

Electrical Safety Policy & Management System



Reference:	HS_POL_ASM_ELE_1.0	Author:	Ben Lancaster
Scope:	HS properties/staff and contractors	Approved by:	Executive Team
		Date of approval:	21.12.18
		Date of review:	December 2021
Legislation:	The General Requirements of the Health and Safety at Work Etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 Electricity at Work Regulations 1989. Electrical Equipment (Safety) Regulations 1994 Relevant Editions of part 'P' of the Building Regulations Relevant Editions of the IEE (institute of Electrical Engineers) Wiring Regulations. Electrical Safety Council Best Practice Guide, Issue 3, covering Electrical Installation Condition Reporting. The Landlord and Tenant Act 1985 Occupiers' Liability Act 1957 and Occupiers' Liability Act 1984		
Related Policies:	Health and Safety Policy Repairs & Maintenance Policy Planned Maintenance Investment Policy Access Policy		

1. Policy Statement

- 1.1 Housing Solutions will take all reasonable steps to prevent and control the risk from electricity in the properties that it owns and manages.
- 1.2 Housing Solutions will maintain an open information policy and will work with customers, staff groups, contractors and statutory bodies to agree and deliver solutions to electrical safety issues.
- 1.3 Housing Solutions will implement its electrical safety management strategy by empowering designated operations staff with the appropriate training, skills and resources needed to safely manage electrical safety.
- 1.4 Housing Solutions shall ensure that where any properties require remedial action steps shall be taken to safeguard persons in properties where there is a serious risk from electricity.

1.5 This policy has been devised in conjunction with expert consultants, Morgan & Lambert.

1.6 Specialist advice: This document is not intended to provide detailed technical guidance on handling and dealing with Electrical Safety. Staff should refer to the appropriate HSE guidance. Lists of all current HSE publications may be obtained from the HSE Website. Copies of all relevant publications will be issued to all staff trained by Housing Solutions.

2. Scope

2.1 The scope of this policy is applicable to all group managed and maintained buildings.

3. Definitions

3.1 EICR – Electrical Installation Condition Report

4. Legislation

4.1 This Management system will assist Housing Solutions in complying with its duties under:

- The general requirements of the Health and Safety at Work Etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Electricity at work regulations 1989.
- Electrical equipment (safety) regulations 1994
- Relevant editions of part 'P' of the building regulations
- Relevant editions of the IEE (institute of Electrical Engineers) wiring regulations.
- Electrical safety council best practice guide, issue 3, covering Electrical Installation Condition Reporting.
- The Landlord and Tenant Act 1985
- Occupiers' Liability
- Act 1957 and Occupiers' Liability Act 1984

5. Procedure

5.1 Housing Solutions will develop and maintain operational procedures to ensure that this policy is adhered to by Housing Solutions staff and contractors in relation to all electrical work.

6. Equality & Diversity

6.1 HS recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy, the Human Rights Act 1998, and Equalities Act 2010. HS works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. HS will record, analyse and monitor information on ethnicity, vulnerability and disability.

7. Confidentiality

7.1 Under the Data Protection Act 2018, General Data Protection Regulation (GDPR)

and the Human Rights Act 1998, 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.

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

8. Review

8.1 This policy will be reviewed on a 3 yearly basis or more frequently in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Housing Solutions' policy.

8.2 Our performance in relation to the delivery of the services and activities set out in this policy will be monitored on an ongoing basis through our established reporting mechanisms to our Senior Management Team, Executive Team, Board and associated committees.

9. Appendices

Appendix 1 – Procedure

Appendix 2 – Nominated Competent Persons

Appendix 3 – Electrical Installation Condition Report (EICR) Process

Appendix 4 - Electrical Testing Frequency

Appendix 1: Procedure

Only competent, qualified and appropriately registered staff and contractors will carry out electrical work for Housing Solutions. Housing Solutions is a member of NICEIC (National Inspection Council for Electrical Installation and Contracting). Housing Solutions will ensure that any electrical contractor undertaking work for them will be either NICEIC registered or part of UKAS accredited competent persons scheme.

1. Responsibility of Individuals



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

2. Staff Training

2.1 The Operations Director is to ensure that all persons are provided with the

necessary information, instruction and training to fulfil their roles and responsibilities under this policy and procedures.

