



Electrical Safety Policy

Version:	Version 1.0
Date Approved:	17 th October 2023
Review Plan:	Annually (or more frequently if legislation changes)
Review Date:	17 th October 2024
Owner:	Highstone Housing Association
Document Controller:	Managing Director

Contents

- 1. Purpose 3
- 2. Policy Objectives 4
- 3. Corporate Responsibilities 4
- 4. Statutory Responsibilities..... 4
- 5. Policy Detail..... 5
- 6. Documentation and Record Keeping 7
- 7. Qualifications and Training..... 7
- 8. Performance and Risk Monitoring 7
- 9. Equality, Diversity & Inclusion..... 7
- 10. Document Control 8
- Appendix I 9

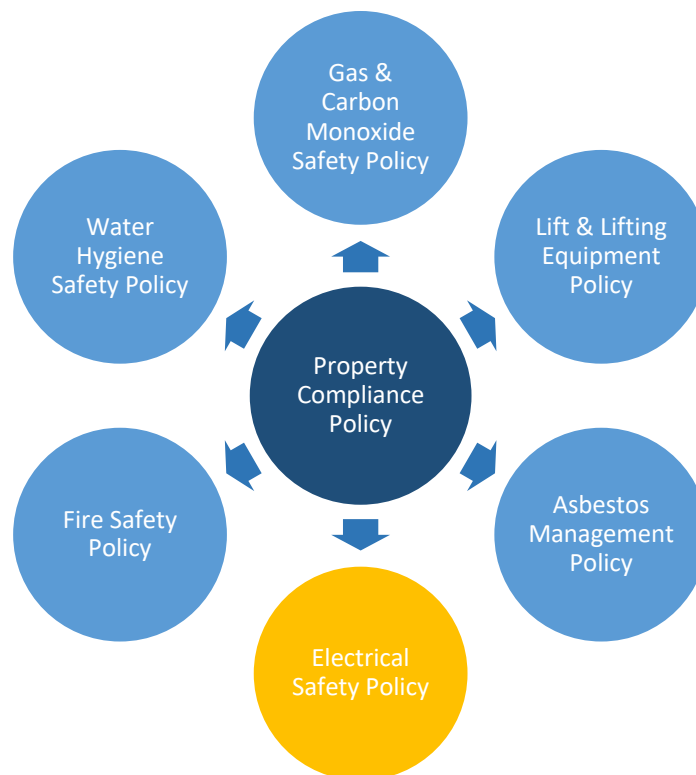
1. Purpose

This document details Highstone Housing Association's (HHA) policy on the safe management of electrical inspection, servicing and repair work undertaken across their portfolio. It also sets out how they will meet their duties and responsibilities as a Registered Provider (RP) and responsible landlord.

HHA is committed to providing an environment which ensures the health, safety and wellbeing of tenants, employees, and visitors to its properties. HHA embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.

As an RP, HHA understands that it is responsible for ensuring tenants are safe in their homes. This policy is part of a suite of 7 Property Compliance related policies. It has a direct link to the overarching Property Compliance policy, the content of which should be observed when enacting this Electrical Safety policy.

The linkage between HHA's suite of Property Compliance policies is shown below:



The success of this policy depends on the positive working relationships between the HHA teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.

This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by HHA.

It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

2. Policy Objectives

The objectives of this policy are to:

- Set out key principles relating to the safe provision, servicing and maintenance of fixed electrical installations and portable appliances
- Ensure HHA provides a safe environment for tenants, staff, third parties and any other party visiting or working within any of their properties across their portfolio
- Provide a platform from which to develop working practices to help ensure risk from delivering electrical related services is minimised

3. Corporate Responsibilities

As set out in the Property Compliance policy, HHA has a duty of care to ensure that tenants, employees, and visitors can safely use their buildings and facilities. As a Registered Provider (RP), HHA are dutybound to meet the requirements set out in the Regulator of Social Housing's (RSH) framework of Consumer Standards, specifically the Home Standard that requires RPs to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

Overall and final responsibility for meeting the Home Standard and ensuring Property Compliance is delivered across all relevant properties and buildings is vested in HHA's Board Members. As such, the Board will formally approve this policy and review periodically.

Board Members have chosen to delegate the operation and facilitation of this policy to the Managing Director. It is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed.

4. Statutory Responsibilities

HHA specifically acknowledges its responsibilities regarding electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016.

Under the Health & Safety at Work Act 1974, all employers, and individuals with any measure of control over the business premises are classed as Duty Holders.

The wider regulatory framework under which this policy is set can be found in Appendix I.

5. Policy Detail

HHA will provide for the testing of fixed, portable and transportable equipment and installations at intervals prescribed by statute and best practice for which it has responsibility.

