

# Electrical Safety Policy



<b>Reference:</b>	HS_POL_ASM_ELE_1.4	<b>Author:</b>	Samantha Carty, Head of Asset
<b>Scope:</b>	Housing Services Properties/Staff and Contractors	<b>Approved by:</b>	Executive Team
<b>Legislation:</b>	The Building Regulations 2010 (Incorporating Part P) Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 The Workplace (Health Safety & Welfare) Regulations 1992 Personal Protective Equipment at Work Regulations 1992 Provision and Use of Work Equipment Regulations 1998 (PUWER) Electrical Equipment (Safety) Regulations 1994 Plugs and Sockets etc. (Safety) Regulations 1989 Consumer Protection Act 1987 Construction, Design and Management Regulations 2015 Data Protection Act 2018 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Requirements for Electrical Installations: IET Wiring Regulations BS 7671 Current Edition Housing Act 2004 Defective Premises Act 1972 Electricity at Work Regulations 1989	<b>Date of approval:</b>	24 <sup>th</sup> May 2022
<b>Regulatory/ Governance:</b>	Regulator of Social Housing Home Standard	<b>Date of next review:</b>	3 years later
<b>Related Policies:</b>	Health and Safety Policy Repairs & Maintenance Policy Planned Maintenance Investment Policy Access Policy Empty Homes Policy		

## **1. Policy Statement**

- 1.1 Housing Solutions (HS) accepts its responsibilities under the applicable legislation covered in section 2 of this policy with regards to electrical safety.
- 1.2 This Electrical Safety Policy covers how Housing Solutions complies with applicable legislation. All records are suitably held within an Asset Register, for assets which have an electrical installation, showing dates of completed certification, along with the next expected test date, based on the property type.
- 1.3 Housing Solutions will take all reasonable steps to manage and establish effective systems to manage electrical safety within our properties.
- 1.4 HS will ensure that suitable and sufficient risk assessments, methods statements and safe systems of work are in place for all electrical work and other work activities which may include the use of electrical equipment or appliances. This will be applicable to both HS in-house operations and any contractors employed to execute such works.
- 1.5 HS will carry out all electrical work, including inspection and testing, in accordance with the Requirements for Electrical Installations: IET Wiring Regulations BS 7671 Current Edition, and ensure that work carried out by appointed contractors also meets these requirements.
- 1.6 HS will hold records against each electrical installation and item of electrical equipment it owns or manages, identifying the previous inspection date and when the next inspection is due.

## **2. Scope**

- 2.1 The scope of this policy is applicable to all buildings owned by Housing Solutions, taking into account their legal and moral obligations as a landlord and duty holder regarding electrical safety. HS acknowledges that it has both legal obligations and a duty of care towards tenants, employees, and others, inclusive of visitors, in respect of electrical safety.
- 2.2 This policy is implemented to clearly outline how we intend to seek to satisfy our obligations as a duty holder in respect of electrical safety.

## **3. Roles and Responsibilities**

- 3.1 The duty to manage electrical safety in properties is outlined clearly in section 5 of this policy. The relevant duties require HS to manage the risk created by electricity. These accountabilities for implementation of this policy are set out below:

Role	Responsibilities
HS Board	Strategic overview of all HS policies.
Group Chief Executive	Overall responsibility for the implementation of the Electrical Policy in line with the corporate strategy.
Director of Property and Development	Responsible for ensuring that the policy is fully implemented and that the Chief Executive and Executive Team are kept informed of required resources and any incidents* in relation to the policy.
Head of Asset Management	Ensuring that the policy is fully implemented and that all persons are provided with the necessary information, instruction and training to fulfil their roles and responsibilities under this policy and relevant procedures.
Fire and Health & Safety Manager	Ensuring that the policy is fully implemented in line with all safety policies of the organisation.
Compliance Manager	<p>Responsible to the Head of Asset Management in ensuring that the policy is fully implemented and immediately informed regarding any issues* in implementing the policy and required resources/training.</p> <p>Responsible for ensuring technical, maintenance, property management staff and contractors have received adequate information, instruction and training and that they comply fully with the policy and procedure and are working safely in accordance with the policy.</p> <p>Responsible for ensuring that immediate action is taken where staff/contractors are not working safely or complying with HS policy.</p> <p>Formally reporting to ET and Board level, including the details of any non-compliance, and planned corrective actions.</p> <p>Ensure that all records are to be kept for five years from the date of the last entry and are available on demand for inspection by internal auditors.</p> <p>Identifying all locations where an electrical system and/or electrical equipment is located which are owned and managed by the Association.</p> <p>Making and keeping an up-to-date record of the location of all electrical installation and/or electrical equipment.</p> <p>Ensuring that any property, and any electrical equipment provided, is safe before a tenancy begins and throughout its</p>

