

# Temporary Accommodation - Gas Management Plan

August 2025

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## **1. Purpose and scope**

This policy defines the Councils approach to ensure that all gas and heating systems within its temporary accommodation properties are effectively inspected, maintained, managed, and remain safe.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including how to manage gas and other heating fuels, and that homes are fit for habitation. The Council must treat any incident relating to gas and other heating fuels management with the utmost seriousness and act promptly to protect residents.

## **3. Gas and electric heaters**

### **Gas**

Regulation 36 of The Gas Safety (Installation and Use) Regulations requires the Council to ensure that gas heating installations are maintained in a safe condition. This applies to:

- a) Any relevant gas fitting meaning:
  - i) Any gas appliance (other than an appliance which residents are entitled to remove from the relevant premises) or any installation pipework installed in any relevant premises: and
  - ii) Any gas appliance or installation pipework, which directly or indirectly, serves the relevant premises and which either-
    - Is installed in any part of the premises in which the landlord has an estate or interest; or
    - Is owned by the landlord or is under their control, except that it shall not include any gas appliance or installation, pipework exclusively used in a part of the premises occupied for non-residential purposes.
- b) Any flue which serves any relevant gas fitting, to prevent the risk of injury to any person in lawful occupation of relevant premises.

Regulation 36 also requires, amongst other things, that a landlord shall ensure that:

- Each appliance and flue is checked for safety within 12 months of being installed and at intervals of not more than 12 months since it was last checked for safety.
- Such checks are carried out by those persons who are a member of a class of persons approved by the HSE e.g. Gas Safe Register.
- In any room occupied or to be occupied as sleeping accommodation by a customer, there is not fitted a relevant gas fitting of a particular type
- Written records are kept giving details of appliances or flues checked, dates of checking, any defects identified, and remedial action required/taken.

### **Electric storage heaters**

There is no requirement to service these annually, therefore a visual inspection will be carried out as part of the periodic electrical test and the testing engineer will check the condition of the unit and controls and note any defects.

## **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Health and Safety at Work Act 1974
- Building Regulations (England & Wales)
- The Gas Safety (Installation & Use) Regulations (GSIUR)
- The Gas Safety (Management) Regulations
- The Smoke and Carbon Monoxide Alarm (England) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Heating Equipment Testing and Approval System (HETAS) recommendations and industry standards.
- Manufacturer's instructions

## **The Health and Safety Act at work 1974**

The Health and Safety at Work Act 1974 (HSWA) places a general duty of care on the Council to ensure the health, safety, and welfare of residents placed in temporary accommodation, including in relation to gas safety. This means the Council must ensure gas appliances, pipework, and flues are safe, properly maintained, and regularly checked.

## **Building Regulations (England & Wales)**

The Council has a legal obligation under the Gas Safety (Installation and Use) Regulations 1998 to ensure the safety of gas appliances and fittings in their temporary accommodation properties. This includes regular safety checks and maintenance. The Council must have a gas safety check carried out by a Gas Safe registered engineer for all gas appliances and flues they provide for residential use either annually or every time a property becomes vacant and prior to new residents taking up occupancy.

## **The Gas Safety (Installation & Use) Regulations (GSIUR)**

Under the Gas Safety (Installation & Use) Regulations (GSIUR), the Council is responsible for ensuring the safety of gas appliances and flues in their temporary accommodation properties. This includes regular maintenance, repairs, and annual gas safety checks by a Gas Safe registered engineer. They must also keep records of these checks. Additionally, the Council must ensure there is a carbon monoxide alarm in any living accommodation where a gas appliance is installed.

## **The Gas Safety (Management) Regulations**

The Council must ensure gas equipment in their temporary accommodation is safely installed and maintained by a Gas Safe registered engineer including an annual gas safety check on each appliance and flue or the when the property becomes vacant.

## **The Smoke and Carbon Monoxide Alarm (England) Regulations**

The Smoke and Carbon Monoxide Alarm (England) Regulations requires the Council to install working smoke and carbon monoxide alarms in its temporary accommodation properties, and to maintain them. The Council is responsible for ensuring these alarms are in working condition on the first day of a new licence.