Electrical systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations. Typical installations and systems covered include:

- Domestic electrical installation
- Communal landlord installations
- Emergency lighting systems
- Fixed fire alarm installations
- Door entry systems
- Electric heating systems
- Portable equipment owned by HHA

Where any electrical system or equipment is installed, HHA will ensure it is checked and maintained regularly by a competent person in accordance with the manufacturer's instructions.

Domestic Properties

The Landlords and Tenants Act 1985 requires that the electrical installation in a rented property is safe when a tenancy begins and is maintained in a safe condition throughout the tenancy.

HHA will test the fixed electrical installation of all domestic properties in its portfolio as a minimum every 5-years. An Electrical Installation Condition Report (EICR) will be produced and provided by a competent person.

Upon re-let of a property or change of tenancy in other circumstances, the property shall receive a visual electrical check.

HHA will work with contractors and tenants to ensure that electrical inspections and any associated remedial works, or repair works in general, are carried out at the required intervals and within required timescales.

HHA will consider individual circumstances and the support needs of tenants residing in their properties when arranging appointments for testing and electrical works.

Domestic testing every 5-years is non-negotiable and HHA will have a clear escalation policy in obtaining access to complete any necessary testing or electrical work. HHA will use a variety of approaches to gain access to properties.

Non-Domestic Buildings (including tenanted blocks with common or shared spaces)

The Electricity at Work Regulations 1989 places a duty on employers to conduct electrical work safely and minimise foreseeable risks. This includes ensuring electrical equipment has undergone all necessary safety checks before use.

HHA will test the fixed electrical installation of all non-domestic properties in its portfolio as a minimum every 5-years. An Electrical Installation Condition Report (EICR) will be produced and provided by a competent person.

HHA will work with contractors to ensure that electrical inspections and any associated remedial works, or repair works in general, are carried out at the required intervals and within required timescales.

Portable and Transportable Equipment (PAT Testing)

HHA will ensure that all portable and transportable equipment, for which they have a responsibility, is tested every two years by a competent person. This applies to domestic and non-domestic properties.

It is the responsibility of the care provider, appointed by the relevant local authority, to ensure that portable and transportable equipment in individual tenant accommodation and shared spaces, that has not been provided by HHA, is appropriately maintained, and tested in accordance with each care provider's health and safety (or relevant other) policy. HHA will ensure the care provider or local authority are aware of their responsibilities.

HHA will work with contractors to ensure that PAT Testing and any required follow up actions, are carried out at the required intervals and within required timescales.

Fire Detection and Emergency Light Installations

HHA will ensure that Fire Detection and Emergency Lighting Installations will be regularly serviced by a suitably qualified approved contractor as set out below:

Servicing Programme	Frequency	Guidance
Emergency Lighting	Annually	BS: 5266
Fire Alarm Systems	6-Monthly	BS: 5839

More information is included in the Fire Safety Policy.

6. Documentation and Record Keeping

HHA will ensure documentation such as EICRs are fully completed and processed in a timely, accurate manner.

A copy of all relevant documentation from contractors is required when testing or works are completed, including EICRs and Minor Works Certificates.

Associated documentation relating to electrical works and testing shall be kept and clearly linked to the correct property in the portfolio.

Certification and any other relevant documentation must be completed in accordance with the associated statutory regulations and available for inspection where required.

7. Qualifications and Training

HHA will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to electrical safety.

HHA will ensure that only suitably competent persons undertake electrical works in their buildings and are registered with a recognised trade body, e.g. NICEIC or NAPIT.

HHA will ensure all staff undertaking roles within this area of Property Compliance will have the appropriate training and support required for their role.

8. Performance and Risk Monitoring

Property Compliance risks are recorded on the risk register, which is reviewed quarterly by the Board.

Activity and performance relating to Electrical Safety is included as a standard agenda item at every Board meeting. Board Members are updated at least quarterly with performance information relating to all areas of property compliance.

The Repairs Manager has day to day oversight of performance and risk monitoring in relation to Electrical Safety.

9. Equality, Diversity & Inclusion

HHA will ensure the requirements of the Equality Act 2010 are met.

Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Vulnerabilities of HHA tenants and their individual circumstances will be considered when enacting this policy.

10. Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board

Appendix I

This policy operates within the wide context of a regulatory legal framework. This framework includes, but is not exclusive to:

- The RSH Regulatory Standard (The Home Standard)
- Health & Safety at Work Act 1974
- Landlord and Tenant Act 1985
- Housing Act 1988
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- Electrical Equipment (Safety) Regulations 1994
- The Construction (Design and Management) Regulations 2007
- Building Regulations (including Part P requirements)
- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020