



## OTHA Tenant Information Leaflet

### Gas Safety

This leaflet aims to tell you about how we look after your gas appliances and the legal obligations, which apply.

This leaflet can be made available in large print, on tape or in an alternative language or format on request.

#### **Gas Safety**

OTHA has to comply with a number of legal requirements, which apply to all tenants' homes where there are gas appliances provided by OTHA. This includes gas central heating and gas fires. The regulations are designed to ensure that your system is in a safe working order at the start of your tenancy and all the time you remain a tenant. Regular maintenance also makes sure that your system is working efficiently which saves you money on your gas bills!

If they are not properly looked after, gas appliances can sometimes cause serious safety problems. There have been cases of gas leaks, which can lead to explosions or fires. There have also been cases of carbon monoxide poisoning which can be fatal. This is why the regulations are so strict to ensure that landlords take the safety of their tenants seriously.

#### **Legal Obligations**

The main legal obligations imposed by the Gas Safety (Installation & Use) Regulations 1998 are as follows:

- To ensure the gas fittings and flues are maintained in a safe condition. This includes servicing of gas appliances by a registered GAS SAFE installer on an annual basis.

- To ensure an annual gas safety check is carried out on each gas appliance and flue.
- To have all installation, maintenance and safety checks carried out by a GAS SAFE - registered gas installer.
- To keep a record of each safety check for at least two years.
- To issue a copy of the latest gas safety check to any existing tenant within 28 days (nb. the tenant must sign the record so that for practical reasons this is done by the contractor at the time it is carried out).
- To issue the most recent gas safety record to a new tenant before they move in.

James Frew is currently our approved contractor for gas servicing and maintenance. We check the GAS SAFE certificates for their operatives to ensure they are current and up to date.

The gas servicing and safety testing is carried out for each property with gas on an annual basis. Your property will be visited by a James Frew Gas engineer to carry out the checks (as long as it has a gas appliance). The safety check ensures that your gas fire and boiler are safe to use. The servicing makes sure your system is running efficiently – it could cost you money if it is not running well.

### **Arrangements for your annual visit**

You will be given two week's notice by James Frew of the date of your inspection. Of course, you can change the date and time to suit yourself. If you are not in when the engineer calls, they will leave a card. If they still can't get you in, they will pass your name back to OTHA for us to take action.

In each tenancy agreement, OTHA is given the right to get access to do these checks. We can force access if we can't get in with your co-operation.

Your HO may contact you by phone or letter if we are having problems getting into your home and your annual safety certificate has nearly expired. If they cannot persuade you to let the engineer in, ultimately we will be arranging two weeks notice of a forced entry. The costs of this will be passed onto you – forced entries can be very expensive!

We would rather avoid the extra work and costs involved in getting entry to your home without your co-operation. Due to the strict legal obligations on OTHA, we have no choice, but to ensure that we do get entry so will force entry if that is the only way that it can be achieved.

The gas safety check and servicing keeps your system safe and in good working order. It is provided free to all tenants and is likely to protect your own and your families safety as well as saving you money. Why would you not want it done? The alternative is for you to incur high costs for forced entry if you will not let us in to fulfil our legal obligation.

### **What if the appliance fails the safety check?**

The safety check record (which you get a copy of) will contain details of any defect identified and any remedial action taken at that time. James Frew will inform OTHA of any work, which is required or desirable

James Frew will disconnect an unsafe appliance and tell you not to use it. It is an offence for you to use, or allow the use of, a gas appliance you know to be unsafe. Do not reconnect an appliance that you have been told is unsafe, or which has either been isolated or disconnected for safety reasons.

### **What action do I take in the event of a gas escape?**

If you smell gas, or suspect there is a gas escape, you should immediately shut off the gas supply at the meter, open windows, extinguish naked flames, do not use electrical switches and call **Scotland Gas Network on 0800 111 999**.