



# TRAFFORD COUNCIL

## **GAS SAFETY POLICY**

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**AUTHOR:** ESTATES TEAM

**VERSION:** 1.0

**DATE:** September 2025

**REVIEW DATE:** September 2027

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## 1. Introduction

- 1.1. As a registered social landlord, Trafford Council has a moral and legal responsibility to ensure that council tenants, employees and visitors are adequately protected from all foreseeable gas risks that may arise in homes owned by the Council.
- 1.2. This policy applies to all residential properties owned by Trafford Council, including communal areas.
- 1.3. This policy sets out how we will meet our legal obligations.

## 2. Legislation

- 2.1. We intend to meet our obligations under the following legislation

- [Landlord and Tenant Act 1995](#)
- [Health and Safety at Work etc. Act, 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Housing Act 2004](#)
- [Gas Safety \(Installation and Use\) Regulations 1998 as amended](#)
- [Smoke and Carbon Monoxide Alarm \(Amendment\) Regulations 2022.](#)

## 3. Key Policy Objectives

- 3.1. We will commit to the following:

- Ensuring all servicing, safety checks, installations, and repairs are conducted by an appropriately qualified professional registered with Gas Safe.
  - Servicing and safety checking every gas appliance and associated system at least every 365 days.
  - Completing a gas safety check at each change of tenancy, on first occupation, or re-occupation.
  - Providing a comprehensive repair service for gas appliances, systems, and fittings.
  - Keeping a copy of the Landlords Gas Safety Record (LGSR) for at least two years.
  - Maintaining an 'Asset Register' of properties where we hold a duty to maintain appliances and installations

#### **4. Gas Safety Checks**

- 4.1. Gas safety check certificates will be retained for two years from the last certificate date for all properties where we hold a duty.
- 4.2. For domestic appliances a copy of LGSR will be provided to residents within 28 days of the inspection.
- 4.3. Any issues that are identified during a gas safety service and safety check will either be:
  - Resolved at the time of the check, where the operative can do so or
  - Scheduled in for remedial work with an appropriate timescale for completion, or
  - Recorded for later resolution as part of a planned schedule of maintenance work.
  - We will let the resident know which option it will be.
- 4.4. We'll complete a gas safety check at the change of tenancy, apart from when one or more of the existing residents remains in occupation. We will ensure new residents have access to a copy of the Landlords Gas Safety Record upon occupation.
- 4.5. Vacant properties will have their gas supply capped at the end of tenancy. They shall remain capped until re-occupation. On occasions it may be necessary to leave the gas supply live, where this is the case, weekly checks shall be undertaken to avoid potential issues.
- 4.6. We will provide a Carbon Monoxide alarm in each room containing a fixed combustion appliance (excluding gas cookers). The function of these will continue to be checked during future annual gas service and safety check visits.
- 4.7. We will store all certificates centrally, in electronic format, linked to the relevant property record by Asset ID.

#### **5. Access for Gas Safety Checks**

- 5.1. It's a condition of individual tenancy agreements that residents must, given reasonable notice, provide access for us to carry out works in their home.
- 5.2. We will ensure 7 days' notice is given in writing prior to any gas safety visit.
- 5.3. We will take appropriate action to ensure we meet our legal and regulatory obligation to complete an annual gas service and safety check. If we're unable to gain access, we'll consider switching off the

gas supply by capping the gas meter or taking legal action to gain access.

- 5.4. We'll consider any special needs or vulnerabilities should this become necessary.
- 5.5. Where legal action is taken, we'll seek to recover any costs incurred.

## 6. Repairs

- 6.1. We'll provide a responsive repair service for gas fuelled appliances and systems where Trafford has full responsibility.
- 6.2. Residents can report a repair during normal working hours. We also offer an out of hours service for reporting emergencies.
- 6.3. Servicing is carried out on domestic installations. We may also operate a programme of boiler replacements and central heating improvements. Replacement programmes will be determined annually.
- 6.4. Where issues arise that would result in a resident being left without heating, our contractor will provide temporary arrangements. This will normally consist of a minimum of a fan or convector-type electric heater.
- 6.5. Temporary arrangements will be available during the winter period, or all year round for vulnerable residents.
- 6.6. We will not allow the use of portable LPG appliances by residents.

## 7. Performance Reporting

- 7.1. Trafford will report compliance with this policy using a set of performance measures as below

Measure	Target	Reviewed by
% of properties with Gas safety record at the end of the month reported	100%	Director(monthly) Board(annually)

## 8. Review

- 8.1. We will regularly review this policy and will address any legislative or regulatory changes.