



WOKINGHAM
BOROUGH COUNCIL



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Tenant Volunteers**

Wokingham Borough Council

Gas Safety Policy

July 2026



This is the Policy for Gas Safety for
Wokingham Borough Council's Housing
Service.

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SIGNING OFF SECTION

This Policy has been subject to consultation, proof-reading, ease of reading and sign off with the following:

- Asset Management and Compliance Team.
- Repairs and Maintenance Consultative Panel.
- Local Housing Companies (Loddon Homes Ltd and Berry Brook Homes Ltd).
- Legal Services.
- Housing Leadership Team.
- Housing Innovation Partnership.



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Gas Safety Policy

1. Policy Overview

- 1.1 Wokingham Borough Council (WBC) manages approximately 3,000 residential properties, many of which have gas appliances installed.
- 1.2 This policy provides a framework within which gas safety will be managed. It will include the associated roles and responsibilities, as well as the governance arrangements to ensure WBC is meeting its legal and moral duty to ensure that council tenants, employees, contractors and visitors are adequately protected from all foreseeable gas risks that may arise in homes owned and managed by the Council.
- 1.3 This Policy will be supported by a Gas Safety Management Plan (GSMP), which provides operational details to managing gas safety including monitoring arrangements, risk management, gas safety access procedures, and emergency protocols. The operational procedures in the GSMP set out how WBC will meet the statutory obligations outlined in this policy; therefore, the GSMP is enforceable through this policy.

2. Purpose

- 2.1 The purpose of this policy is to ensure that all applicable gas appliances, installations, and associated systems within the homes owned and managed by Wokingham Borough Council are monitored, well maintained and in a safe and compliant condition.
- 2.2 This policy is designed to protect the health and safety of tenants, residents, staff, contractors and visitors by minimising the risk of gas leaks, explosions, and carbon monoxide poisoning.
- 2.3 This policy outlines the statutory and regulatory obligations applicable to WBC and states the governance arrangements in place to meet these.

3. Scope

- 3.1 This policy applies to all residential properties owned and managed by Wokingham Borough Council where gas appliances, pipework, or installations are present.
- 3.2 It covers:
 - Council-owned tenanted dwellings,
 - Temporary accommodation provided by the Council,
 - Communal areas of residential blocks with shared gas systems,
 - Properties managed by Wokingham Borough Council on behalf of a client.



3.3 The policy applies to all employees, contractors, and agents acting on behalf of the Council in the delivery of gas safety services. It does not apply to the Council's commercial or corporate properties, which are governed by separate arrangements.

4. Legislation and Regulatory Requirements

4.1 Wokingham Borough Council recognises its statutory and regulatory obligations in relation to gas safety, as well as the available codes of practice, which can be found listed below:

- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety Executives (HSE) Approved Code of Practice (ACOP) L56
- Health and Safety at Work Act 1974
- Defective Premises Act 1972 (Section 4)
- Smoke and Carbon Monoxide Alarm (amendment) Regulations 2022
- Building Regulations Act 1984
- Landlord and Tenant Act 1985 (Section 11)
- Gas Act 1986
- Environmental Protection Act 1990
- Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Housing Act 2004
- Decent Homes Standard 2006
- Housing Health and Safety Rating System (HHSRS) 2006
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Reporting of Injuries Diseases & Dangerous Occurrence Regulations 2013
- Construction (Design and Management) Regulations 2015
- Pressure Equipment (Safety) Regulations 2016
- Data Protection Act 2018
- Homes (Fit for Human Habitation) Act 2018
- Pre Action-Protocol for Housing Condition Claims England 2021
- Building Regulations – Ventilation: Approved Document F 2022
- Building Regulations - Combustion appliances and fuel storage systems: Approved Document J 2022
- Social Housing (Regulation) Act 2023; Consumer Standards framework – Safety and Quality Standard

4.2 To comply with these requirements WBC will ensure compliance with the relevant statutory requirements. This will include but is not limited to the following activity:

