

# Electrical Safety Policy

Housing Services

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## Version Control

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## Approvals

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## Associated Documentation

Description of Documentation

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## **A. INTRODUCTION**

1. South Derbyshire District Council (SDDC) will meet all legislative and regulatory requirements in relation to electrical safety management in residential premises.
2. This Policy outlines the arrangements that SDDC has in place to manage electrical risks to protect employees, tenants, contractors and others who may work on, occupy, visit or use its premises, or who may be affected by its activities.
3. This Policy is supported by additional Electrical Safety Procedures.
4. This Policy will be reviewed annually by the Repair and Improvement team Leader and approved by the Leadership Team. All revisions will be communicated to all relevant staff by the Project Officer (Compliance).

## **B. RESPONSIBILITIES**

1. The Chief Executive Officer (CEO) has overall governance responsibility for implementation of this policy and will ensure that adequate physical and financial resources are made available to enable SDDC to meet its obligations under this policy and associated procedures.
2. The CEO has overall responsibility for the management of electrical safety and will ensure the Leadership Team members is committed to the implementation and adherence to this policy and associated procedures.
3. The Head of Housing (HOH) has strategic responsibility for the management of electrical safety. They will oversee the implementation of the electrical safety policy and associated procedures and delivery of the electrical inspection and safety check programmes. The HOH will advise the CEO of any failure in the management arrangements.
4. The Repair and Improvement Team Leader (RITL) will ensure that the electrical safety management arrangements comply with regulatory, legislative and best practice requirements. They will also ensure appropriate allocation of resources and levels of competency within the delivery team. The RITL will advise the HOH of any failure in the management arrangements.
5. The Electrical Project Officer (EPO) is responsible for the day- to-day operational delivery of all electrical work streams including Electrical Installation Condition Reports (EICR's), maintenance and rewires for all SDDC domestic premises. The EPO will advise the RITL of any failure in the management arrangements.

6. The EPO will act as Principal Duty Holder (PDH) in respect of National Inspection Council for Electrical Installation and contracting (NICEIC) Registration for all electrical work carried out by SDDC staff and contractors. The PDH will ensure competency of all staff and contractors to carry out electrical work and obtain NICEIC registration and comply with the overall standards.
7. The EPO will act as Qualifying Supervisor (QS) in respect of obtaining NICEIC Registration for all electrical work carried out by SDDC operatives and contractors. The EPO will maintain the overall technical and quality standard and ensure compliance with regulations and British Standards. In addition, the QS will be the responsible counter signatory for all EICR certification to verify accuracy. The EPO is also responsible for the maintenance of accurate records in respect of electrical works completed and for overseeing all relevant independent quality checks and completion of actions arising from them. The EPO will advise the RITL of any failure in the management arrangements.
8. The HOH will provide support in gaining access to properties and facilitate legal processes to gain access where necessary.
9. The Head of Planning and Strategic Housing will ensure that all elements within SDDC's design brief in relation to electrical components are fully adhered to in SDDC development projects and adhered to as far as is reasonably practical in S106 and 'development agreement' acquisitions. They will also ensure that records of inspection and commissioning for all electrical installations in new properties are in place and forwarded to the HOH and EPO.
10. The Health and Safety Committee will advise and support the operational teams on legal issues and the operational effectiveness of this policy and associated procedures.
11. All employees will report electrical related emergencies immediately to the RITL or EPO.

## **C. REGULATORY STANDARD**

1. The implementation of this policy and associated procedures will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes and Communities Agency (now the Regulator of Social Housing) in April 2012.

## **D. LEGISLATION, GUIDANCE AND BRITISH STANDARDS**

### **1. Legislation**

1. Health & Safety at Work etc. Act 1974
2. Management of Health & Safety at Work Regulations 1999
3. Electricity at Work Regulations 1989
4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
5. The Workplace (Health, Safety & Welfare) Regulations 1992
6. Health and Safety (Safety Signs and Signals) Regulations 1996
7. Provision and Use of Work Equipment Regulations 1998
8. Construction, (Design and Management) Regulations 2015
9. Personal Protective Equipment Regulations 1992
10. Guidance and British Standards
11. BS7671:2018 (IET Wiring Regulations)
12. The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
13. INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
14. Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'.
15. HSR25 The Electricity at Work Regulations 1989, Guidance on the regulations
16. IET Guidance Note 3
17. Electricity at work – Safe working practices HSG85
18. Keeping electrical switchgear safe HSG230
19. Maintaining portable and transporting electrical equipment HSG107
20. Avoiding dangers from underground services HSG47
21. Building Regulations Parts A & P (relevant parts)
22. The IET Code of Practice for in service inspection and testing 2013
23. Electrical Safety Council Guidance on Electrical Installation Condition Reporting no. 4
24. ESC Guide on ESC Best Practice Guide no. 2 issue. 2 Guidance on the management of electrical safety and safe isolation procedures for low voltage

installations

- 25. ESC Best Practice Guide No. 6 Issue. 2 Consumer unit replacement in domestic and similar premises
- 26. ESC Best Practice Guide No. 4 Issue. 4 Electrical installation condition reporting classification codes for domestic and similar electrical installations
- 27. ESC Best Practice Guide No. 7 – Test instruments for electrical installations; Accuracy and consistency 2015