	<p>duration.</p> <p>Obtaining and storing on-going work records so to evidence the maintenance of electrical installations and electrical equipment.</p>
Electrical Qualifying Supervisor	<p>Responsible that site operatives know and understand the policy and procedures and that they are working safely and in accordance with the policy.</p> <p>To review all electrical certification completed on properties owned, managed or maintained by Housing Solutions.</p> <p>Responsible for reporting any non-compliance with procedures (i.e. where a contractor or HS staff are not complying with procedures).</p> <p>Being aware of any impending changes in legislation, regulations and codes of practice which may affect policies, and procedures and through reporting enable the executive board and the board to be aware of any impact this may have on policy or compliance.</p> <p>Responsible for acting as NICEIC Qualified Supervisor, reviewing of all EICR, EIC's and MEIWCs completed by the Electrical Team and Sub-Contractors.</p> <p>To ensure that all equipment required to undertake the electrical installation inspection and testing works are adequate and maintained to ensure their correct function and reliability.</p> <p>Dealing with the questions and concerns of colleagues, residents, people who work on our behalf and visitors in relation to electrical safety.</p>
All Staff Operatives / Contractors	<p>Responsible for ensuring that they are working safely and in accordance with policy and procedures and that departmental / senior managers are immediately informed of any incidents.*</p> <p>Responsible for reporting any non-compliance with procedures (i.e. where a contractor or HS staff are not complying with procedures).</p>

\*Any incidents that may affect the image or reputation of HS, or may lead to enforcement action, criminal prosecution or civil action being taken against HS, must be immediately reported to the relevant Manager/Director.

3.2 Competent Person Scheme (NICEIC) key points of contact will be as follows:

Name	Role	Mobile	Email
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Robert Frame	Electrical Trades Supervisor and NICEIC Qualified Supervisor	07584235565	<a href="mailto:Robert.frame@housingsolutions.co.uk">Robert.frame@housingsolutions.co.uk</a>
Robert Frame	Principal Duty Holder	07584235565	<a href="mailto:Robert.frame@housingsolutions.co.uk">Robert.frame@housingsolutions.co.uk</a>

## 4. Definitions

HS – Housing Solutions

EICR – Electrical Installation Condition Report

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

PUWER - Provision and Use of Work Equipment Regulations 1998

EIC - Electrical Installation Certificates

MEIWCs - Minor Electrical Installation Works Certificates

## 5. Legislation

### 5.1 Regulatory Standards

5.1.1 The application of this policy will ensure compliance with the Regulatory Framework and Consumer Standards (Home Standard) for Social Housing in England, which was introduced by the Regulator of Social Housing (RSH) in 2012.

### 5.2 Legislation

5.2.1 Landlords have a legal duty to ensure that their property, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration. The Landlord and Tenant Act 1985 is the main legislation for landlords in England and Wales. Key points can be found in:

5.2.2 Section 8 Implied terms as to fitness for human habitation

- The property should be fit for people to live in at the beginning of the tenancy (subsection (1)(a)).
- The property should be kept in a fit state for people to live in during the tenancy (subsection (1)(b)).

5.2.3 Section 11 Repairing obligations in short leases

This places a duty on landlords to keep in repair and proper working order the:

- Installations in the property for the supply of water, gas and electricity, and for sanitation (subsection (1)(b)).
- Space heating and heating water (subsection (1)(c)).

5.3 The Electricity at Work Regulations 1989, which came into force on 1st April 1990, require precautions to be taken against the risk of death or personal injury from electricity in work activities. The Regulations are made under the Health and Safety at Work Act 1974, which imposes duties on employers, the self-employed and on employees (all referred to as 'duty holders') in respect of systems, electrical equipment and conductors, and in respect of work activities on

or near electrical equipment.