- 2.2 Only competent, qualified and appropriately registered staff and contractors will carry out electrical work for Housing Solutions.
- 2.3 Housing Solutions is a member of NICEIC (National Inspection Council for Electrical Installation and Contracting). Housing Solutions will ensure that any electrical contractor undertaking work for them will be either NICEIC registered or part of UKAS accredited competent persons scheme.
- 2.4 The Electrical Supervisor will assume the role of NICEIC Qualifying Supervisor for Housing Solutions and is responsible for the development and maintenance of the quality assurance process applied to electrical works within Housing solutions. The Qualifying Supervisor (Electrical) is the key contact with the NICEIC and will represent Housing Solutions on annual inspection and compliance audits carried out by the NICEIC
- 2.5 The Property services (H&S and Compliance) Manager is the Principal duty holder and has overall responsibility for the overall standard and quality of electrical installation work carried out by Housing Solutions.
- 2.6 Electrical Safety awareness training will be provided (and updated when regulations change) for all Housing Solutions staff that:
 - Carry out maintenance works in the vicinity of electrical installations
 - Provide advice to customers or assist in the management of electrical safety.

3. Nominated Competent Persons

- 3.1 The Operations Director will nominate competent persons to provide advice on the management of Electrical Safety in Housing Solutions properties.
- 3.2 All trained and qualified persons may inspect properties for electrical safety, but should hold a competency in regards to electrical inspection, testing and certification.

A list of all nominated persons is to be maintained by the Operations Director in the format at Appendix 2.

4. Electrical Testing (see also appendices 3 & 4)

- 4.1 The Head of Asset Management will arrange for electrical testing to be carried out for properties as required. An electrical inspection will be carried out on all properties belonging to Housing Solutions. These will be carried out at intervals prescribed by legislation and best practice or deemed by the engineer. An appropriately numbered report will be completed for every inspection and filed in the house files and/or recorded electronically.

- 4.2 Electrical installations will be tested and inspected with strict regard to the current edition of BS7671 and any deviations recorded and coded in line with IEE coding guidance. And will include all infrastructures under Housing Solutions control.
- 4.3 Where electrical installations have been altered by a customer, a detailed inspection must be made to ensure the installation is safe and complies with any standard or building regulation currently in place. Where unsafe or illegal installations are identified, the faults will be addressed immediately or the installation made safe. The qualifying supervisor will be made aware of these installations. All faults will be classified and rectified in line with the Electrical Safety First best practice guide.

5. Voids/Mutual Exchange

- 5.1 All empty properties will be subject to a full electrical installation condition report (EICR) before the property is re-let and a report provided. All necessary remedial work will be carried out before the property is re-let and relevant certification for these works provided to Housing Solutions.
- 5.2 Where a mutual exchange has taken place a full electrical installation condition report (EICR) will be carried out immediately following the new customer's occupation of the property or preferably on the day of exchange. Where an inspection has taken place before the exchange, the outgoing resident will be informed that under no circumstances should the installation be altered. If there is any doubt over this a follow up inspection will take place. If any remedial work is identified, that deems the installation unsatisfactory then the exchange will be suspended until the required work has been completed

6. Responsive/Planned Works

- 6.1 All works relating to responsive maintenance or planned refurbishment will be carried out by competent persons and to comply with the latest edition of the IEE wiring regulations (BS7671) and part 'P' of the building regulations. The relevant completion certificates will be required and verified by the Electrical Qualifying Supervisor.
- 6.2 All documentation will be retained within the house files. A competent person will be deemed by the criteria previously mentioned.

7. Measures to Minimise Risk

- 7.1 The Property Manager shall ensure that any measures identified by the Inspection and testing to reduce risk, or comply with the regulations are fully implemented.in line with The Electrical Safety Council best practice guide

The Head of Asset Management shall also ensure that measures are taken to inspect all works and associated certificates/reports completed by contactors or in house staff, where the works may compromise electrical safety. As a guide the following percentage will be checked:

- Responsive work – 5% of work
- Planned works -75%
- Cyclical work 5%
- Certification – 100%

8. Information to Staff

8.1 The Head of Asset Management shall ensure that an up-to-date copy of all electrical installation condition reports (EICR's) are available to view for all properties to which they relate. The Property Manager shall ensure that all staff are informed of the presence of the electrical installation condition reports (EICR's) and any measures which they need to take to comply with BS7671.

9. Tools & Equipment

9.1 The Head of Asset Management will ensure that all electrically powered tools and equipment used or provided by Housing Solutions are subject to regular inspection and test (PAT) – See appendix 4.

9.2 Where equipment such as fan heaters are loaned to customers as temporary heating the property manager will ensure that the equipment has been PAT tested and the staff member will demonstrate its safe operation to the customer before leaving site.

10. Contractors

10.1 Contractors are to be instructed that:

- All electrical work undertaken must be carried out by competent persons as outlined previously within the policy and comply with the latest edition of the IEE wiring regulations (BS7671) and part 'P' of the building regulations. The relevant completion certificates and reports will be required and verified by Housing Solutions Electrical Qualifying Supervisor.

