

Policy name:	
Gas Policy	
Section:	Property Services
Exec responsible:	Director of Property Services
Review by:	Director of Property Services
Tenant review:	Yes
Authority to amend:	Chief Executive
Frequency of review:	Every 3 years
Last review:	November 2025
Next review:	November 2028
Responsibility for delivery:	Property and Housing Services Teams
Strategy:	Asset Management Strategy
Associated risk ID:	Risk 9 – Health and Safety Failure or Neglect
Health & safety:	
Equality & diversity:	Reasonable adjustments will be made to ensure we provide a respectful and accessible service to all residents.
Associated costs and value for money:	Resident communications around access will minimise missed appointments and support VFM We will report on and benchmark our performance against gas safety checks completed on time.
Associated documents:	Gas No Access Procedure, Repairs Policy and Procedures, Void & Mutual Exchange Policy and Procedures,

VERSION CONTROL			
Version Number	Sections Amended	Date of update	Approved by
1.0	First issue in new template	May 2013	CE
1.1	Stage 1: (eleven-month programme)	July 2014	CE
1.2	Details of reconciliation process added	August 2015	CE
1.3	Interim review completed by MT, no amendments made. MT agreed to review the policy again, once Omniledger is fully operational.	June 2016	CE
1.4	Interim review completed by CE A general update throughout – including procedure updated to reflect new letters and the appointment-based service (instead of cold calling). Introduction amended to include applicable legislation.	April 2017	CE
1.5	Minor amendments – further review to take place after the introduction of mobile working.	Feb 2018	CE
4.0	Full review	October 2023	CE
5	Full review incorporating the Gas Servicing Procedure	November 2025	HB

Contents

1. Introduction	4
2. Policy Statement	4
3. Scope Of Policy	4
4. Legislative Requirements	4
5. Policy Implementation	5
5.1 Directors are responsible for:	5
5.2 The Director of Property Services is responsible for:	5
5.3 The Compliance Manager is responsible for:	5
5.4 Property Services Manager	5
5.5 Gas Engineers	5
5.6 Managers and Supervisors and any colleague who has a management responsibility will ensure that:	6
5.7 Colleagues are responsible for ensuring:	6
5.8 Housing Team are responsible for:	7
6. Scope	7
7. Gas Safety Checks	8
7.1 Carbon Monoxide Detectors	9
7.2 Responsive Repair Works	9
7.3 Planned Replacements / Boiler Emergency Replacements	10
7.4 New Installations / Developments	10
8. Performance Management	10
9. Controls	10
9.1 Managing Contractors	11
9.2 Gas Work Risk Assessments	11
9.3 Managing Gas Related Incidents	11
9.4 For gas related incidents/emergency occurrences	12
9.4 Emergency Occurrences - Out Of Hours	12
9.5 Emergency Occurrences - working hours	12
9.6 Reporting and Investigation of Gas Related Incidents	12
9.7 Quality Assurance/internal and external quality checks	13
9.8 Engineer Competency and Company Registration	13
9.9 Industry Updates	14
9.10 Equipment	14
9.11 Personal Protective Equipment	14
10. Monitoring, Consultation And Review	14
11. Equity, Diversity and Inclusion	14

1. Introduction

Cornerstone has a legal obligation under the Gas Safety (Installation and Use) Regulations 1998 (and as amended) to carry out a gas safety check and service to all domestic properties with gas appliances at least annually and non-domestic installations 6 monthly. Cornerstone operates a gas servicing programme to ensure the health and safety of our residents and the public, and; to comply with our legal obligations.

Solid fuel and oil-fired installations are subject to different regulations and trade bodies (including more frequent servicing of chimneys and flue ways), and if present any such installations and their flues are covered within this policy and subject to the same procedures for commissioning, accessing and undertaking the works.

2. Policy Statement

Cornerstone Housing is committed to ensuring the safety of our residents, staff, contractors and the wider community who may be affected by the installation of gas appliances, associated flues and pipework in properties that we own or have responsibility for managing.

There are risks associated with gas installations and appliances through leaks of natural gas, which is highly flammable and explosive and through carbon monoxide gas, which is toxic and potentially fatal if build-ups occur.

The requirements for undertaking the landlords gas safety check and producing a Landlord Gas Safety Record (LGSR) are defined by the Gas Safety (installation and Use) Regulations 1998. All landlords have a legal responsibility to comply with these regulations which are enforced by the Health and Safety Executive (HSE).