- 5.4 The Defective Premises Act 1972 (“the 1972 Act”) charges landlords with a duty of care to anyone who it might be reasonable to expect would be affected by defects in the state of its premises. The duty applies if the tenancy imposes an obligation on the landlord to maintain and repair the premises or if the tenancy reserves the landlord the right to enter the premises to carry out repair.
- 5.5 Electrical safety and hazards from shock and burns resulting from exposure to electricity are covered by the Housing Health and Safety Rating System introduced under Part 1 of the Housing Act 2004. They can also render accommodation unfit for human habitation.
- 5.6 This electrical safety policy also operates in the context of the following additional legislation:
  - The Building Regulations 2010 (Incorporating Part P)
  - The Health and Safety at Work Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Workplace (Health Safety & Welfare) Regulations 1992
  - Personal Protective Equipment at Work Regulations 1992
  - Provision and Use of Work Equipment Regulations 1998 (PUWER)
  - Electrical Equipment (Safety) Regulations 1994
  - Plugs and Sockets etc. (Safety) Regulations 1989
  - Consumer Protection Act 1987
  - Construction, Design and Management Regulations 2015
  - Data Protection Act 2018
  - RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## 5.7 Approved Codes of Practice and Industry Guidance

5.7.1 The principle approved codes of practice and industry guidance references applicable to this policy include:

- Requirements for Electrical Installations: IET Wiring Regulations BS 7671 Current Edition
- IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment Current Edition
- IET On-Site Guide and Guidance Notes 1-8 Current Editions
- Electrical Safety First Best Practice Guides
- Electrical Safety Roundtable Code of Practice for the Management of Electrotechnical Care in Social Housing
- Protection Against Lightning. Physical Damage to Structures and Life Hazard BS EN 62305-3 Current Edition
- HSR25 The Electricity at Work Regulations 1989
- HSG85 Electricity at Work: Safe Working Practices
- GS38 Electrical Test Equipment for Use on Low Voltage Electrical Systems
- HSG107 Maintaining Portable Electrical Equipment

5.7.2 HS acknowledges and accepts its responsibilities in accordance with the regulatory standards, legislation, and approved codes of practice/industry

guidance, and that failure to discharge these responsibilities properly could lead to a range of sanctions including, but not limited to, prosecution by the Health & Safety Executive under the Health & Safety at Work Act 1974, prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007 and via a serious detriment judgement from the Regulator of Social Housing (RSH).

5.7.3 HS will use the legal remedies available within the terms of the tenancy and lease agreement should any tenant, leaseholder or shared owner refuse access to carry out essential electrical safety related inspection and remedial works. All access will be obtained in line with our Access Policy.

## **6. Electrical Safety**

- 6.1 Housing Solutions will identify all locations where an electrical system and/or electrical equipment is located which are owned and managed by the associations.
- 6.2 Where applicable, we will endeavor to work with management agents to obtain a valid EICR and ensure compliance with any remedial actions raised.
- 6.3 Housing Solutions will implement its policy through a clear internal structure as set out in the roles and responsibilities in section 3 of this policy document.
- 6.4 Housing Solutions will keep an up-to-date record of the location of all electrical installation and/or electrical equipment.
- 6.5 Housing Solutions will assess the risk of the electrical installations and electrical equipment, and implement programmes of work to ensure all electrical systems and electrical equipment are maintained on an on-going basis.
- 6.6 Housing Solutions will ensure that any rental property, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration.
- 6.7 Housing Solutions will ensure that all common access areas have their electrical systems maintained so not to impose risk to users and/or visitors.

## **7. Quality Assurance & Compliance**

- 7.1 HS will operate a robust quality assurance and monitoring system to ensure that all relevant electrical documentation and certification is accurate, up to date and that performance by contractors is of a sufficiently high standard in order to ensure that the landlords obligations are met.
- 7.2 An agreed percentage of electrical work will be monitored for quality through an appropriately qualified external consultant contracted by HS.
- 7.3 An agreed percentage of electrical reports and/or certification will be independently verified by a qualified external consultant.
- 7.4 HS will monitor implementation of this policy using a set of performance measures and governance as below:

Governance	Performance Measure	Target	Frequency
Domestic Properties	Number of properties that require an Electrical Installation Condition Report.	N/A	Monthly
Domestic Properties	Number of properties that have a current valid Satisfactory Electrical Installation Condition Report	100%	Monthly
Commercial/Common Access Area Properties	Number of properties that require an Electrical Installation Condition Report.	N/A	Monthly
Commercial/Common Access Area Properties	Number of properties that have a current valid Satisfactory Electrical Installation Condition Report	100%	Monthly
Common Area Emergency Lighting	Number of properties that have a current valid Emergency Light Certificate	100%	Monthly

