



## Information for Homeowners

All property owners including leaseholders & shared owners are legally responsible for ensuring their gas fittings and appliances are safe and in good working order. If your property has gas it is important that regular annual maintenance of gas pipework, gas appliances and flues to your property is carried out.

In summary if you are a leaseholder or shared owner and your property has gas you are responsible for making sure your gas pipework, gas boiler, cooker and other gas appliances are safe.

### **Why is gas maintenance important?**

Badly fitted and poorly serviced gas appliances can cause gas leaks, fires, explosions and carbon monoxide poisoning. If you don't have them checked every year by a Gas Safe engineer, you could be putting you and your family and neighbours at risk.

### **What is carbon monoxide?**

Carbon monoxide is a colourless, odourless, tasteless, poisonous gas produced by incomplete burning of carbon-based fuels, including gas, oil, wood and coal. When carbon monoxide enters the body, it prevents the blood from bringing oxygen to cells, tissues, and organs. You can't see it, taste it or smell it but carbon monoxide can kill quickly and without warning.

You won't know it is there until it is possibly too late, a modern carbon monoxide alarm can detect even the smallest amounts of carbon monoxide in your home and will emit a loud alarm before levels become dangerous.

We recommend you fit kite marked modern BS EN 50291 Carbon Monoxide alarms. Alarms however will not prevent an appliance burning inefficiently or producing carbon monoxide

due to a fault or poor maintenance, and this is why appliances should be serviced every year in line with manufacturer's instructions.

### **Carbon monoxide what should you look out for?**

Gas Safe advice to check for the following warning signs:

- Yellow or orange rather than blue flames (except fuel effect fires or flue less appliances which display this colour flame)
- Soot or yellow/brown staining around or on appliances
- Pilot lights that frequently blow out
- Increased condensation inside windows

### **What are the symptoms of carbon monoxide poisoning?**

Remember the six main signs and symptoms of carbon monoxide poisoning as advised by Gas Safe:

1. Headaches
2. Dizziness
3. Nausea
4. Breathlessness
5. Collapse
6. Loss of consciousness

### **What you need to do:**

All gas appliances, flues and pipework in your property should be safety checked by a Gas Safe registered engineer annually and appliances serviced according to manufacturer's instructions.

### **What is an Appliance Safety Check?**

An appliance safety check at a minimum includes all of the checks and tests to ensure the appliance is safe to operate, for example:

- It is correctly set and adjusted to ensure the gas is burning correctly
- It is of a type suitable for the room in which it is located
- It is physically stable, securely fitted and properly connected to the gas pipework
- There is an adequate and permanent air supply suitable for the appliance type installed
- Any flues or chimneys are operating correctly
- All safety devices function correctly

### **What is an Appliance Service?**

An appliance service will include all of the above checks and tests and any other specific checks, for inspection and/or cleaning of the appliance as specified and detailed in the appliance manufacturer's instructions. This may include:

- If appropriate, an analysis of the combustion exhaust gases to ensure the appliance is burning the gas safely
- A check of the condition of the appliance including (but not limited to): the effectiveness of any seals, gaskets, the cleanliness of heat exchangers etc. and checking for any signs of heat or other distress  
(This is not an exhaustive list and servicing requirements will vary across appliance types)

### **What is a Gas Installation Safety check?**

When a gas installation safety check and service, including all appliances and internal pipework is requested, each appliance will need to be checked as outlined above and additionally:

- All accessible gas pipework is visually inspected to ensure the installation is in good condition, and;
- The gas pipework is tested to ensure there are no gas leaks

### **Free checks**

Depending on your circumstances, your energy supplier may be able to provide you with a free gas safety check. This usually applies to customers on means tested benefits with a range of differing circumstances. If you'd like more information on this, please contact your energy supplier directly and they will be able to advise on whether or not you are eligible for these checks.

### **Gas Safe Register**

All checks must be done by a qualified gas engineer who is listed on the Gas Safe Register, or as an employee of a company listed, for example British Gas. Full details can be found at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) or by calling 0800 408 5500.

### **What if you sub-let?**

If you are sub-letting your property, as a Landlord you are legally responsible for the safety of your tenants in relation to gas safety. If you let a property that's equipped with gas appliances, you have three main responsibilities:

- **Maintenance** — pipework, appliances and flues must be maintained in a safe condition; and gas appliances should be serviced in accordance with the manufacturer's instructions. If those aren't available, it's recommended that the appliances are serviced annually unless a Gas Safe engineer advises you otherwise
- **Gas safety checks** — an annual landlords gas safety check must be carried out on every gas appliance and flue to make sure they're safe to use

- **Record** — a record of the annual landlords gas safety check must be provided to your tenant within 28 days of it being carried out, or to new tenants before they move in. Landlords must keep copies of the gas safety record for two years

### **In An Emergency**

If you smell gas or think there might be a gas leak or a leak of fumes: turn off the gas at the meter, put out naked flames, do not operate electrical switches or devices, open windows and immediately call the gas emergency helpline **0800 111 999**.

When it comes to gas safety, Incommunities supports and recommends to leaseholders the information provided by Gas Safe Register. Gas Safe Register replaced CORGI as the official gas registration body for the United Kingdom.

If you have any queries please contact:

**Incommunities Leasehold Services on Tel: 01274 254260 or 01274 254275**

**Email: Leasehold.Management@incommunities.co.uk**

**Letter: Incommunities Leasehold Team**

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