

# Electrical Safety Policy

## Scope of Policy

This Policy sets out the approach of Platform Housing Group (the Group) in ensuring compliance with its legal obligations in respect of Electrical Safety under the terms of the Health and Safety at Work Act 1974; Electricity at Work Regulations 1989 and The Management of Health and Safety at Work Regulations 1999.

The policy outlines the approach to be taken when undertaking any works on electrical systems or equipment. It does not cover the management of electrical equipment owned by contractors and residents. It is recognised that we do have a responsibility to ensure that contractors, working on our behalf have safe systems in place for use and maintenance of electrical items brought onto our premises.

## Applicability

The Policy applies to all members of the Group.

### 1. Policy Statement

1.1 The policy outlines the approach to be taken when undertaking the installation and modification of electrical circuits and includes the maintenance, servicing and the periodic inspection of fixed electrical installations. It does not cover the management of electrical equipment owned by contractors and residents. It is recognised, however, that the Group has a responsibility to ensure that contractors, working on our behalf, have safe systems in place for use and maintenance of electrical items brought onto our premises.

### 2. Context

2.1 This policy is set within the context of relevant legislation:

- Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999 (as amended);
- The Electricity at Work Regulations 1989;
- BS 7671 Requirements for Electrical Installations - IET Wiring Regulations;
- SI 2002 No. 2665 – The Electricity Safety, Quality and Continuity Regulations 2002 (as amended);
- BS 5266 Emergency Lighting – Code of Practice for the Emergency Lighting of Premises; and
- BS 5839 Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for the Design, Installation, Commissioning and Maintenance of Voice Alarm Systems.

It also takes account of the regulatory expectations as outlined within the Regulatory Framework for Social Housing in England (April 2015).

### 3. Aims and objectives

- 3.1 The aim of this policy is to ensure that the Group complies with all legal requirements in respect of Electrical Safety. The Group has a target of carrying out 100% of all relevant electrical safety inspections within the time periods recommended by the various British Standards following the previous inspection.
- 3.2 To ensure that customers are aware of our key standards and approach to servicing of electrical systems and the legal responsibilities applicable.
- 3.3 To ensure that the Group has accurate and up-to-date records of all servicing and safety checks carried out to properties, including remedial actions and that copies of relevant certificates / reports are held electronically.
- 3.4 To ensure that on completion of all new installations, the Group receives a commissioning certificate and at the end of any guarantee period, the properties are included in ongoing servicing and maintenance contracts.
- 3.5 To ensure that where systems or appliances are identified as not meeting legal requirements, they are made safe, repaired or isolated immediately and removed as soon as possible afterwards.

### 4. Policy outline

- 4.1 Legislation requires fixed wiring testing be carried out every one to five years in most work places. In compliance with the Electricity at Work Regulations (1989), all work activities and rented accommodation must take precautions to avoid the risk of death or personal injury. BS 7671 Requirements for Electrical Installations – IET Wiring Regulations also suggest time intervals for various electrical installations, which are listed in the following table.

Type of installation	Maximum period between inspections and testing
Domestic premises (general) Not rented accommodation	10 years/Change of Occupancy
Domestic premises (rented houses and flats, including communal areas)	5 years/Change of Occupancy
Residential accommodation (HMO, halls of residence, nurses accommodation etc.)	5 years/Change of Occupancy
Offices / shops / restaurants	5 years/Change of Occupancy
Emergency lighting	3 years - although luminaries should be discharge tested every 1 year, test certificate every year. (Routine daily / monthly checks)
Fire Alarms	1 year (Routine weekly / monthly checks)
Launderettes	1 year

It is important to appreciate that the regular inspection and testing of all electrical installations is a requirement of the Electricity at Work Regulations. The time interval concerned will, of course, depend on the type of installation and on the way in which it is used.

4.2 As part of our overall approach, the Group will:

- periodically test and inspect fixed electrical installations when undertaking major modifications e.g. bathroom or kitchen replacement. The Group will also conduct a periodic inspection upon properties when they become void and before they are let to a new tenant. Our electrical installations will comply with BS 7671 Requirements for Electrical Installations – IET Wiring Regulations, including all amendments current at the date of the electrical works;
- periodically test and inspect emergency lighting systems and Fire Alarm systems in accordance with the relevant British Standards;
- ensure that contractors, working on our behalf, have safe systems in place for use and maintenance of electrical items brought onto our premises;
- ensure that all operatives undertaking installation or maintenance works to electrical equipment, systems and/or appliances owned by the Group are suitably qualified and experienced;
- outline the Group's approach where customers refuse us access to undertake our legal obligations in conducting periodic safety inspections, services or tests or where a possible fault is reported or suspected. This includes the utilisation of robust legal proceedings and/or the cutting off or isolation of the supply if we suspect an installation or the actual supply may be unsafe;
- we will review all electrical reports and certificates received to ensure that they are completed correctly and that any follow up work is completed;
- when properties become empty or are part of a mutual exchange, we will undertake a fixed wired electrical periodic inspection on the property; and
- performance is monitored on a weekly/monthly basis in relation to the percentage of properties with valid electrical test and inspection certificates.

## **5. Tenants' Responsibilities**

5.1 The tenancy agreement requires tenants to allow the Group access to the property for the purposes of testing electrical installations.

The tenant is responsible for immediately reporting any concerns with electrical systems, and turning them off until they are checked / repaired by a qualified electrician.

## **6. Equality and Diversity**

6.1 We are committed to fairness and equality for all regardless of their colour, race, ethnicity, nationality, gender, sexual orientation, marital status,

disability, age, religion or belief, family circumstances or offending history, as referred to in our relevant Group policies. Our aim is to ensure that our policies and procedures do not create an unfair disadvantage for anyone, either directly or indirectly.

- 6.2 An equality impact assessment has been undertaken in respect of this policy and which identified no negative impacts on any person/group with a protected characteristic as a result of this policy.
- 6.3 Anyone is able to make a complaint about the service they have received and this is managed under our Complaints Policy.

## **7. Monitoring and review**

- 7.1 Members of the Group will monitor the effectiveness of this policy. Relevant performance information will be reported through the relevant Boards, Group Audit Committee, Group Management Team and appropriate Customer Panels.
- 7.2 This policy will be reviewed every two years or on the introduction of new legislation or best practice guidelines, whichever is the sooner.

## **8. Associated documents / policies**

- 8.1 List of documents/associated policies/publications:

- Group Health and Safety Policy;
- Group Denied Access Procedure;
- Group Customer Feedback Policy – Complaints, Comments & Compliments;
- Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999 (as amended);
- The Electricity at Work Regulations 1989;
- BS 7671 Requirements for Electrical Installations - IET Wiring Regulations;
- SI 2002 No. 2665 – The Electricity Safety, Quality and Continuity Regulations 2002 (as amended);
- BS 5266 Emergency Lighting – Code of Practice for the Emergency Lighting of Premises;
- BS 5839 Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for the Design, Installation, Commissioning and Maintenance of Voice Alarm Systems; and
- Regulatory Framework for Social Housing in England (April 2015).

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