11. Audit

11.1 The Electrical Safety Management procedures will be audited as per the following table:

Audit Type	Frequency	Responsible Person
Property check*	Quarterly	Compliance Manager
Internal audit by appointed H&S consultant	Annually	Operations Director
External audit carried out by external auditors	Bi-annually (as directed by Audit Committee)	Operations Director

*To ensure that all properties that require an electrical installation condition reports (EICR) are recorded on the master database with a date for re-inspection. In line with the competent engineers recommendation or sooner.

11.2 The Operations Director must record the findings of an audit. The system should be amended to incorporate the findings of an audit.

12. Records

12.1 The Head of Asset Management must keep copies of the following records:

- Electrical installation condition reports (EICR'S)
- Installation and Minor works certificates
- Fire detection, fire alarms and emergency lighting certificates
- PAT testing records

13. Key Performance Indicators

13.1 The Head of Asset Management will be responsible for reporting the following key performance indicators through the Quarterly Directors Health and Safety Report.

All properties have a valid satisfactory status EICR - Target 100%

14. Complaints

14.1 All customer complaints relating to Electrical Safety will be logged as per the company's complaints policy and procedures.

15. Additional Information & Links

- HSE - Health and Safety Executive - <http://www.hse.gov.uk/toolbox/electrical.htm>
- NICEIC - <http://www.niceic.com/>
- Institution of engineering and technology - <http://www.theiet.org/>
- Electrical Safety first - <https://www.electricalsafetyfirst.org.uk/>
- Electrical Contractors Association - <https://www.eca.co.uk>

Appendix 2: Nominated competent Persons

Competent persons	Mobile	Email
Robert Frame – Electrical Trades Supervisor HSL and NICEIC Qualifying Supervisor	07584235565	Robert.frame@housingsolutions.co.uk
Ben Lancaster- NICEIC Duty Holder	01628 543171	Ben.lancaster@housingsolutions.co.uk

Appendix 3: Electrical Installation Condition Report (EICR) Process

A list of addresses will be identified via the master spread sheet as requiring an EICR. The Master spread sheet will be cross matched every quarter against our property data base (see audit section) to ensure all properties owned and managed Housing Solutions that require an EICR are accounted for.

*See Appendix 4 for frequency

A letter will be sent to each property that has been identified as requiring an EICR and the letter will fully outline to the customer both the importance and the procedure to be followed. The customer will be advised to contact Housing Solutions to make a mutually agreeable appointment. Should the customer not make contact after three attempts, the access policy and procedure will be implemented.

An electrician will attend and carry out the EICR to determine the condition and compliance of the fixed wiring installation and will detail any remedial work identified that may be required to bring the installation in line with current regulations. All remedial works and actions will be conducted in line with The Electrical Safety Council Best practice guide for electrical installation condition reporting.

A report will be produced and past back to the office for the qualifying supervisor to validate and action any follow up works required. **Please note:** any anomalies that are deemed by the electrician on site to present an immediate risk will be rectified immediately. In line with the guidance referred to above.

The report will be passed to the administration team to process. It will be scanned on to the central drive, the master spread sheet will be updated to include the date that the EICR was carried out and the next due date, in line with the engineers recommendation or sooner.

Appendix 4: Electrical Testing Frequency

Technical Inspection	Frequency	Responsible Person
Thermal image heat inspection of the consumer units and switchgear within care schemes with areas and flats heated by electricity	Annually	Property services (H&S and Compliance) Manager
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	Property services (H&S and Compliance) Manager
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	Property services (H&S and Compliance) Manager
Caravans and Park Homes *	Every 3 years or the time recommended by the electrician should it be less than 3 years.	Property Services (H&S and Compliance) Manager
Emergency Lighting	In line with BS5266-1:2016 for Emergency Lighting	Property services (H&S and Compliance) Manager and scheme/site managers
Fire Alarms	In line with BS5839-1:2017Fire detection and Alarms for Buildings occupancy	Property services (H&S and Compliance) Manager and Scheme/Site managers
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)	Property services (H&S and Compliance) Manager and customers
Fire Fighting and Emergency Evacuation Equipment	In line with BS 5306,BS 7346 and BS 9990	Property services (H&S and Compliance) Manager
Portable Electrical Appliance Test (provided by Housing Solutions)	Annual	Property services (H&S and Compliance) Manager
Portable Electrical Appliance Test – Maintenance Team Power tools	Every 6 months or when a new item is purchased	Property services (H&S and Compliance) Manager

*This includes an inspection of the immersion heater to ensure that an overheat device resulting in the need for manual reset is fitted.