



## Electrical Safety Policy

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Peter Harrold & Lizzie Williams	<b>Original author</b>	February 2017
Lizzie Williams	Updated 3.1 to reflect change in recommendation from 10 yearly to 5 yearly testing of domestic electrical installations	April 2017
Lizzie Williams	Periodic review. Updated 5.3 to reflect staff changes.	April 2019
Kevin Wright	Periodic review. Updated to reflect staff changes and best practice.	February 2020

### Approval process for current version

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## 1. Introduction

- 1.1. Poplar HARCA has a responsibility to ensure that all our electrical installations are safe, functional and maintained to a high standard.
- 1.2. Poplar HARCA is committed to safeguarding the health, safety and wellbeing of everybody living, working or visiting our buildings, and to protecting our property.
- 1.3. This policy sets out the electrical servicing and maintenance standards for all assets, including housing stock, offices, community centres and other buildings for which Poplar HARCA has responsibility (as defined by the lease).

## 2. Regulatory standards, legislation and codes of practice

- 2.1. Poplar HARCA's electrical works and activities must comply with:

Regulator	<ul style="list-style-type: none"><li>• Regulatory framework and consumer standards (Home Standard) set out by the Regulator for Social Housing</li></ul>
Legislation	<ul style="list-style-type: none"><li>• Landlord and Tenant Act 1985</li><li>• The Electricity at Work Regulations 1989</li><li>• The Electrical Equipment (Safety) Regulations 1994</li></ul>
Codes of practice	<ul style="list-style-type: none"><li>• IET Wiring Regulations British Standard 7671</li><li>• The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)</li><li>• HSE INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'</li><li>• Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'</li></ul>
This policy also operates in the context of:	<ul style="list-style-type: none"><li>• Smoke and Carbon Monoxide Alarm (England) Regulations 2015</li><li>• Health &amp; Safety at Work Act 1974</li><li>• The Management of Health &amp; Safety at Work Regulations 1999</li><li>• The Workplace (Health Safety &amp; Welfare) Regulations 1992</li><li>• Regulatory Reform (Fire Safety) Order 2005</li><li>• Homes (Fitness for Human Habitation) Act 2018</li><li>• Housing Act 2004</li><li>• Occupiers' Liability Act 1984</li><li>• Provision and Use of Work Equipment Regulations 1998</li><li>• Construction, Design and Management Regulations 2015</li><li>• The Building Regulations for England and Wales 2005 (Part P)</li><li>• RIDDOR 2013</li></ul>

- 2.2. **Sanctions**

Failure to discharge these responsibilities in full could result in prosecution, unlimited fines, and/or a serious detriment judgement from the Regulator for Social Housing.

## 3. Requirements

- 3.1. Poplar HARCA is required to:

- ensure that electrical installations are safe when a tenancy begins *Section 8 1a of the Landlord and Tenant Act 1985*
- ensure that electrical installations are maintained in a safe condition throughout the tenancy *Section 11 1b of the Landlord and Tenant Act 1985*
- ensure that all electrical installations and appliances within the workplace are safe and that only competent persons work on electrical installations
- inspect smoke/ heat and carbon monoxide detectors fitted as part of new build or refurbishment programmes and replace as required (carried out during the gas servicing visit)

3.2. In order to be compliant electrical installations must be regularly inspected and tested. It is not a statutory requirement to test at specific intervals, however, IET Wiring Regulations British Standard 7671 recommends that electrical installations are tested intervals of no more than five years from the previous inspection. Any deviation from these intervals should be at the recommendation of a competent NICEIC qualified (or equivalent) person.

## 4. Delivery

4.1. Electrical testing, inspecting and maintenance programmes are delivered through external contractors.

4.2. Contracts are regularly reviewed and retendered in line with the organisation's policies.

4.3. All contractors/ engineers working on Poplar HARCA owned electrical appliances and installations must hold, as a minimum, of Level 3 Certificate in the Requirement for Electrical Installations (City & Guilds 2382).

4.4. In order to meet requirements and ensure safety Poplar HARCA will:

- **Domestic electrical installations:** complete an NICEIC Electrical Installation periodic Test and Inspection (Electrical Condition Report) in every tenanted property every 5 years and on change of tenancy (re-let or mutual exchange). This also includes the replacement of hard-wired smoke detectors where necessary.
- **Landlord's electrical installations:** complete an NICEIC Electrical Installation periodic Test and Inspection (Electrical Condition Report) in every housing block (communal areas) every 5 years.
- **Estate lighting:** complete an NICEIC Electrical Installation periodic Test and Inspection (Electrical Condition Report) every five years.
- **Non-residential electrical installations:** complete an NICEIC Electrical Installation periodic Test and Inspection (Electrical Condition Report) in every office and commercial building every 5 years.
- **Portable electrical appliances:** complete a PAT test certificate and report for all Poplar HARCA owned appliances in every office and commercial building annually
- **Intake & rising mains:** complete an inspection (including thermal imaging) annually.
- **Smoke/ heat and carbon monoxide detectors:** inspect devices fitted as part of new build or refurbishment programmes and replace as required (inspections are carried out as part of the gas servicing programme and/ or the ten yearly domestic electrical installation inspection).
- manage access to tenants' homes in accordance with Poplar HARCA's Access Procedure

- ensure that only NICEIC registered contractors carry out electrical works

4.5. Poplar HARCA will not:

- accept responsibility for the testing or maintenance of tenants’ own installations or appliances
- test or maintain electrical installations or appliances within leaseholders’ properties

## 5. Follow on works

5.1. Poplar HARCA will ensure that there is a robust process in place for managing any follow on works arising from the electrical testing and inspection programmes.