3. Scope Of Policy

This Policy applies to all properties owned or managed by Cornerstone including non residential premises. Cornerstone does not hold a duty of care in respect of residents' own appliances, although any gas appliance which is connected to the gas supply must be checked to ensure that it is safe to use (i.e., the tenant's own gas cooker).

This policy does not apply to shared ownership or leasehold dwellings, which will have separate arrangements and responsibilities for repairs and maintenance. For these tenures, please refer to the Home User Guide that will have been provided moving into your property.

4. Legislative Requirements

In compliance with this general principle, Cornerstone is committed to meeting all duties placed upon it by the:

- Health and Safety at Work Act 1974 and other relevant legislation.
- Gas Safety (Installation and Use) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- CDM Regulations 2017
- Housing Act 2004

5. Policy Implementation

The Chief Executive Officer retains overall accountability for this policy. Cornerstone is the Duty holder.

5.1 Directors are responsible for:

- Where appropriate, ensuring this Gas Safety Policy is implemented within their departments.
- Ensuring adequate resources are available to meet the requirements of gas safety legislation and guidance and that all insurable liability (embracing statutory and business needs) is covered by insurance.

5.2 The Director of Property Services is responsible for:

- Policy implementation and ensuring adequate resources are made available to meet the policy objectives.
- Delivery of the key policy objectives and for achieving the associated targets.

5.3 The Compliance Manager is responsible for

- Operational delivery of the GSP
- Ensuring the property database of gas installations and appliances is maintained
- Appointing and managing approved gas contractors carrying out any works on gas appliances.
- Monitoring and reporting on contractor performance.
- Initiating escalation procedures to gain access where required to ensure legal requirements

5.4 Property Services Manager

- Operational delivery of the GSP.
- In liaison with the Compliance Manager, ensuring the property database is updated and maintained.
- Assisting the Compliance Manager when appointing approved gas contractors.
- Monitoring and reporting on contractor performance.
- Reporting to the Compliance Manager any no access issues
- Reporting all accidents/incident and near misses to the H&S Committee and completing the accident/incident form on the internal reporting system within 24 hours of the incident occurring.
- Ensuring RIDDOR Reports/Gas Safe Incident Reports are reported in liaison with the H&S Committee
- Completing the incident investigation form and resultant action plan.
- Taking advice from a senior Gas Engineer where required.

5.5 Gas Engineers

- Ensuring gas qualifications are kept up to date and notifying the Property Services Manager when they are due to expire
- Working within the Gas Safety Installation and Use Regulations 1998
- Following company safe working practices and ensuring work is carried out in a safe manner.
- Implementing the unsafe situation procedure where required.

- Reporting any incident to the Supervisor/Property Services Manager and through the internal reporting system within 24 hours.

5.6 Managers and Supervisors and any colleague who has a management responsibility will ensure that:

- They lead by example, making sure that where appropriate, all team members under their control are familiar with this plan.
- All colleagues are aware of their responsibilities regarding gas safety.
- The responsibility for the implementation of this plan is properly assigned, accepted, and understood by all.
- Adequate resources are available to meet the requirements of this plan.
- Landlords Gas Safety Records (LGSR) are in place and understood for the task to include mutual exchanges and voids.
- Colleagues are aware of site and job specific gas safety information, including evacuation procedures, and process for dealing with an incident.
- The procedure for dealing with serious incidents is understood and, in the event of a gas related incident, followed by all.
- Guidance is provided on how to respond to gas safety related concerns and ensuring appropriate action is taken.
- They understand gas safety relevant to the tasks they undertake in their area of the business.
- Ensuring appointed contractors are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements relating to gas safety when working on gas appliances / installations / pipework.
- Ensuring all gas related incidents are reported to the Property Services Manager and Supervisor as soon as possible following an incident and via the internal reporting process within 24 hours.
- Where contracts are awarded, it is the responsibility of the Cornerstone representative instructing the work to ensure that contractors working on gas appliances / fittings / pipework are Gas Safe Registered, have the relevant qualifications to be carrying out that type of work, and are in date.
- Risk assessments relating to gas safety and implementing control measures are completed in conjunction with managers, supervisors, and colleagues.
- All work in the vicinity of, or on gas appliances or installations, is properly planned, organised, and supervised/monitored in accordance with control measures identified in the risk assessment process, and that factors such as weather conditions, individual team members and additional contributory hazards that could affect the level of risk to health and safety and the appropriateness of particular equipment are taken into consideration.