- 7.5 Any non-compliance issue identified at an operational level will be reported to the Compliance Manager in the first instance.
- 7.6 The Compliance Manager will agree an appropriate course of corrective action with the Head of Asset Management , in order to address the non-compliance issue and report details of the same to the Executive Team.
- 7.7 The Head of Asset Management will ensure the Executive Team are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.
- 7.8 In cases of a serious non-compliance issue the Executive Team will consider whether it is necessary to disclose the issue to the Regulator of Social Housing in the spirit of co-regulation as part of the Regulatory Framework

## 8. Competency & Training

- 8.1 HS will ensure that all members of staff responsible for managing electrical processes and programmes of work are adequately trained to do so.
- 8.2 HS will ensure that contractors registered with a UKAS accredited Competent Persons Scheme i.e. NICEIC, are procured and appointed to deliver all electrically related work programmes. HS internal operation will also be registered with such a scheme.
- 8.3 HS will ensure that all engineers operating for HS and on behalf of appointed contractors, are adequately qualified and competent to undertake such works.



- 8.4 The operational team with responsibility for delivery, will check the relevant Competent Persons Scheme enrolment in addition to the qualifications of HS employees and engineers operating on behalf of contractors responsible for delivering works. Evidence will be obtained, stored and remain accessible at all times. Additional evidence maybe required throughout the duration of contracts as and when new contractors and/or engineers are procured/introduced.
- 8.5 HS will ensure that all electrical testing equipment utilised by their employees is subject to ongoing calibration and accuracy checks. Adequate records will be kept and remain accessible at all times.
- 8.6 HS will obtain evidence on at least an annual basis, of on-going calibration and accuracy records of electrical testing equipment utilised by contractors. Additional evidence maybe required throughout the duration of contracts as and when new contractors and/or engineers are procured/introduced.
- 8.7 HS will ensure that they conduct internal quality assurance checks of electrical works undertaken by their own employees on an ongoing basis. Adequate records will be kept and remain accessible at all times.
- 8.8 HS will obtain evidence on an ongoing basis, of quality assurance checks undertaken internally by contractors on their own engineers who are undertaking electrical works. Adequate records will be kept and remain accessible at all times.
- 8.9 HS will utilise independent third parties to conduct quality assurance checks of electrical works undertaken. The nature of the quality assurance regime will be applied across all workstreams and will include both post complete and work in progress inspections in addition to desktop reviews. Findings will be reviewed, necessary action taken, and relevant measures implemented to improve the quality of works moving forward as required.

## **9. Procedure**

### **9.1 Electrical Installations**

- 9.1.1 HS will routinely inspect, test and maintain its domestic electrical installations on an ongoing basis to ensure that they remain safe for continued use.
- 9.1.2 HS will undertake an Electrical Installation Condition Report on every domestic electrical installation at a maximum interval of every 5 years. Note this interval may be reduced on a case by case basis dependent upon any causes for concern identified.
- 9.1.3 HS will undertake an Electrical Installation Condition Report on an electrical installation prior to a new tenancy commencing (void or mutual exchange) to verify that the property is indeed electrically safe.
- 9.1.4 HS will ensure that any property acquisitions, inclusive of new build development properties, are incorporated within the cyclical inspection and testing programme with current valid reports/certification held on file at the point the acquisition takes place.
- 9.1.5 HS will ensure that any on-going reported defects are dealt with in a timely manner and that any immediately dangerous defects are addressed as a matter of urgency i.e. via an emergency repair.

9.1.6 In all cases the HS access policy will be adhered to at all times to ensure that anniversary dates are satisfied, and appropriate legal action can be undertaken where required.

## 9.2 Electrical Equipment

9.2.1 HS will routinely inspect, test and maintain all electrical equipment, inclusive of all categories of equipment as outlined in the IET Code of Practice for the In-Service Inspection and Testing of Electrical Equipment, on an ongoing basis to ensure that they remain safe for continued use. Note this requirement will apply only to electrical equipment that the group own and/or are responsible for managing.

9.2.2 Prior to a new tenancy commencing, any electrical equipment provided by HS within a dwelling, will be verified as being safe for continued use. For clarity, this service is not provided for Leaseholders, shared or full home owners who retain full responsibility for the appliances.

9.2.3 When acquiring new electrical equipment, inclusive of tools, HS will ensure that the equipment complies with the relevant safety codes and British, European and International standards as applicable. Following delivery but prior to its first use, every new item of electrical equipment must be visually checked to verify electrical safety. There is no requirement to formally test new equipment that has been purchased directly from the manufacturer and therefore, the equipment can be put into use immediately, however, the equipment must be labelled, recorded and reported to the Association who will subsequently incorporate within the cyclical inspection and testing programme.