## **E. STATEMENT OF INTENT**

- 1. SDDC will comply with the Electricity at Work Regulations 1989. Duty holders will:
  - 1.1. Ensure all electrical systems are constructed and maintained to prevent danger.
  - 1.2. Ensure periodic inspection and testing of equipment and electrical systems is carried out as part of the planned maintenance programme.
  - 1.3. Keep a record of each inspection.
- 2. SDDC will ensure all testing, inspection, maintenance and rewire conform to the latest edition of BS7671 and IET guidance notes.
- 3. SDDC will ensure that all electrical portable appliances owned and/or provided by the Council are tested periodically in accordance with the testing guidance set out in OP.02 Electrical Safety Procedures.
- 4. SDDC will ensure completion of any remedial works required following the completion of an EICR, completion or minor works.
- 5. SDDC will comply with the RIDDOR 2013 by reporting any incident that causes an explosion or fire which results in a stoppage of plant for 24 hours or a significant risk of death.
- 6. SDDC will also comply with the requirements of the Construction (Design and Management) Regulations 2015 as they apply to electrical maintenance work by making suitable arrangements for managing construction work and maintaining and reviewing the arrangements to ensure the effective control of health & safety risks.

## **F. ARRANGEMENTS**

- 1. The EPO will ensure that all domestic properties owned or managed by the

Council have a valid EICR that is no older than five years from the date of the previous EICR, or in the case of new build and rewired properties an Electrical Installation Certificate.

2. The EPO will ensure that all non-domestic (communal) properties and offices owned or managed by the Council have a valid Electrical Installation Condition Report (EICR). SDDC will deliver a comprehensive programme of testing and inspections of all domestic properties on a continual rolling cycle of no more than five years.
3. The EPO will ensure that all electrical installations are left in a satisfactory condition following completion of an EICR.
4. An unsatisfactory EICR will only be acceptable with an accompanying Electrical Installation Certificate or Minor Works Certificate confirming that all C1 (Danger Present) and C2 (Potentially Dangerous) defects have been rectified. Code 3 actions (Improvement Recommended) require consideration by the RITL and the EPO
5. The EPO will ensure that electrical installation inspection and tests have been carried out prior to the commencement of any new tenancies (void properties) including mutual exchanges and transfers.
6. The EPO will ensure that robust processes and controls are in place to manage the completion of follow up works identified during inspection and testing of electrical installations and electrical portable appliances.
7. For all partial or full rewires, the EPO will ensure an installation certificate, or a minor works certificate is issued.
8. The EPO will ensure that only suitably competent NICEIC electrical contractors and engineers (or equivalent) undertake electrical works for SDDC.
9. The EPO will ensure a new satisfactory EICR is issued when completing planned component replacement works within domestic properties.
10. Smoke alarms, heat detectors and carbon monoxide detectors will be checked and replaced as necessary.
11. The EPO will ensure that processes and controls are in place to ensure that all electrical works are properly notified and approved under Part P of the Building Regulations for England and Wales where this is required.
12. SDDC Housing Management Team will have a process in place to gain access to properties where tenant vulnerability issues are known or identified whilst ensuring the Council can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of tenants.



## **G. RECORD KEEPING**

1. SDDC will establish and maintain a core asset register of all properties that have an electricity supply. This register will also hold data of electrical inspection and maintenance requirements and a satisfactory certificate for all domestic and non-domestic property assets. The Lifespan system will be used to hold this information
2. SDDC will ensure that electrical engineers record the test results from all tests carried out on electrical systems in every domestic and non-domestic property.
3. SDDC will establish and maintain accurate records of all completed EICR's, completions and minor works certificates and keep these for a period of not less than five years.
4. SDDC will hold and maintain accurate records on the qualifications of all engineers undertaking electrical works for the Council.
5. SDDC will hold accurate records against each office premises and sheltered schemes it owns or manages identifying all electrical portable appliances that the Council owns held at each property together with details of Portable Appliance Tests (PATs) undertaken.

## **H. TRAINING AND COMPETENCE**

1. The EPO will hold a recognised electrical management qualification (CORGI Level 4 VRQ in Electrical Safety Management or equivalent). If they do not hold this qualification on appointment, they will obtain this within 12 months of appointment.
2. The QS will hold City and Guilds electrical installation levels 1 and 2 (or equivalent) and City and Guilds 2391 (or equivalent).
3. On the job training will be provided to other employees who are involved in managing the programme of electrical inspections, maintenance and rewires.
4. SDDC will maintain NICEIC registration to manage staff carrying out electrical work.
5. Only qualified and competent engineers will be employed by the Council to undertake electrical work. The EPO will check the relevant qualifications of employees working for SDDC annually to ensure they are appropriately qualified and accredited for the work that they are carrying out.
6. Only NICEIC (or equivalent) registered contractors are appointed to undertake electrical work. The RITL or EPO will check the relevant qualifications of

employees working for these contractors annually to ensure that all persons are appropriately qualified and accredited for the work that they are carrying out.

## **I. MONITORING AND REVIEW**

1. Performance against the EICR programme is reported monthly to Leadership Team. Any RIDDOR reportable electrical safety incidents will also be reported.
2. SDDC will carry out a minimum of 5% independent third party quality assurance audits of EICR checks.
3. Independent auditing of electrical safety management arrangements will take place at least once every two years. Any non-compliance identified by the audit will be reported to the RITL and EPO. They will agree an appropriate course of corrective action and report to the HOH accordingly.
4. Audit action completion will be monitored by the Audit & Risk Assurance Committee.
5. In the case of a serious non-compliance issue the Health and Safety committee will determine whether it should be declared to the Regulator of Social Housing.