5.7 Colleagues are responsible for ensuring:

- A duty of care to themselves, their colleagues, contractors, customers and members of the public.
- Reporting any work situation that represents a serious, immediate, or long-term danger to gas safety to their manager/supervisor/ or Compliance Manager without delay. This includes any deficiencies or shortcomings they have identified within this plan.
- Familiarising themselves with this safety plan.

- Liaising with their manager/supervisor for guidance in relation to gas safety related matters.
- Reporting all gas incidents, near misses to the Property Services Manager/Supervisor as soon as practicably possible but within 24 hours of the incident occurring using the internal reporting process.
- Not interfering or tampering with any gas appliances, installations, or pipework unless suitably qualified with an in-date qualification.
- Refraining from using and reporting, any defective or damaged tools, machinery, systems, or equipment.
- Ensuring gas safety guidance is adhered to on a day-to-day basis including evacuation process, unsafe situations procedure and emergency procedure.

5.8 Housing Team are responsible for:

- Residents are required to allow access for gas safety checks. Where access is denied, this information will be passed to the housing team. The housing team will then attempt to contact the resident and arrange appropriate access to the property. If access cannot be gained, the housing team will be required to prepare court paperwork to acquire an injunction to access the property.
- All communication records will be kept for evidence should the court process be initiated, to include, letters, calls, texts, emails.
- Resident are not permitted to carry out any alterations or improvements to the gas system without prior permission of Cornerstone.
- Residents are not permitted to use Calor Gas heaters in their properties, if these are discovered during a visit and the resident refuses to remove them immediately, this will be reported to the housing team who will write to the resident informing them that this appliance must be removed.

The Compliance Team and repairs hub will support the delivery of this policy, specifically by helping the property team (or contractors undertaking the works) gain access to carry out works and inspections.

6. Scope

Cornerstone will carry out a programme of landlord gas safety checks at each dwelling which has a gas supply to ensure compliance with the regulations, the continued safe and effective operation of the gas supply pipework, appliances and associated equipment. Each safety check and service must be undertaken within 1 year of the last inspection.

Gas related responsive repairs and breakdowns identified as part of an annual safety check will, where possible, be undertaken at the time of the service appointment. Where this is not possible and for other reactive maintenance works, these will be recorded, scheduled and responded to in accordance with the policy for responsive repairs.

For void dwellings , Cornerstone undertake a landlords gas safety if the property will be void for more than 2 weeks without operatives being present in the property.

A gas supply to the property will be maintained when operatives are working from the property for welfare purposes.

For mutual exchanges (where there is no gap in property occupancy), a new gas safety check will be undertaken on the same day as the new tenant takes occupation.

Where open flued gas burning appliances are present, these will be removed and made good, with additional radiators or an electric focal point fire being provided if needed.

Where work is planned that may interfere with any flues or pipes (including gas supply pipes) the gas supply or appliance affected must be isolated before work proceeds. Where other building repair or roofing works have been undertaken which could affect or dislodge the flue from a gas burning appliance a new landlords gas safety check must be undertaken upon completion of the works. Under no circumstances is anyone other than a qualified and approved gas engineer allowed to work on a gas appliance or installation.

For Commercial (non-domestic) gas installations, Cornerstone will undertake a 6 monthly safety check and make a copy of the LGSR available to residents.

In all rooms with gas burning appliances a Carbon Monoxide Alarm will be installed and checked or replaced as part of the gas safety check.

In certain instances (where there is a high risk of being denied access to undertake the annual safety inspection), a service interval timer may be installed (or enabled where these are an integrated part of the boiler), to prompt the resident to allow access for the safety inspection. Where these devices are in use, additional support, or services provided in a different way must be considered to avoid the permanent interruption of the gas appliances. Service interval timers and interrupters may not be suitable for residents with vulnerabilities or children (where additional resident support is needed).

Cornerstone will ensure that only registered Gas Safe engineers and contractors who hold current Gas Safe identification and certifications (for the appliances they are to work on) can undertake work to gas installations and appliances.

On completion of the gas safety check and service, Cornerstone will provide residents with a copy of the landlords gas safety record (LGSR) by post within 28 days of completing the test.

