

Electrical Safety Policy

July 2024

Lead officer	Mark Jones, Director of Property Services
Author	Asset Team
Version number	1
Date agreed	23 July 2024
Agreed by	Operations Committee
Review date	3 years from date of approval
Diversity compliant	Yes
Equality Impact Assessment required	No
Data Protection compliant	Yes
Health and Safety compliant	Yes

Contents

		Page
1.	What this policy is about and why we need it	3
2.	Who does this policy apply to	3
3.	Our policy is... • Objectives • Responsibilities	3
4.	How we will monitor this policy	6
5.	Equality and Diversity	7
6.	Data Protection	7
7.	Procedures and other documents that link to this policy	8
8.	Links to other policies	8
9.	Legislation	8
10.	When this policy will be reviewed	9
11.	Jargon Buster	9
12.	Appendices	10

1. What this policy is about and why we need it.

This document sets out how Acis Group Limited (AGL) will satisfy its legal obligations as a landlord to ensure electrical systems and equipment are maintained and safe for continued use.

The document sets out how electrical repairs and improvements will be carried out to the housing stock in accordance with all relevant legislation.

The overall aim of this policy, and the associated procedures and control documents is to ensure the safety from electricity for people living and working in properties, owned, or managed by AGL. It aims to provide assurance that appropriate resources, programmes and measures are in place which identify and manage the risks associated with electrical systems.

AGL aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors, and the public, from the risks associated with electrical hazards so far as is reasonably practicable.

This document sets out key policy objectives, accountabilities, and control measures for ensuring and delivering electrical safety.

2. Who does this policy apply to?

This policy applies to all properties owned or managed by AGL. AGL do not hold a duty of care to leaseholders or shared owners in respect of domestic electrical installations unless agreed differently through a contract.

3. Our policy

Objectives

The key objective of this Policy is to ensure that AGL meets its statutory responsibilities. To help deliver this we will:

- Appoint persons with clear roles and responsibilities to manage the risks associated with electrical installations.
- Only appoint electrical contractors registered with the UKAS accredited competent persons scheme to ensure compliance with Part P of the Building Regulations and BS 7671.
- Develop and maintain a Register that contains all the assets that AGL is responsible for (whether owned or managed). Ensure that this Register has a

record of the assets where there is an electrical installation and whether this installation is in a communal asset or dwelling.

- Ensure that the electrical installations contained in the Register are safe by having:
 - A valid Electrical Installation Certificate and a Part P notification document for all new electrical installations.

A valid Electrical Installation Condition Report (EICR) that is no older than 5 years for all existing installations, both communal areas and dwellings, whereby all identified Classification Code C1, C2 and FI observations have been rectified and certified accordingly.
 - An Electrical Installation Condition Report (EICR) undertaken prior to a new tenancy (void or mutual exchange) with all identified Classification Code C1, C2 and FI observations rectified and certified accordingly.
 - Any electrical equipment supplied by the organisation verified as safe and fit for continued use as identified in Appendix A.
- Ensure any defective part of an installation is repaired or renewed in line with the timescales as defined in the Electrical Safety Procedure
- Act appropriately and in accordance with regulatory and legal requirements in gaining access to the premises to undertake necessary electrical inspections.
- Ensure that any unauthorised or defective alterations or additions to electrical installations which cannot be disconnected for any reason are identified and brought to the attention of the Electrical Qualified Supervisor.
- Annually review the job profiles, skills, knowledge, and experience of those staff involved in the delivery of this policy and, where necessary, provide training so that they can deliver this policy.

Responsibilities

The table below identifies key roles and responsibilities:

The Chief Executive has overall <u>accountability</u> for this policy.
The Director of Property Services is <u>responsible</u> for: • ensuring that adequate resources are made available to enable the key policy objectives and targets of the policy are met • ensuring any dangerous occurrences involving electrical installations are investigated and where instances are RIDDOR reportable, for taking appropriate actions

and is <u>accountable</u> for: • Overall policy implementation.
The Head of Repairs Delivery (Electrical Responsible Person) is <u>responsible</u> for: • overall policy implementation and <u>accountable</u> for: • Achieving the key policy objectives and targets as set out herein, including the designing and implementing of associated procedures, staff training, and communication to customers • Ensuring any dangerous occurrences involving electrical installations are investigated. • achieving the key policy objectives and targets as set out herein • The management of contractors carrying out routine maintenance, testing and remedial works. • ensuring the Register is maintained, accurate and up to date. and <u>accountable</u> for • The quality assurance of electrical work carried out by AGL employees and contractors to ensure that all works conform to BS 7671 (current edition). • The identification of suitable and sufficient training to deliver the competencies outlined in this policy and its associated procedures
The Repairs & Maintenance Manager is <u>responsible</u> for: • Assisting the Head of Repairs Delivery Manager in achieving the key policy objectives • The management of contractors carrying out any work on electrical installations under their control. • ensuring that any work on electrical installations under their control is added to the Register
The Planning Manager is <u>responsible</u> for: • Co-ordinating access into properties to carry out EICR's.
The Electrical Qualified Supervisor is <u>responsible</u> for: • Quality assurance of electrical work carried out by AGL employees and contractors and ensuring that all works conform to BS 7671 (current edition). • The development of suitable and sufficient health and safety documentation including risk assessments and safe systems of work.
Neighbourhoods staff are <u>responsible</u> for