5.2. Electrical hazards identified during routine inspections will be managed in line with the risk that they pose:

<b>Category 1:</b> <i>There is a danger present, risk of injury and immediate remedial action is required</i>	Contractors pre-approved to remedy as soon as a hazard is identified: the necessary repair will be completed while the contractor is on site. Only satisfactory inspection records received.
<b>Category 2:</b> <i>There is a potential danger present and urgent remedial work is required</i>	Contractors pre-approved to remedy as soon as a hazard is identified: the necessary repair will be completed while the contractor is on site. Only satisfactory inspection records received.
<b>Category 3:</b> <i>Improvement recommended</i>	Recommendations highlighted by contractor and passed to the Asset Investment Team for incorporation into planned maintenance programmes and future works specifications.

5.3. Faulty or expired smoke/ heat and carbon monoxide detectors will be replaced as a matter of course during annual gas safety checks and/ or during electrical testing programmes.

## 6. Record keeping

6.1. Orders for electrical safety checks and follow on repairs will be issued to contractors via the Orchard Housing Management System (core system).

6.2. Poplar HARCA will establish and maintain accurate asset registers for all domestic and non-domestic properties

6.3. Electrical testing certificates will be transferred electronically from the contractor to Poplar HARCA’s central document repository in a standardized format.

## 7. Performance monitoring and reporting

7.1. There is a robust procedure in place for monitoring compliance and validating asset lists.

7.2. Key performance indicator (KPI) measures are in place, regularly reviewed and reported to senior management, other relevant staff, resident committees and the Board.

## 8. Roles and responsibilities

Poplar Board	Overall governance responsibility for ensuring that the organisation is compliant with regulatory standards, legislation and codes of practice.
Chief Executive	Acts as the organisation's <b>duty holder</b> for electrical safety.  Strategic responsibility for the management of electrical safety and for ensuring that compliance is achieved and maintained.
Director of Technical Resources	Acts as the organisation's <b>responsible person</b> for electrical safety.  Responsible for the implementation of the electrical safety policy.
Assistant Director of Asset Management	Assist the Director of Technical Resources with electrical safety policy implementation.
Head of Asset Compliance	Assist with electrical safety policy implementation and oversee day-to-day delivery of inspection programmes.
Compliance Manager (Electrical)	Acts as the organisation's <b>competent person</b> for electrical safety.  Responsible for managing the delivery of electrical testing programmes including quality control and contract management.  The post holder will have the City & Guilds Full Technology Certificate (Course C, or C&G 2361 parts 1, 2 and 3) in Electrical Installation Work and, where possible, will achieve the Corgi Level 4 VRQ in Gas Safety Management in Social Housing.
Asset Manager (Electrical)	Responsible for managing the delivery of capital works and major repairs to electrical installations and appliances including quality control and contract management.  The post holder will have the City & Guilds Full Technology Certificate (Course C, or C&G 2361 parts 1, 2 and 3) in Electrical Installation Work and, where possible, will achieve the Corgi Level 4 VRQ in Gas Safety Management in Social Housing.
Competent contractor	Responsible for the operational delivery of electrical testing, installation and maintenance works. Contractors and their engineers must be NICEIC registered.

## 9. Policy review

9.1. Policies are reviewed every 2 years or sooner if they no longer reflect best practice.

10. Appendix 1: Impact assessment

<p><b>How does the policy/procedure/strategy contribute to Poplar HARCA's aims?</b></p>	<p>The policy is a statement of our intention to meet all statutory obligations associated with electrical safety.</p>
<p><b>Which group(s) of people benefit from the policy/procedure/strategy? If any group could be disadvantaged, what is the mitigation or justification?</b></p>	<p>All groups benefit from this policy in terms of health &amp; Safety. It is also beneficial for residents, staff and the Board to be aware of Poplar HARCA's statutory obligations.</p>
<p><b>How have residents been involved in developing the policy/procedure/strategy? If they have not been involved, why not?</b></p>	<p>The policy is a statement of our intention to meet all statutory obligations associated with electrical safety. There is no scope for resident involvement other than Board approval.</p>
<p><b>How will the policy/procedure/strategy be monitored and measured? (e.g. performance indicators?)</b></p>	<p>A requirement to monitor has been included in this policy document. Means of monitoring have been built into the Association's procedures.</p>
<p><b>If any, what are the Value for Money implications?</b></p>	<p>The policy is a statement of our intention to meet all statutory obligations.</p> <p>Value for Money is not a consideration for this policy.</p>
<p><b>Will personal data be collected, stored, used or shared? If yes, a privacy impact assessment must be carried out.</b></p>	<p>Yes, personal information may be shared with contractors (e.g. name, address, contact details) in order to allow them to carry out required works.</p>