

pains, sudden giddiness when standing up, sickness, diarrhoea and stomach pains, erratic behaviour.

### **Further Information**

If you require further information in respect of Annual Gas Safety Checks or believe your appliance has not been checked within the past 12 months please contact your landlord.

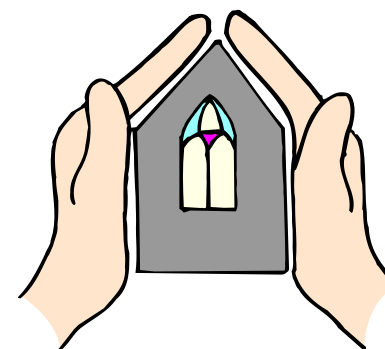
For more information on Smoke and Carbon Monoxide Alarms, including details of responsibility for installation and testing, see: “The Smoke and Carbon Monoxide Alarm (England) Regulations 2015”



## **Thames North Synod**

# **Gas Servicing Guidelines**

(2017)



A large print version of this document is available upon request. Contact Synod Office: 020 7799 5000.

## Introduction

The Gas Safety (Installation and Use) Regulations 1998 deal with the duties of landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe.

Many local churches own a manse or other property used by the minister or let to tenants that have gas installations and appliances within them.

These guidelines are designed to give advice to trustees (elders) and the minister or tenant of manse property to ensure full compliance with the Regulations and help to keep residential properties in a good state of repair.

## General Provisions

The general provisions of the Regulations are clear about the type and use of different appliances and include the following:

A Gas Safe registered Engineer must ensure that all appliances and pipework within each property complies with the Regulations. However, it is the landlords responsibility to ensure a full inventory of all gas appliances and pipework is kept and annually reviewed.

## Annual Safety Checks

Local churches with residential property have a duty, as landlord, to ensure:

1. Gas fittings (appliances and pipework) and flues are maintained in a safe condition.
2. All installation, maintenance and safety checks are carried out by a Gas Safe registered Engineer.
3. An annual safety check is carried out on each gas appliance/flue by a Gas Safe registered Engineer.
4. A record of each safety check is kept for two years.
5. A copy of the current safety check record is issued to each tenant within 28 days of the check being completed.
6. On re-letting or newly acquired properties a safety check is to be carried out by a Gas Safe registered Engineer.
7. Tenants are informed of their own responsibilities under the Gas Safety Regulations.
8. Tenants are provided with emergency instructions and appliance operating instructions.

Annual Safety Checks must be arranged by the trustees (elders).

## Tenant's Responsibilities

Tenants also have responsibilities imposed upon them by the Gas Safety Regulations:

1. Under no circumstances must tenants carry out DIY work on gas installations and appliances.
2. Tenants should inform the landlord and/or managing agent immediately if they know or suspect a gas system to be unsafe. It is a criminal offence to knowingly use an unsafe gas appliance.
3. In an emergency the tenant should turn off the gas at the main cut-off valve and inform the National Grid immediately, by telephoning 0800 111 999.
4. Before allowing anyone into the property to carry out Gas Safety Checks tenants should ask to see their Gas Safe identification card. This will have a photograph of the operative, services provided, gas type they are qualified to work on, areas of work they are qualified to work on.
5. To allow access to their premises (given reasonable notice) to enable the landlord to fulfil gas checks and maintenance requirements under the Regulations

## Be safe

It is a legislative requirement to have one working (regularly tested) Smoke Alarm installed on every floor of a rental property used as living accommodation.

In addition, Carbon Monoxide alarms may need to be fitted in manses and rented residential property, and is a legislative requirement within and room used as living accommodation where solid fuel is used.

Carbon monoxide (CO) is widely known as a silent killer. It is highly poisonous and cannot be detected by the senses. You can't see, smell or taste its presence. Exposure to even low levels of CO can cause brain damage and death.

CO is produced by the incomplete combustion of gas, solid or liquid fuels. It arises from badly installed or poorly maintained gas appliances. Insufficient ventilation to the appliance or away from the appliance (flues and chimneys blocked) will also cause CO build up.

Signs of CO are: yellow or brown stains around the appliance, pilot lights which blow out frequently and increased condensation inside windows.

Symptoms: Fatigue, headaches, flu like symptoms such as nausea, chest