Supporting AGL and contractors in gaining access to carry out electrical testing and work.
The Property Compliance and Data Manager is <u>responsible</u> for: - Managing a programme of internal and external audits which will check that the policy and procedure is being followed - Ensuring that the reports and data used to measure compliance are accurate - Reporting assurance to Board
The People Services Team is <u>responsible</u> for: Sourcing suitable and sufficient training to deliver the competencies outlined in this policy and its associated procedures
The Health and Safety Manager is <u>responsible</u> for: Ensuring any accidents, incidents and near-misses involving electrical installations are investigated.
All Employees have the <u>responsibility</u> to: Comply with all information and training provided and to promptly report any accidents, incidents and near-misses regarding electric or electrical equipment.

4. How we will monitor this policy

This policy will be subject to external technical review and internal approval every 3 years for accuracy and appropriateness or sooner where any legislative changes or requirements dictate.

Operational performance will be monitored and reported every month by the Asset Team and the following information will be reported to the Operations Committee every quarter:

- Number and % of properties with a valid electrical certificate ($\leq$ 5 years old)
- Number and % of blocks with a valid electrical certificate ($\leq$ 5 years old)

In addition, where customers have used the services covered by this policy and wish to provide feedback, including suggested improvements, these will be collated and used at the time of the review.

5. Equality & Diversity

- AGL is committed as an employer and provider of housing services to equal opportunities for all. In addition to this statutory duty under the Equality Act 2010, it is committed to developing a culture which recognises wider social diversity in its communities and therefore respects and recognises the values and needs of individuals regardless of whether they belong to a section of society or group provided for by legislation.
- The group, where appropriate, will work with minority and vulnerable groups, support groups, resident forums and external agencies to ensure they have an opportunity to contribute to policy and service development.
- All customers will have access to this document upon request.
- This document can be translated or provided in alternative formats (e.g. large print, Braille, audio) upon request.
- Equality and Diversity awareness training is mandatory for all staff.
- Contractors delivering the service will be expected to follow AGL' Equality and Diversity Policy.

6. Data Protection

All parties referred to in this policy must abide by the 6 principles of the General Data Protection Regulations as detailed below:

- Lawfulness, fairness and transparency
- Purpose limitations
- Data minimisation
- Accuracy
- Storage limitations
- Integrity and confidentiality

7. Procedures and other documents that link into this policy

The following procedures link to this Policy:

- Electrical Safety procedure V2 2023

8. Links to other policies

Other policies and strategies that link into this policy are:

- Asset Management Strategy
- Lettable Standard
- Void Standard
- Repairs & Maintenance Strategy
- Health & Safety Policy
- Asbestos Policy
- Equality & Diversity Policy

9. Legislation

In developing this policy, information, guidance, and references have been taken from the following:

- The Landlords and Tenants Act 1985
- The Occupiers Liability Act 1957 and 1984
- Defective Premises Act 1972
- Management of Housing in Multiple Occupation Regulation 2006 (England)
- Part P of the Building Regulations
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999;
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- Home Standard 2012
- Homes (Fitness for Human Habitation) Act 2018
- The Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994
- IET -Wiring Regulations (BS7671 – Current Edition).
- IET Guidance Note 3: Inspection and Testing.
- HSE INDG236: Maintaining portable electric equipment in low-risk environments
- Code of Practice for the Management of Electrotechnical Care in Social Housing
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction (Design and Management) Regulations 2015
- Data Protection Act 2018

10. When this policy will be reviewed

- This policy will be reviewed every 3 years or in the event of a change in regulations.

11. Jargon Buster

Reference	Definition
Electrical System	An electrical system in a building refers to the network of conductors and equipment designed to carry, distribute and convert electrical power safely from the point of delivery or generation to the various loads around the building that consume electrical energy
Electrical Installation	An electrical installation is a combination of electrical equipment installed from a common electrical supply to fulfil a specific purpose
UKAS	The United Kingdom Accreditation Service is appointed by the government to assess organisations that provide certification, testing, inspection, and calibration services.
EICR/C1/C2/C3/FI	An Electrical Installation Condition Report is an in-depth inspection of a property's existing electrical systems and installation. The report assesses the safety of the electrical system via the overall assessment summary and the issuing of industry recognised classification codes (ref Electrical Safety First Best Practice Guide 4)' • C1 (indicates that danger exists and requires immediate attention) • C2 (indicates that there is a potential for danger and requires urgent attention) • C3 (indicates that there is no danger but still recommends the improvement of the electrical system) • FI (There is a potential for danger -Further Investigation required)
Electrical Installation Certificate	An EIC is used to record any new circuits installed or any additions to an existing installation as per the obligation in Appendix 6 BS7671. The production of one doesn't ensure the competency of the workman or that the installation is safe.
Part P	A Part P certificate is issued by Building Control to certify that any new works to an installation have been carried out by a UKAS accredited installer to meet current Building Regulations.

Electrical Qualified Supervisor	The electrically competent person with specific responsibility for the safety, technical standard and quality of electrical installation work completed under their supervision.
---------------------------------	--

12. Appendices

- Appendix A – Electrical Safety Procedure V2 2023