carry out the service. If this date is not suitable, the Association would appreciate if you could contact the contractor by telephone on **0800 595 595** to make alternative arrangements. All engineers carry identification and will be pleased to produce this for you. If you are still unsure, please do not hesitate to contact our office. The annual service takes approximately 45 minutes to carry out. The types of things the engineer will assess as follows:

- Are gas fumes being drawn away from the gas boiler in accordance with current standards?
- Is there enough ventilation in the property to allow circulation of air?
- If the system has a combi boiler, is the pressure gauge working?
- Are the radiators working properly?
- Is there any visual evidence of damage to the pipe work or flue?
- Also, an overall assessment is made of whether the boiler is safe to use.

Please note that the check only covers the appliances that are owned/installed by Kingsridge Cleddans Housing Association i.e. Boilers. Your gas cooker is not included in the service and is your own responsibility to have this serviced and maintained.

IDENTIFIED DEFECTS

You will be left with a copy of the certificate, which the engineer will ask you to sign. The Association also receives a copy of this certificate. The contractor will undertake any necessary work required at the time of the service, if possible. However, it may be necessary to return later if parts require to be ordered.

During the annual gas safety check the contractor will identify any defects within the heating system and record these on the certificate. The following three categories are used:

- 1. "Immediately Dangerous"** - If any aspect of the system is deemed to be immediately dangerous, the contractor will disconnect the appliance, seal the gas supply and issue a warning label on the appliance. The contractor will advise the Association of the defect to allow us to instruct repair work.
- 2. "At Risk"** - If any aspect of the system is deemed to be potentially dangerous, the contractor will put a warning label on the appliance and advise the tenant not to use the appliance. The contractor will advise the Association of the defect to allow us to instruct repair work.
- 3. "Not to Current Standards"** - If any aspect of the system is deemed to be "not To current standards" the contractor will record this on the certificate which will be passed to the Association. There is no need to carry out repair work in such cases. The Association may however decide later to undertake this work as part of a planned or cyclical repair programme.

NB: if there is any threat to tenant safety, the defect will be marked as immediately or potentially dangerous.

GAS LEAKS

If you **smell gas**, please follow the procedure outlined below:

- Switch off any working gas appliances.
- Put out cigarettes and do not use matches or naked flames
- Do not use any lights, electrical switches or doorbells.

- Open doors and windows to ventilate the property, keep them open until the leak is fixed.

- Phone the emergency Scottish Gas Networks, (SGN) telephone number **0800-111-99**; it should be noted that if you phone SGN about a gas leak they will respond within a few hours and will require someone to be present to allow them access.

CARBON MONOXIDE POISONING

Carbon Monoxide poisoning can be caused by faulty gas appliances. Signs of carbon monoxide poisoning are not always obvious, although symptoms such as

drowsiness, headaches and tiredness can occur. It is important that you remember the following:-

- Never use a gas appliance if you think it is not working properly.
- Some signs to look for include yellow flames, soot or stains around the appliance or pilot lights that frequently blow out.
- Never cover an appliance or block the vents.
- Never block or cover outside flues.
- Never block or cover ventilation grilles (window/wall)

If you have any doubts about the safety of your gas heating system, please contact the Association without delay.

Summary of landlord responsibilities

The Association has responsibilities under the Gas Safety (Installation and Use Regulations 1998) to: -

- Maintain all gas fittings and appliances which were installed by the Association in a safe condition
- Ensure that all maintenance and safety checks are carried out by a GAS SAFE registered installer
- Obtain an annual Landlord's Safety Record (Form CP12) for each of our properties which has a gas supply
- Keep copies of these certificates for 2 years
- Provide tenants with a copy of the landlord's safety certificate

Access requirements

It is a requirement of the Tenancy Agreement that tenants allow our contractors access to the property to carry out statutory works and any necessary repairs. We will give you notice when access is required.

If we are unable to gain access despite having given advance notice or you persistently refuse access to contractors, then we will have the right to make forcible entry.

If we are required to make forcible entry, you will be liable for the costs of any damage reasonably caused.

Any legal costs arising from this process will also be recharged against you.