



Gas Safety Policy - Quick Guide (V1.0).

What this policy is about

This quick guide provides a short overview of the Gas Safety Policy. It explains how gas safety is managed in homes, how residents are kept safe, and what residents need to do to protect themselves and others.

Who it applies to

This policy applies to tenants and to communal areas and gas installations for which Portsmouth Homes is responsible.

If you are a leaseholder or shared owner, gas installations and appliances within your home are managed in accordance with your lease and are not covered by this policy.

This policy also does not apply to residents' own gas appliances, such as personal gas cookers.

Why Gas Safety matters? (See policy: Purpose p3)

Faulty or poorly maintained gas appliances can cause gas leaks, fires, explosions or carbon monoxide poisoning.

Regular gas safety checks are a legal requirement and help keep residents safe.

Our responsibilities (See policy: Our responsibilities p3-4)

We are responsible for:

- completing a **gas safety check at least every 12 months** using a Gas Safe registered engineer
- continuing to carry out gas safety checks where a gas supply has been capped at the meter
- carrying out checks before new tenancies, mutual exchanges or after major works
- maintaining gas installations and appliances we provide
- taking action where defects are identified, including disconnection if needed to keep people safe
- providing carbon monoxide alarms where gas appliances are present

Gas safety checks are also completed annually in communal areas, where a gas appliance is present.

Gas Safety Certificates (See policy: Gas Safety Certificates p.4)

Residents receive a **Gas Safety Certificate**:

- within 28 days for existing tenancies

- before the tenancy starts for new residents
- Certificates are kept for at least two years and copies can be requested at any time.

Residents Responsibilities (See policy: Your responsibility p.4-5)

Residents must:

- allow access for gas safety checks and repairs
- report gas faults or damage as soon as possible
- use Gas Safe registered engineers for installing gas appliances
- use appliances safely and not tamper with gas fittings or meters
- test carbon monoxide and smoke alarms weekly and report faults

Refusing reasonable access may breach your tenancy agreement and may lead to enforcement action.

Gas Emergencies (See policy: Emergency procedures p.5)

If you **smell gas** or a **carbon monoxide alarm sounds**:

- turn off the gas supply if safe
- open windows
- leave the property
- call the **National Gas Emergency Service on 0800 111 999 immediately**

Gas and carbon monoxide incidents must always be treated as emergencies.

Arranging Access (See policy: Process for arranging access p 5)

We will contact residents in advance to arrange gas safety checks so that a valid Gas Safety Certificate remains in place.

Where access cannot be agreed, we will follow the **Working Together – Portsmouth Homes Access Policy**.

Allowing access is a legal requirement and helps keep everyone safe.

Further information

This is a summary only. For full details about gas safety checks, responsibilities and emergencies, please refer to the **Gas Safety Policy** or contact Portsmouth Homes.

Information is available in alternative formats on request.

Link: [Gas Safety policy](#)