7. Gas Safety Checks

Cornerstone operate the service and safety check programme to a 10 month cycle utilising an MOT style approach to maintain service anniversary dates. There is a multistage approach to gaining access for safety checks which is detailed within the access procedure.

Where access for the landlords gas safety record is denied by the resident or the resident is not present, investigations must be undertaken to understand the reasons for the failure to obtain access and where needed alternative arrangements (that are more suitable for the resident) should be considered. Where possible and where there is an increased risk of a failure to obtain access, contact should be attempted with the resident (or their advocate) in order to agree appointment arrangements that are suitable for the resident, and not simply book an appointment blind which is confirmed by letter.

While Cornerstone are not responsible for tenants own appliances (i.e. gas cookers), we will undertake a safety check of any such appliances to ensure they are safe to use. Where a

tenants own appliance is found to be defective, it will be treated as either immediately dangerous (ID) or appliance may pose a risk (AR). All appliances included as part of the gas check (including any tenants own appliances) will be listed on the LGSR, with any problems recorded on the safety certificate and issued to the resident.

“Immediately Dangerous” (ID) installations or appliances - Where a problem is potentially dangerous, the appliance will be disconnected and its supply capped off. Suitable advice on health and safety will be provided to the resident in this event and repair works will be booked as required.

“At Risk” (AR) means more than one recognisable fault has been found that could constitute a danger to life or property without further faults developing. With permission the engineer will turn off the appliance which should not be used again until it is fixed.

In rare situations, where it has not been possible to undertake the annual safety inspection by the anniversary date (due to being denied access or where the resident is away, etc), Cornerstone may seek to isolate the gas supply to make it safe (by means of capping the gas supply at the gas meter). In all instances we will consider the vulnerabilities and needs of the household and approval to isolate a gas supply must be agreed by two Directors. Alternative means of obtaining heat and hot water must be available to the occupants. Where residents are found not to be using the gas supply for their heating and hot water (due to affordability issues, etc), Cornerstone will provide additional support and referrals.

All landlords' gas safety records (LGSRs) will be held centrally, in electronic format, logged to the Register, and linked to the relevant property within SharePoint and retained for 3 years.

7.1 Carbon Monoxide Detectors

Cornerstone will:

- Provide appropriate smoke and carbon monoxide alarms in all gas supplied properties as laid out in the Smoke and Carbon Monoxide Alarm (England) Regulations 2022.
1. Ensure at least one smoke alarm is equipped on each storey of the property where there is living accommodation.
 2. Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers)
 3. Ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed they are faulty.

7.2 Responsive Repair Works.

A resident / representative, or a member of the housing team or surveying team can initiate responsive repair works. All initial requests and jobs should be raised by the Repairs Hub.

The repairs team will raise a works order and assign the correct priority.

Routine repair 28 calendar days

Emergency 24 Hours

The works order will then be passed to the scheduling team. Any follow-on works from the initial visit will be raised and scheduled by them.

The Compliance Manager will review any outstanding jobs in liaison with the Property Services Manager.

7.3 Planned Replacements / Boiler Emergency Replacements

Cornerstone will plan, survey, and carry out the replacement of heating components as noted on the replacement plan. An asbestos report will be issued for review to the gas engineer or contractor before works commence.

The gas engineer or contractor will work within the remit of the Safe Working Practice to carry out the installation, if this is not possible this must be referred to the Property Services Manager.

On completion of the installation, the relevant components will be added to the housing management system and service cycle updated as required.

Where a domestic boiler replacement is required due to uneconomical repair the Property Services Manager must authorise the works; where a commercial boiler replacement is required or a planned installation is programmed the Property Services Manager will liaise with the Compliance Manager and Director of Property Services before commencing work. The asbestos survey will be prepared and made available for review where required.

7.4 New Installations / Developments

Cornerstone develop its own new build properties, which is instructed and managed by the development team, this may include managing the entire build to buying pre-built stock.

Where practicable the Property Services Manager/Compliance Manager will arrange for a gas engineer to carry out one site inspection of development sites on completion before handover.

8. Performance Management

Performance for compliance with the regulations in completing landlords' gas safety checks is reported to the Board, through the Executive Team, at the Health and Safety Committee and within newsletters and briefings.