- Ensure that works in relation to a gas fitting is carried out by a suitable qualified and competent person in line with the regulations.
- Ensure that all parties contracted/commissioned by WBC to carry out works in relation to a gas fitting are working to current regulations and standards.
- Ensure that each appliance and flue is checked for safety at intervals of no more than 12 months. Wherever possible this is to be conducted within two months of prior to the anniversary date of the previous safety check.
- Cap the gas at the void stage, provide the incoming tenant a copy of the certificate, then re-instate the gas and complete a gas safety check once a new tenancy begins.
- Provide a copy of the gas safety check to any person lawfully occupying the premise within which the gas appliance is located within 28 days of the gas safety check.
- Keep a record of each safety check for at least two years.
- Display a copy of the latest safety check record in a common area of a building where the gas appliance serves a communal heating system to multiple homes.
- Follow all available options for access to support the implementation of this policy.
- Apply protocols to deal with emergencies such as gas escape.
- Ensure a working carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers), and test these as part of the gas safety check (any non-working detection will be replaced and tested).
- Ensure that no gas fitting of a type that would contravene Regulation 30 (for example, certain gas fires and instantaneous water heaters) is fitted in any room occupied, or to be occupied, as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time.
- Ensure that manufacturers' recommendations are applied when developing maintenance programmes or carrying out maintenance and installation of gas appliances and carbon monoxide alarms.

4.3 WBC has no statutory duty to service or maintain properties that are occupied under a Leasehold agreement (e.g. flats which have been sold via the Right to Buy), however the leaseholder should confirm the existence of a valid gas safety certificate, undertaken independently to WBC, each year.



5 Definitions

5.1 For the purpose of this Policy and the GSMP, the following definitions apply:

- WBC: Wokingham Borough Council.
- Tenant: a person that has signed a tenancy agreement to rent a home from WBC.
- Licensee: a person who is granted permission to occupy a property without acquiring tenant rights.
- Resident: a person that is registered as living in a WBC home.
- Leaseholder: a person that owns a home within a WBC owned building.
- Visitor: a person that visits a WBC home / building and is not referenced amongst the above definitions.
- Employee: a person that is employed and works for WBC.
- Client: a person /company which WBC is working on behalf of e.g. Loddon Homes Ltd and Berry Brook Homes Ltd.
- Contractor / Agent: a person / company that works on behalf of WBC.
- Carbon Monoxide (CO): A colourless, odourless, and highly toxic gas produced by the incomplete combustion of gas. It can cause serious health effects or death if inhaled.
- Competent Person: An individual who has the necessary qualifications, training, and experience to carry out gas work safely and legally – specifically, a Gas Safe registered engineer.
- Flue: A pipe, duct, or chimney that conveys exhaust gases from a gas appliance to the outside atmosphere.
- Gas Appliance: Any appliance designed to burn gas for heating, cooking, or other purposes (e.g. boilers, cookers, gas fires).
- Gas Installation: The fixed pipework, fittings, and appliances that supply and use gas within a property.
- Gas Safe Register: The official UK body for registering gas engineers. It is a legal requirement that only engineers listed on the Gas Safe Register carry out work on gas appliances and installations.
- Landlord's Gas Safety Record (LGSR): A document issued after a gas safety check, confirming that gas appliances and systems in a property are safe and compliant with relevant regulations.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013): Requires the reporting of gas-related incidents that cause death, major injury, or involve gas leaks, faulty appliances, or explosions posing serious risk.
- HHSRS (Housing Health and Safety Rating System): A risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.

6 Roles and Responsibilities

6.1 Wokingham Borough Council (WBC) is the landlord responsible for ensuring the statutory and regulatory obligations are met.