## **Heating Equipment Testing and Approval System (HETAS) recommendations and industry standards.**

The Council is legally obligated to ensure the safety of gas appliances and flues in their temporary accommodation properties, with HETAS and industry standards playing a key role. This means the Council must comply with the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) and have an annual gas safety check conducted by a Gas Safe registered engineer.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Council has a responsibility to report certain gas-related incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This includes reporting dangerous gas appliances, fittings, or work that could cause harm, as well as serious accidents and near misses involving gas.

### **Manufacturer's instructions**

The Council is legally obligated to maintain gas appliances and pipework according to manufacturer's instructions. This includes regular servicing and annual gas safety checks, ensuring the safety of residents.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to ensure that gas management is managed and maintained safely.

The Council will ensure each property has the appropriate gas safety checks undertaken for each new licence and/or on an annual basis.

The Council will immediately implement any remedial action required to resolve any high-risk results identified.

The Council will ensure all approved contractors are qualified and competent to carry out the specific tasks that they've been assigned

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any gas concerns or issues to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all servicing and maintenance records are kept up to date and readily available.

Customers requests for fitting their own gas appliances will be refused.

## **6. Gas management procedure**

The Council will follow the following procedure for the installation, maintenance and servicing of domestic gas appliances in accordance with associated manufacturers, statutory and regulatory legislation.

When any work is carried out in relation to gas appliances and other fittings, all contractors will be competent and hold a valid certificate of competence for each work activity that they undertake.

Any works to existing system/equipment i.e. boiler, cylinders tanks, flues, radiators etc. and fit specified replacement gas fired central heating system which may include renewal of gas installation pipe work, will be undertaken in accordance with manufacturer's instructions, relevant standards and regulations.

The whole of the works shall be installed in accordance with the appropriate manufacturer's installation instructions and comply with the requirements of the Gas Safety (Installation and Use) Regulations, current I.E.E Wiring Regulations, current Building Regulations and all other stated Byelaws, Regulations and British Standards/Codes of Practice.

All servicing/repairs shall be carried out with due regard to the manufacturer's appliance installation and servicing instructions. All works and materials will comply with the requirements of the Gas Safety Regulations and all other stated Byelaws, Regulations, British Standards and Codes of Practices.

In compliance with current Regulations, the council will carry out an annual service of all gas appliances and/or when a new license commences.

As a result of this service, if the appliance is found to be in a poor condition and/or beyond economical repair, the appliance will be recommended for replacement.

At the time of the service, the smoke detection system will also be checked and any issues reported.

Carbon monoxide detectors will also be checked and if necessary, replaced and any issues reported.

To comply with The Smoke and Carbon Monoxide Alarm Regulations, the heating engineer must ensure that a Carbon Monoxide detector is fitted in any room containing a gas boiler or gas fire.

Classification of defective appliance/installation may fall within one of the following two categories:

- Immediately Dangerous or
- At Risk

In the event of an appliance/installation being classed as immediately dangerous or at risk, then the following will apply:

- a) If classed as “immediately dangerous”, the Council will appoint a qualified gas safety engineer to disconnect the appliance/installation and cap off the gas supply.
- b) If classed as “at risk”, the Council will ensure the appliance/installation is turned off immediately.

It is suggested that all boilers are given a life cycle of 15 years where appliance age is known or from date of install to help manage this process. The Council will maintain a record of age of the appliance where known or use any details received from the property condition surveys recommending future replacement units for each property.

When undertaking planned or responsive property work such as roofing, plumbing, building, refurbishment etc. ALL contractors and tradespersons have legal responsibilities and obligations to plan, manage and monitor construction work and ensure their work does not affect the safety of gas installations.

## **7. Addressing gas safety management issues**

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 901390, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred’s Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers a gas safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident.
- If someone can already smell gas and/or think there could be a leak, they should call Cadent immediately on 0800 111 999 (at any time of the day or night). The smell of gas within a property can be alarming and should be treated seriously.
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help prevent future issues from arising.