9.2.4 Any previously used or donated items of electrical equipment must be subject to formal inspection and testing prior to use and reported to the Association who will subsequently incorporate within the cyclical inspection and testing programme.

9.2.5 HS will conduct formal inspection and testing of electrical equipment as detailed below:

Type of Equipment	Frequency of Testing
Thermal image heat inspection of the consumer units and switchgear within care/sheltered and support schemes, communal area (where areas and flats are heated by electricity)	Annually
General needs EICR *	Every 5 years or change of tenancy or the time frame recommended by the electrician should it be less than 5 years
Supported living, care, and communal areas.*	Every 5 years or change of tenancy or the time frame recommended by the electrician should it be less than 5 years
Caravans and Park Homes	Every 3 years or the time recommended by the electrician should it be less than 3 years.
Emergency Lighting	In line with BS5266-1:2016 for

	Emergency Lighting
Fire Alarms	In line with BS5839-1:2017 Fire detection and Alarms for Buildings occupancy
Smoke and Heat Detection ( within domestic homes)	Annual ( during the landlords gas safety check if gas heated. If not gas heated a letter is sent to customers on an annual basis to advise them to test)
Portable Electrical Appliance Test ( provided by Housing Solutions)	Annual
Portable Electrical Appliance Test – Maintenance Team Power tools	Every 6 months or when a new item is purchased
Lightning Protection Systems	Formal inspection and testing of lightning protection systems at intervals not exceeding 11 months.

\*Our EICR programme will commence a full 5 year cyclical approach from April 2023, the move to 5 year testing is in the final yes with completion by March 2023.

### 9.3 Compliance Inspection Programme Follow Up Work

- 9.3.1 HS will ensure there is a robust process in place for the management of any follow-up works required following the completion of an Electrical Installation Condition Report and/or inspection and testing of electrical equipment.
- 9.3.2 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C1 observations where immediate danger is present, will be rectified or that part of the electrical installation isolated with immediate effect. Under no circumstance will a Classification Code C1 observation remain outstanding following completion of an Electrical Installation Condition Report.
- 9.3.3 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C2 or Further Investigation (FI) observations where potential danger is or may be present, will be rectified preferably on the same day that the Electrical Installation Condition Report is undertaken. Where it is not possible to undertake the works on the same day, a subsequent visit will be arranged with the Classification Code C2 or Further Investigation (FI) rectified as soon as practicable and in no case will exceed 28 days from the date of the initial Electrical Installation Condition Report.
- 9.3.4 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C3 observations that are recommended for improvement, will be given due consideration and scheduled into future planned works programmes as required.
- 9.3.5 Following the inspection and/or testing of electrical equipment, where defects are identified that may pose risk, the equipment will be immediately taken out of service and adequately labelled. If the equipment is to be put back into service, then this will only happen where required repairs are undertaken, and the outcome of a subsequent inspection and/or test is satisfactory, and the equipment confirmed as being safe for continued use.

### 9.4 Work Records

9.4.1 HS will ensure that adequate records, inclusive of all reports and certification relating to an electrical installation, will be kept so to evidence all ongoing maintenance activities.

9.4.2 An Electrical Installation Condition Report along with all other relevant certification i.e. Electrical Installation Certificate or a Minor Electrical Installation Works Certificate, following completion of remedial works where required, will be housed centrally, and remain accessible at all times.

9.4.3 Reports, certification and Building Control Notification records generated across all workstreams and not only those applicable to the planned testing programme, will be captured, housed and remain accessible at all times.

9.4.4 Details of all previous inspection dates will be recorded in addition to the scheduled date of the next inspection.

## **10. Access**

10.1 HS will take all necessary steps to ensure it gains access to all properties to undertake electrical safety checks. Success will be obtained in line with the Access Policy.

## **11. Equality & Diversity**

11.1 Housing Solutions recognises the needs of a diverse population and always acts within the scope of its own Equality, Diversity & Inclusion Policy and Equalities Act 2010. Housing Solutions works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. Housing Solutions will record, analyse and monitor information on ethnicity, vulnerability and disability.

## **12. Confidentiality**

12.1 Under the Data Protection Act 2018, UK General Data Protection Regulation (GDPR), all personal and sensitive organisational information, however received, is treated as confidential. This includes:

- anything of a personal nature that is not a matter of public record about a resident, client, applicant, staff or board member
- sensitive organisational information.

12.2 Housing Solutions employees will ensure that they only involve other agencies and share information where there is a legal basis for processing the information.