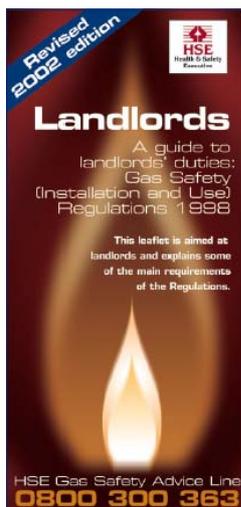


Landlords

A guide to landlords' duties: Gas Safety (Installation and Use) Regulations 1998



This leaflet is aimed at landlords and explains some of the main requirements of the Gas Safety (Installation and Use) Regulations 1998. It also gives guidance on how to comply with them (see the boxes). The leaflet will also be of interest to tenants, making them aware of landlords' duties.

Every year about 30 people die from carbon monoxide poisoning caused by gas appliances and flues which have not been properly installed or maintained. Many others also suffer ill health.

The Gas Safety (Installation and Use) Regulations 1998 specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on certain landlords* to ensure that gas appliances, fittings and flues provided for tenants' use are safe.

These duties to protect tenants' safety are in addition to the more general ones that landlords have under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

What type of property is covered?

The duties generally apply to appliances and flues provided for tenants' use in 'relevant premises', that is those occupied for residential purposes under either a licence, a tenancy agreement for a set term, or a lease as defined in the Regulations. Essentially any lease under seven years is covered.

What are my main duties as a landlord?

You are required to:

- ensure gas fittings and flues are maintained in a safe condition. Gas appliances should be serviced in accordance with the manufacturer's instructions. If these are not available it is recommended that they are serviced annually unless advised otherwise by a CORGI-registered installer;
- ensure an annual safety check is carried out on each gas appliance/flue. Before any new lease starts, you must make sure that these checks have been carried out within one year before the start of the lease date, unless the appliances in the property have been installed for less than 12 months, in which case they should be checked within 12 months of their installation date;

* Details of these landlords can be found in HSE's Approved Code of Practice on the Regulations (see 'Further reading' section).

- have all installation, maintenance and safety checks carried out by a CORGI-registered gas installer;
- keep a record of each safety check for at least two years;
- issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant before they move in (in certain cases there is an option to display the record).

The Regulations specify the gas safety matters to be covered. You should not assume that an annual service inspection meets the safety check requirement, or that a safety check will, on its own, be sufficient to provide effective maintenance. Ask the advice of a CORGI-registered gas installer where necessary.

Which gas equipment is covered?

The safety check and maintenance requirements generally apply to any gas appliance or flue installed in the 'relevant premises' except that:

- appliances owned by the tenant are not covered;
- flues/chimneys **solely** connected to an appliance owned by the tenant are not covered;
- any appliances and flues serving 'relevant premises' (such as central heating boilers not installed in tenants' accommodation, but used to heat them) **are** covered.

The safety check does not apply to any gas appliance (such as gas fires provided for customers in non-residential areas of public houses) that is exclusively used in a part of premises occupied for **non-residential** purposes.

Your duty to maintain and carry out safety checks applies to fixed as well as portable appliances, such as LPG cabinet heaters.

Can I delegate duties to a tenant?

No, except that a contract may be drawn up between a landlord or tenant for an appliance or flue installed in a **non-residential** part of a premises, for example shops and public houses etc. Your tenant has a duty not to use an appliance they believe to be dangerous.

What happens if I use a managing agent?

The landlord retains overall responsibility for ensuring compliance with requirements. The management contract should clearly identify who is to make arrangements for maintenance and safety checks to be carried out and to keep records.

What if the property is sub-let?

In these situations the 'original' landlord may retain duties which overlap with those acquired by the person who sub-lets. In such cases, close co-operation and clear allocation of duties is essential to ensure that legal duties are fully met, and that the terms of the contract properly safeguard tenants' safety.

What action is required to gain access to property?

The contract you draw up with the tenant should allow you access for any maintenance or safety check work to be carried out.

You have to take 'all reasonable steps' to ensure this work is carried out, and this may involve giving written notice to a tenant requesting access, and explaining the reason. Keep a record of any action, in case a tenant refuses access and you have to demonstrate what steps have been taken. If a tenant continues to refuse access after repeated contacts, you may need to consider proper action through the courts under the terms of the tenants' contract. However, do not use force to gain entry into the property.

How do I know whether the gas installer is CORGI-registered?

The installer should be able to provide you with a current CORGI photo ID card. The card contains a photo of the installer, their CORGI registration number, their trading title and the expiry date of the card. The reverse of the card details the areas of gas work the installer is able to undertake. You can also call CORGI during normal office hours on 01256 372300 or log on to the CORGI website on www.corgi-gas.com.

What if an appliance fails the safety check?

The safety check record will contain details of any defect identified and remedial action taken. You must ensure that any safety defect is rectified (by a CORGI-registered gas installer) before the equipment is used again. It is recommended that you keep copies of work done to rectify defects identified by the safety check.

It is an offence to use, or allow the use, of a gas appliance you know to be unsafe. In no circumstances should you reconnect an appliance that you have been told is unsafe, which has either been isolated or disconnected for safety reasons, until the fault has been rectified.

What happens if I don't maintain my tenants' gas appliances?

Failure to do so may result in loss of life. Not only that, you risk being prosecuted, and this could result in you facing a maximum penalty of £5000 for each offence. If the case is then referred to the Crown Court the maximum penalty may be an unlimited fine and the possibility of imprisonment.

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 do the following:

- Open all doors and windows.
- Shut off the gas supply at the meter control valve (if you know where it is). If gas continues to escape call **Transco** on the **Gas Emergency Freephone Number 0800 111 999**.
- In the case of suspected carbon monoxide leakage, follow the above procedure, except if you are able to identify the specific appliance at fault. In this case you should consult a CORGI-registered installer to investigate and make repairs.

If you provide liquefied petroleum gas (LPG) for use by a tenant in premises **other than a building**, eg a caravan or holiday home park, you must discuss emergency arrangements with your LPG supplier and agree what action to take in case of a gas escape or emission of carbon monoxide from any LPG appliance.

Further reading

If you would like more detailed information on the subject, you will find the following HSE publication useful: *Safety in the installation and use of gas systems and appliances. Gas Safety (Installation and Use) Regulations 1998. Approved Code of Practice and guidance L56* (Second edition) HSE Books 1998 ISBN 0 7176 1635 5.

Further information

For more advice, landlords can contact the Small Landlords Association,
Tel: 020 7828 2445.

HSE priced and free publications are available by mail order from HSE Books,
PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995
Website: www.hsebooks.co.uk (HSE priced publications are also available from
bookshops and free leaflets can be downloaded from HSE's website:
www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055
Fax: 0845 408 9566 Textphone: 0845 408 9577
e-mail: hse.infoline@natbrit.com or write to HSE Information Services,
Caerphilly Business Park, Caerphilly CF83 3GG.

HSE's Gas Safety website:
www.hse.gov.uk/gas/index.htm

HSE Gas Safety Advice Line **0800 300 363**

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

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