



# Annual Gas Safety Check

## Keeping You Safe

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## **1. The Legal Context**

Under the Gas Safety (Installation and Use) Regulations 1998 we, as a landlord, are required to undertake the following:

- to ensure that the gas installation pipework, appliances and flues provided by us are maintained in a safe condition for you to use. This relates to the gas central heating and hot water systems and, if applicable, gas fires.
- to ensure that annual safety checks are carried out to appliances and flues.
- to ensure that maintenance and annual safety checks are carried out by a Gas Safe registered installer
- to issue you with a copy of the safety check (Landlord's Gas Safety Certificate) within 28 days of the check being completed
- to keep a record of each safety check for two years

## **2. What's this got to do with me?**

We need your co-operation to give us access to your home so that we can carry out the annual gas safety check. If your home has gas central heating but no gas fire, the annual check will take approximately 30 minutes. It will take a little longer if you also have a gas fire, approximately 50 minutes.

The gas contractor sends us the Landlord's Gas Safety Certificate electronically. We will then issue

you a copy either the same day we receive it or the next working day at the latest.

We have a rolling programme for carrying out the annual gas safety checks and we employ an external contractor to carry them out for us. The contractor will send you a letter detailing an appointment when the gas engineer will call out. If this appointment is not suitable, there is a contact number which you can phone to arrange a more suitable appointment. If you are not available when the gas engineer calls, they will leave a card stating they will return in seven days. If this is unsuitable there is a contact number on the top of the card which you can phone to arrange a more suitable appointment.

If the engineer calls back at the arranged or re-arranged time and you still do not provide access, he will leave another card.

### **3. What happens if I don't give access to the engineer?**

The gas engineer will attempt to gain access on two occasions. After the second unsuccessful attempt the contractor will raise the 'no access' issue with us.

We are required by law to carry out these annual gas safety checks and you as a tenant have a responsibility to give us access to your home to carry out necessary works. (see your tenancy agreement, Section 5.2 Repairs and Maintenance: Your Responsibilities and Rights, clause 5.2.3)

Also Section 5.1 Repairs and Maintenance: Our Responsibilities and Rights, clause 5.1.15 gives us the right to enter your house to inspect it and its fixtures and fittings or to carry out repairs to it, during reasonable times of the day.

Therefore once we are notified by the gas engineer that there have been two no accesses, we will issue you a letter requesting contact within 7 days to make the necessary access arrangements. In addition to this our staff will contact you by telephone or by a house visit in an effort to make access arrangements.

Staff will continue to attempt to contact you by telephone, letter and house visits in an effort to make access arrangements.

At least 8 calendar days before the expiry of the current gas certificate, you will be served with a letter detailing the date and time when we will force access to the house in order to carry out this essential check. This letter will be served by Sheriff Officers.

If we have to serve this letter, not only will you have a joiner, a gas engineer and a Rosehill staff member at your door to force entry but you will also have to pay all the costs incurred in taking this action. You are potentially facing a total bill of up to £500 in relation to the cost of forcing entry to your house.

Throughout this whole process right up until the point we have to force entry you can stop this from happening simply by contacting us and making access arrangements and then keeping to the arrangement. Depending at what point in the process you give us access you can significantly reduce the costs you will be billed for or even prevent costs being incurred in the first place.

To ensure that your heating is working properly and safely and to give you peace of mind only takes between 30-50 minutes once a year. Think about it!

#### **4. General**

This leaflet along with other information we provide can be produced in other formats e.g. large print or other languages if required. If you need this service please let us know.