Key performance indicators and their targets can be found within the KPI Framework, but include the monitoring of headline indicators for the number and percentage of dwellings which are "compliant" (i.e. have been checked in advance of their annual anniversary), together with operational indicators around appointment success, first time fix and resident satisfaction.

9. Controls

To ensure that dwellings do not exceed the legal requirement to be checked every 12 months, Cornerstone operates its programme on a 10 month cycle (to ensure sufficient time is available should residents not provide access).

The Gas Servicing Connect System is reconciled to the housing management system every month. This is carried out to ensure that all the properties which require a gas safety check are being appropriately tested.

Access for the checks is achieved by following the agreed procedure which will provide sufficient time to obtain access before the expiry of the last LGSR.

In some instances (where there is a high risk of not obtaining access to undertake health and safety related works to a gas installation), a service interval timer may be fitted to assist with ensuring gas installations remain in a safe and serviceable condition.

The work is only undertaken by qualified and experienced gas engineers or contractors, who are certified for the type and nature of the work to be undertaken.

Upon completion of the checks, quality and compliance of the work undertaken is assessed by;

- Checking of completed LGSR Certificates
- Desk based external auditing / testing of completed works – 5% per month.
- Resident feedback and satisfaction survey.

Reconciliation between Cornerstones Asset Management System and any contractors systems will take place on a quarterly (3 monthly) basis.

9.1 Managing Contractors

All Contractors working for Cornerstone are required to comply with all appropriate and relevant rules and regulations governing their work activities, including ensuring that persons carrying out the work are suitably qualified and trained in the job role.

Gas Safe registration cards must be obtained and checked for all of those carrying out gas related works on site to ensure they are in date and hold suitable units for the work being carried out. These will be held on record by the Compliance Manager and will be reviewed at contract meetings and quarterly checks undertaken to ensure the contractor staff list is up to date and gas cards are in date.

Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner. Adequate public liability insurance must be held and checked before any works commence.

9.2 Gas Work Risk Assessments

Safe systems of work are provided for all colleagues working on or in the vicinity of gas installations. Safe working practices are produced and issued to the gas engineers via electronic tablet.

A permit to work system is in place for non-gas trained operatives working in the vicinity of a gas fitting or flue where there is a risk to disturb and must be implemented before any works commence.

9.3 Managing Gas Related Incidents

In the event of a serious incident (including fatality / explosion) it is essential that the attending gas engineer, where safe to do so, caps the gas supply (water if necessary), and removes themselves from the site to await further instruction.

In the event of an unsafe situation the Gas Industry Unsafe Situation procedure will apply. Refer to Appendix 1.

Cornerstone is not legally permitted to use force to enter the property. (Emergency Services and Gas Transporters do have rights of forced entry).

9.4 For gas related incidents/emergency occurrences

Emergency calls in normal office hours will come to the repairs team. If the call is for the smell of gas or a CO alarm activation then the unsafe situations procedure will be initiated, The National Grid Gas (Wales & West) should be informed as first responders to the incident unless a gas engineer is already on site.

A works order will be raised by the scheduling team.

The Property Services Manager will be informed and an incident form completed on the internal system.

Emergency Works Orders are for attendance of a Gas engineer within 24 Hours.

9.4 Emergency Occurrences - Out Of Hours

The initial contact may be received by the OOH call centre who will manage the situation. The OOH call centre will advise the resident to contact National Grid Gas (Wales & West) direct during an incident relating to the incoming supply and advise the emergency service if required. If the issue relates to an internal issue, where appropriate, then an engineer or contractor will be dispatched.

Where necessary the Out of Hours call centre may ring the out of hours designated person for further advice and guidance.

9.5 Emergency Occurrences - working hours

The repairs team will take the initial phone call from colleagues/resident /emergency services regarding to a gas related incident.

The resident will be advised to contact the gas network provider in the event of a gas leak or CO alarm sounding.

If necessary, the customer service team will activate the unsafe situations procedure or the emergency evacuation procedure. Refer to Appendix 1.

They will inform the Property Service Manager / Compliance Manager immediately of a gas related incident and will report the incident through the internal reporting process.

Any queries in relation to gas related issues must be passed to the Property Services Manager/Compliance Manager who will give advice on required actions.

9.6 Reporting and Investigation of Gas Related Incidents

Following a gas-related incident and when the situation is safe, the site-designated responsible person must inform the Property Services Manager/Compliance Manager as quickly as possible.

