GRANVILLE Community Homes



GAS SAFETY POLICY

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Contents

Section 1
Granville's Policy Statement.....2

Section 2
Policy Context
Purpose.....2
Scope.....2
Definitions.....3
Legal & Regulatory Framework.....3

Section 3
Roles & Responsibilities
Board of Directors.....3
CEO.....3
COO.....3
Housing Manager.....3
Data & Audit Officer.....3
Managing Partners.....3
Landlords (Head Lease Owner).....3

Section 4
Compliance
Compliance Tracking.....4
Non-Compliance Escalation.....4
Monitoring, Reporting & Assurance.....4

Section 5
Equal Opportunities.....4

Section 6
Related Documents.....5

Section 7
Revision History & Document Control.....5

Section 1 – Policy Statement

Granville Community Homes is committed to ensuring that all homes containing gas installations or appliances are managed in a way that protects residents from the risks associated with gas, including gas leaks, fire, explosion, and carbon monoxide. Every applicable property must have a current and valid Landlord Gas Safety Record before occupation and throughout the tenancy. Gas safety checks will be completed at least annually by an appropriately qualified Gas Safe registered engineer, with checks planned sufficiently in advance to minimise the risk of certificates expiring. Where appropriate, checks may be completed within the permitted two-month window before the due date while retaining the existing anniversary date.

Responsibility for arranging gas safety checks and associated maintenance must be clearly established for every property through the relevant lease, management, or contractual arrangements. Where checks are undertaken by a property landlord or managing partner, Granville retains appropriate oversight and assurance that statutory requirements have been met. A property will not be newly let without a valid gas safety record, and residents will be provided with the record before occupation and following subsequent checks within the required statutory timescales.

Gas appliances, flues, and relevant installation pipework will be maintained in a safe condition, with servicing undertaken in accordance with manufacturers' instructions and any identified defects addressed promptly. Unsafe appliances must not remain in use until the defect has been appropriately remedied.

Where access cannot be obtained, reasonable and proportionate attempts will be made and documented, with appropriate escalation to secure access without using unlawful means. Where another landlord or responsible party fails to fulfil their obligations, Granville will escalate the matter immediately and, where legally and contractually permitted, take appropriate action to ensure residents are not exposed to avoidable gas safety risks.

Section 2 – Policy Context

Purpose

This policy ensures every gas appliance and flue Granville is responsible for is checked annually by a Gas Safe registered engineer and that no property is left without a valid safety record, given the severe consequences of gas safety failure.

Scope

Granville Community Homes ("Granville") is a registered provider whose stock is predominantly held on head-leases and let as supported/exempt accommodation. Day-to-day repairs and safety compliance activity for leased properties is typically split between the landlord (structural/major repairs, per the lease) and the managing partner

or Granville (responsive repairs, certificate scheduling and reporting), so clear allocation of responsibility in the lease and management agreement is essential to safety compliance. This policy applies to every property with gas appliances that Granville lets, however it is managed, and fixes who (Granville, landlord, or partner) is responsible for arranging and evidencing each annual check.

Definitions

Landlord gas safety record (CP12): the annual safety check certificate confirming gas appliances and flues are safe to use.

Legal & Regulatory Framework

This policy is drafted to give effect to, and should be read alongside, the following:

- Gas Safety (Installation and Use) Regulations 1998
- Regulator of Social Housing (RSH)'s Safety and Quality Standard ('big six' compliance)

Section 3 – Roles & Responsibilities

Board of Directors: Receives the annual gas safety compliance summary; holds the CEO to account for gas safety across the portfolio.

CEO: Accountable for gas safety compliance; escalates to the RSH under policy GC10 if a gas safety failure poses a risk to resident safety.

COO: Ensures gas safety obligations are clearly allocated in all management agreements and head leases; oversees the gas safety certificate programme; coordinates access where a landlord fails to carry out required checks.

Housing Manager: Maintains the gas safety certificate register; chases certificates due within 30 days; escalates any lapsed or refused certificate to the COO immediately; coordinates access arrangements.

Data & Audit Officer: Tracks certificate currency across the portfolio; alerts the Housing Manager to certificates due for renewal; reports any overdue certificate to the COO on the day it lapses.

Managing Partners: Ensure annual gas safety checks are completed for all appliances within their scheme management responsibility; provide copies of certificates to Granville within 5 working days of issue; report any safety warning immediately.

Landlords (Head Lease Owner): Discharge gas safety obligations for fixed installations where structural or landlord repair responsibility rests with the freeholder, as required by the head lease.

Role	Responsibility under this policy
Asset / Compliance Lead	Maintains a single compliance register covering every property, tracks certificate expiry across owned, leased and partner-managed stock, and escalates any at-risk property.
Managing Partners / Landlords	Arrange checks within their contractual responsibility and provide certificates to Granville promptly for the compliance register.

Section 4 – Compliance & Non-Compliance

Compliance Tracking

- A central compliance register records the gas safety expiry date for every property, regardless of who manages it, with automated reminders ahead of expiry.
- No access refusal is accepted without an escalating, documented process (letters, visits, and ultimately legal access if necessary) to protect residents.

Non-Compliance Escalation

- Any property without a valid certificate is treated as a red-flag safety issue reported to the Chief Executive immediately, with consideration of decant if access cannot be secured and risk is judged significant.

Monitoring, Reporting & Assurance

- Gas safety compliance (percentage in date) is reported to the Board at least monthly given the severity of risk, with any non-compliant property named and an action plan given.
- 100% compliance is the target; any gap is treated as a serious matter, not routine performance data.

Section 5 – Equal Opportunities

Granville Community Homes is committed to promoting equality, diversity and inclusion in all aspects of its work. We will provide equal opportunities in employment and service delivery and will not unlawfully discriminate against employees, residents, applicants, contractors or any other individual on the grounds of any protected characteristic under the Equality Act 2010.

Granville is committed to treating everyone fairly, with dignity and respect, and to making reasonable adjustments where required to support disabled employees, residents and others with additional needs.

This policy has been developed in accordance with the Equality Act 2010 and is intended to be applied consistently and fairly. An Equality Impact Assessment will be completed before the policy is submitted to the Board for approval.

Section 6 – Related Documents

The following laws, legislation, and standards have been considered in accordance with the composition of this policy:

- Social Housing (Regulation) Act 2023
- Decent Homes Standard / Government Decent Homes Guidance.
- Awaab's Law / Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025.
- Housing Act 2004
- Housing Health and Safety Rating System (HHSRS).
- Homes (Fitness for Human Habitation) Act 2018
- Equality Act 2010

Other documents relevant to this policy from Granville's Policy Suite include:

- Lease Acquisition & Appraisal Policy (PC03)
- Repairs & Maintenance Policy (HM02)
- Decant & Temporary Move Policy (HM04)
- Corporate Health & Safety Policy (HS02)

Section 7 – Revision History & Document Control

Version	Date	Author	Summary of Changes	Approved By
0.1	06/07/2026	Policy suite build project	Initial draft – not yet approved	Pending Board approval
0.2	01/08/2026	Policy suite build project	Company branding and improved policy structure – not yet approved	Pending Board approval