

Gas, Oil, Septic Tank and Electricity Policy (Housing)

Policy Name:	Gas, Oil, Septic Tank and Electricity Policy (Housing)
Version:	V.1
Approved by:	<i>The Board of Management</i>
Approved date:	17th November 2025
Next review date:	17th November 2026
Key Legislation and Regulations:	Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1989 Building Regulations Part P (Electrical Safety) Water Industry Act 1991 Control of Pollution (Oil Storage) Regulations 2001 Environmental Protection Act 1990 Oakfield aligns with guidance from the Health and Safety Executive (HSE), Ofwat, and local environmental health authorities
Relevant Policies:	Health & Safety Repairs and Maintenance Risk Management Staff Training
EA:	Equality Analysis is currently under review
DPIA:	DPIA is currently under review
Consultation:	Board of Trustees
Applies to:	All Tenants, employees and volunteers

1. Policy Statement

Oakfield Easton Maudit Ltd is committed to ensuring the safety, reliability, and environmental compliance of all gas, oil, septic, and electrical systems across our housing stock. We uphold rigorous standards for inspection, maintenance, and emergency response to protect tenants, staff, and the wider community.

2. Purpose

This policy aims to:

- Ensure safe operation and maintenance of gas, oil, septic, and electrical systems
- Prevent environmental contamination and health risks
- Clarify roles and responsibilities for inspections and repairs
- Promote tenant safety and regulatory compliance

3. Scope

This policy applies to:

- All Oakfield-managed housing and communal areas
- Staff responsible for property management and maintenance
- Contractors and service providers
- Tenants and residents

4. Standards and Requirements

Gas Systems:

- All gas appliances and pipework must be inspected annually by a Gas Safe registered engineer
- Emergency shut-off procedures must be clearly displayed and accessible

Oil Systems:

- Oil tanks must comply with Control of Pollution (Oil Storage) Regulations 2001
- Tanks must be inspected annually for leaks, corrosion, and structural integrity
- Secondary containment (bunding) must be in place where required
- Oil deliveries must be supervised and documented

Septic Tanks:

- Septic tanks must be emptied and serviced at least once every 12 months or as per manufacturer guidance
- Only biodegradable and septic-safe products may be used in connected systems
- Regular inspections will be conducted to prevent leaks, contamination, or overflow

Electrical Systems:

- Electrical installations must comply with BS 7671 and be inspected every 5 years
- Portable Appliance Testing (PAT) is conducted annually for communal equipment
- Any faults or hazards must be reported immediately and addressed by a qualified electrician
- All works must be documented and logged in Oakfield's compliance system.

All certificates are kept in compliance folders and reviewed regularly.

5. Risk and Incident Management

- Faults or hazards must be reported immediately to the Housing Team
- Emergency issues (for example gas leaks, oil spills, electrical faults) must be escalated to utility emergency services.
- All incidents are logged and reviewed in line with Oakfield's Risk Management Policy
- Tenants will be informed of any planned works or disruptions

6. Roles and Responsibilities

Role	Responsibility
Property Manager	Oversees inspections, liaises with contractors, ensures compliance
Maintenance staff	Conduct routine checks, report faults, support emergency response
Tenants and staff	Report issues promptly, follow safety guidance
Contractors	Comply with Oakfield's safety standards and legal requirements


7. Training and Supervision

- Staff receive training on manual handling of inanimate objects and reporting procedures for gas, oil, septic, and electrical systems
- Contractors must provide evidence of qualifications and compliance
- Incident reviews are used to improve practice and prevent recurrence

8. Monitoring and Review

- Incidents are logged and reviewed regularly by the Housing Officer and Managing Director
- All systems are logged and tracked via Oakfield's property Service development plan and compliance folders

- The Board receives regular reports and approves policy updates
- This policy is reviewed annually or following significant changes in legislation or practice

Signed - Chair of Trustees:	
Print:	Mrs Sara Morrison
Date:	17 th November 2025