The designated responsible person must record the incident on the internal accident reporting system within 24 hours of the incident occurring.

The designated responsible person will commence an investigation into the incident using the Investigation Reporting documentation.

The investigation will identify underlying and root causes and include conclusions and recommendations along with an action plan and training needs. These will be agreed with the Property Services Manager / Compliance Manager and H&S Committee. The action plan will be reviewed and updated following the noted agreed time scales.

Depending on the nature of the incident, this may require completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to be submitted to the HSE (Health and Safety Executive).

The agreed delegate will report any accidents or incidents that meet the criteria for RIDDOR reporting, within 10 days of the incident.

Near Miss incidents should be recorded on the internal reporting system within 24 hours of the incident occurring or discovering the incident.

Poor workmanship comprising gas safety carried out by others must be reported to Gas Safe and an internal incident form completed on the internal reporting system to ensure an auditable trail.

9.7 Quality Assurance/internal and external quality checks

Five Landlord Gas Safety Record per month are forwarded to the NIC EIC for desktop audit.

All certificates are checked upon receipt, and any concerns are flagged for the Senior Gas Engineer to review. Follow up visits will be arranged if required.

External contractor has their own Quality Supervisor who reviews all certificates prior to them being passed to Cornerstone for recording and sending to residents.

9.8 Engineer Competency and Company Registration

The Gas Safety Installation and Use Regulations 1998 permit only appropriately registered business / organisations and suitably qualified staff to carry out works on gas installations/ flues and fittings, as per Regulation 4 of The Gas Safety Installation and Use Regulations 1998

Cornerstone is registered on the 'Gas Safe' scheme and the Compliance Manager renews this annually.

Engineers must be competent and only work on gas fittings / installations / appliances that they have a current appropriate qualification to do so. It is the responsibility of the Property Services Manager to ensure that engineers are working within their remit and that their qualifications are correct and current.

Gas Qualifications and ACS Certificates will be checked and verified during the interview process.

All gas engineers employed by Cornerstone will complete the full organisational induction programme.

All engineers will hold current Gas Safe registration and be officially recorded under Cornerstone's registration.

When a gas engineer leaves the organisation, the Compliance Manager will notify Gas Safe and arrange for the individual's registration to be removed.

Training records/CPD records for Gas Safe Engineers are maintained both on the central Gas Engineers Training Register and within individual's training file held by the Learning and Development team. Additionally, relevant training certificates are held by Gas Safe as part of their registration process.

9.9 Industry Updates

Gas engineers receive regular industry updates from the Property Services Manager / Supervisor at team meetings and via email.

Gas Engineers have access to the Gas Safe website to keep themselves updated on any legislative updates.

9.10 Equipment.

Cornerstone do not provide power tools. Cornerstone supply specialist tools, gas testing equipment, and gas detection devices. It is the responsibility of the user to ensure the equipment is kept in good condition / working order and is fit for use. Any defects must be reported immediately to the Property Services Manager /supervisor, who will arrange for a repair / replacement, / calibration.

All equipment requiring calibration is logged in a tracking spreadsheet, with reminders set at least two months before the due date. Calibration scheduling is coordinated by the Compliance team.

Procured gas contractors are responsible for ensuring their employees have the correct gas safety tools and equipment for the work, and that these tools are properly calibrated.

9.11 Personal Protective Equipment

Cornerstone provide all PPE that is required to complete works. It is the responsibility of the user to ensure that suitable personal protective equipment (PPE) is used for the task and is kept in good condition. Defective PPE must not be used and must be reported to the Property Services Manager / Supervisor, and a replacement must be sourced before commencement of works.

10. Monitoring, Consultation And Review

This Gas Policy will be reviewed on a three yearly basis or sooner subject to changes in regulations or following an incident. This review will be completed by the Director of Property Services in liaison with the Property Services Manager and Compliance Manager.

11. Equity, Diversity and Inclusion

Cornerstone aims to implement policies and procedures that support and meet the diverse needs of its workforce, ensuring that no one is placed at a disadvantage over others and to

minimise, and if feasible, remove any disproportionate impact on the grounds of the nine protected characteristics under the Equality Act 2010.

This Policy operates without detriment to any employee on grounds of gender reassignment, marriage/civil partnership status, pregnancy/maternity, race, age, disability, religion or belief, sex, sexual orientation or part-time/fixed-term hours.