- 6.2 The Chief Executive is the appointed Duty Holder and has the overall responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the management of gas safety.
- 6.3 The Cabinet Member for Housing Services is responsible for ensuring performance on housing safety and compliance is reported to tenants and Members as appropriate.
- 6.4 The Service Director for Housing Services is responsible for ensuring that sufficient resources are provided for ongoing delivery of the policy and that employees have the appropriate competencies and qualifications, and for setting budgets that are sufficient to meet compliance requirements.
- 6.5 The Strategic Asset Manager is responsible for overseeing the implementation of this Policy. They are also responsible for procuring services within the respective budgets allocated, as well as adhering to the Housing Services assurance framework in relation to gas safety.
- 6.6 The Building Compliance Manager is responsible for the contract management of suppliers and contractors as well as the performance monitoring and management of these agreements to ensure compliance with legislation. They are also responsible for ensuring that relevant employees and contractors have the necessary qualifications and training to undertake their roles in respect of gas safety.
- 6.7 The Compliance Officer is responsible for the day-to-day operational duties to ensure gas safety checks are carried out within the required timescales, certification and service records are checked and stored, with the respective systems and documents updated. They will also support the Building Compliance Manager with the contract management duties of the suppliers and contractors engaged to deliver gas safety works.
- 6.8 Contractors will employ gas safe registered engineers who will have the qualifications and competence to complete repairs, servicing and installation works. They will arrange appointments with tenants and administer the required communications to arrange access. Upon completion of the relevant gas safety checks/works, they will provide the relevant certification, documents and reports to WBC.
- 6.9 Tenants will allow reasonable access to their homes for the purpose of the respective gas safety checks/works, and will not attempt to tamper with, repair, or install gas appliances or infrastructure themselves. They will use gas appliances in accordance with manufacturer instructions and guidance. They will also report any suspected faults, gas leaks, carbon monoxide alarm activations to WBC or its appointed contractor immediately.

7 Governance

- 7.1 Gas safety performance reports will be produced and presented to several internal groups and forums, aligned to the Housing Services assurance framework, to provide evidence of compliance and ensure suitable operational and strategic oversight.
- 7.2 Gas safety performance will be submitted externally to the Regulator of Social Housing, on an annual basis, in accordance with the Technical Requirements of the Tenant Satisfaction Measures (TSM).
- 7.3 In addition, the following quality assurance activity is undertaken:
- The Compliance Officer will check all Landlord Gas Certificate Record's (LGSR) for completeness and compliance and will liaise with the respective contractor regarding any concerns until a satisfactory conclusion.
 - Internal audit will provide independent assurance on the operation and effectiveness of controls regarding gas safety. The frequency is agreed as part of the Internal Audit Programme and reported to the respective WBC Committee.
 - A third-party supplier, independent to the contractor completing the gas safety checks/works, will complete a percentage of post-inspection checks.
- 7.4 Employees undertaking key roles within the delivery and management of gas safety will have access to training and support applicable to their roles.
- 7.5 Gas related accidents, incidents and near misses will be reported on WBC's health and safety system in accordance with the Council's health and safety procedures and will be investigated by a member of the Asset Management and Compliance team. Any RIDDOR reportable incidents will be reported to the Health and Safety Executive (HSE).

8 Policy Review

- 8.1 This Policy will be reviewed every three years, or sooner, if and whenever there are any relevant changes to legislation, regulatory requirements, case law or good practice that would impact this policy, as well as any required service improvements identified through internal audits, service reviews, learning from complaints or regulatory judgements.
- 8.2 The review process will:
- Assess the effectiveness of existing procedures and controls.
 - Incorporate feedback from audits, inspections, and performance monitoring.
 - Reflect any organisational changes or lessons learned.
 - Ensure continuous improvement in gas safety management.

8.3 The Strategic Asset Manager will lead on future policy reviews and any revisions will be approved through the appropriate governance channels and communicated to all relevant stakeholders.

9 Equality and Diversity

9.1 Wokingham Borough Council is committed to promoting equality, diversity, and inclusion in the delivery of all its services, including gas safety. The Council recognises that some residents may have specific needs or vulnerabilities that require reasonable adjustments or additional support to ensure they can comply with gas safety requirements and access services safely.

9.2 In implementing this policy, the Council will:

- Ensure communication and information relating to gas safety is accessible and available in a range of formats and languages, where required.
- Make reasonable adjustments for individuals with disabilities, health conditions, or support needs, including offering alternative access arrangements or involving support services.
- Treat all residents with dignity and respect, free from discrimination based on age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Monitor the delivery of gas safety services to identify and address any inequalities in outcomes or access.

9.3 This commitment supports the Council's broader responsibilities under the Equality Act 2010 and its duty to foster good relations, eliminate discrimination, and advance equality of opportunity.

10 Appendices

10.1 Appendix A - Equality Impact Assessment Form



End of Document
