



Electrical Safety Policy

SER-POL-38

Version 2.0

Date approved: 15th October 2019

Approved by: Audit and Risk Committee

1. Introduction

- 1.1 This Policy will ensure that all domestic properties, shops, communal areas, boiler houses and offices belonging to Southway Housing Trust or subsidiaries of the group have electrical systems that are safe, well maintained and comply with current legislative requirements and best industry practice.
- 1.2 The objective of this Policy is to ensure that Southway Housing Trust's tenants, customers, staff, visitors and contractors can safely use all electrical systems and are not placed at risk.
- 1.3 The implementation of the Policy is supported by detailed operational procedures and processes.
- 1.4 Southway Housing Trust has responsibility for ensuring that all electrical systems within its ownership and control are safe and in good working order. To achieve this goal, we will adopt a planned approach to both inspection and works, in line with legislative requirements and industry best practice.

2. Policy Statement

- 2.1 Southway Housing Trust (Southway) acknowledges and accepts its responsibilities as owners and managers of domestic and commercial properties. We have a duty of care to ensure that fixed electrical installations are installed, maintained and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death.
- 2.2 This Policy aims to ensure that we meet our obligations as a landlord and seeks to provide assurance that electrical safety is adequately managed, ensuring the safety of our tenants, employees, leaseholders and the general public.
- 2.3 We will:
 - Provide clear lines of responsibility within Southway for the management of electrical safety;
 - Set out a clear approach for the maintenance of electrical installations;
 - Ensure a prompt, efficient and cost effective electrical servicing and inspection plan is implemented;
 - Ensure remedial works are carried out within appropriate timescales so that homes and other properties remain safe and electrical installations are maintained to a high standard;

- Detail a comprehensive electrical inspection and monitoring system; and
- Ensure adequate records and quality monitoring systems are implemented.

3. Roles and Responsibilities

The Board and Chief Executive

- 3.1 The Board has overall responsibility for the safety of all of Southway's customers, employees and appointed contractors living or working in properties owned or managed by the Trust.
- 3.2 The Chief Executive is responsible to the Board for ensuring that the organisation operates safely and complies with all statutory, legislative and regulatory requirements.
- 3.3 The Chief Executive will ensure compliance by:
- (a) Reviewing and agreeing the policies and procedures to be implemented by the Trust.
 - (b) Ensuring the staffing structure is adequately resourced with competent persons nominated to oversee and manage all works associated with electric compliance in the Trust's premises.
 - (c) Ensuring sufficient financial and personnel resources are available to enable those procedures to be implemented and maintained.

The Strategic Director – Property and Development

- 3.4 The Strategic Director - Property and Development is responsible for the preparation and monitoring of the Policy, ensuring it meets with current legislation relating to electrical compliance.
- 3.5 Further areas of responsibility are:
- (a) Ensuring staff and contractors are appropriately trained in the responsibilities associated with the Policy;
 - (b) Ensuring staff and contractors are appropriately instructed on the procedures to support effective delivery of the Policy;
 - (c) Monitoring the implementation of the Policy and setting targets or objectives where appropriate;
 - (d) The promotion of good practice and continuous improvement of electrical safety management across Southway and its Housing stock; and

- (e) Review of this Policy at any legislative change or at least every three years.

Electrical Supervisor

- 3.6 The Electrical Maintenance Supervisor shall ensure the electricians undertake formal periodic inspection and testing of electrical installations at prescribed frequencies and as detailed within this Policy.
- 3.7 During the inspection and testing process, should any alterations or extension to the system be identified which have been completed by the tenant, they shall report them to the Compliance Team.

Authorised Inspectors and Testers

- 3.8 Only competent persons, as defined by BS 7671:2015 (Requirements for Electrical Installations) including current amendments, are authorised to carry out inspection and testing on Southway's properties. A person shall be deemed competent to carry out the appropriate inspection and testing only if he/she has sufficient knowledge and experience of the test equipment, the installation being tested and testing procedures.
- 3.9 It is the responsibility of those undertaking inspection and testing to:
- (a) Ensure no danger occurs to any person or animal;
 - (b) Ensure no damage occurs to property;
 - (c) Compare the inspection and testing results with the design criteria;
 - (d) Take a view on the condition of the installation and advise on remedial works; and
 - (e) In the event of a dangerous situation, isolate and make an immediate recommendation to the Housing Compliance Team.

Operatives

- 3.10 Operatives appointed to undertake the periodic inspection and testing of electrical installations:
- Must be competent to do so and must comply with the requirements of this Policy;
 - Must be incorporated with a recognised Electrical Industry Registration Scheme;
 - Must have successfully completed City and Guilds 2382 (17th Edition) City and Guilds 2394/2395 (Inspection, Testing and Certification of Electrical Installations) (applies to electricians only), unless Southway

Housing Trust deems their competency level and experience adequate to carry out the testing; and

- Shall be subject to monitoring to ensure appropriate standards are met and maintained.

4. Electrical Installation Condition Report (EICR)

- 4.1 The Electrical Installation Condition Report (EICR) is an electrical test on a domestic or commercial property. The test identifies if the electrical system is in good working order and safe for use and identifies areas of wiring deterioration.
- 4.2 Observations that are noted by the qualified person are categorised as per below. These are the standard codes that are used for condition reporting.
- 4.3 C1 (danger present), meaning the safety of those using the installation is at risk and immediate remedial action is required. These will be rectified on the test or the installation is isolated.
- 4.4 C2 (Potentially Dangerous), meaning those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. These will be rectified on the test or the installation is isolated.
- 4.5 C3 (Improvement recommended) meaning The investigation has revealed a non-compliance with the current safety standard, whilst not presenting immediate or potential danger, would; result in significant safety improvements if remedied. These recommendations are recorded onto the certificate. As per the guidance these would be rectified on future improvement works or renewals as per the current standards.
- 4.6 In line with current best practice, we will ensure that EICR's are complete on all relevant domestic properties at every change of tenancy and at intervals of no more than 5 years. We aim for all properties to have an EICR of no more than 5 years old by the end of 21/22 For commercial properties with leaseholders, the Trust will ensure that an EICR is complete at any change of tenancy. The leaseholder is then responsible for ensuring an EICR is completed every 5 years.
- 4.7 In line with current legislative requirements, we will ensure that EICR's are completed on all communal areas at intervals of no more than 5 years.
- 4.8 To achieve compliance, a cyclical EICR programme is delivered by the Southway's Property Services Team through its own operatives and suitably qualified and appointed contractors.

4.9 Electrical Installation Condition Reports are electronically stored in the property portfolio, with systems in place to ensure timely notification of the requirement for new EICR's.

5. Electrical Installations and Alterations

5.1 Southway Housing Trust will cover re-wiring, new installation and alterations, inclusive of consumer unit and extraction systems, to domestic and commercial properties.

5.2 No time period is set in legislation or best practice for properties to be re-wired; the decision is to be based on an assessment of the condition and age of the existing installation.

5.3 Southway will carry out re-wires to properties when an EICR highlights evidence of deterioration in an existing wiring system.

5.4 All new installations shall be provided with an Electrical Installation Certificate along with Building Regulation Certificate of Compliance complete with a schedule of inspection and test results. These certificates must be fully completed and in compliance with 'BS 7671: (2015) Requirements for Electrical Installations, Guidance Note 1 (Selection and Erection)' and all current amendments.

5.5 All new installation certificates shall be kept on a central system. As standard an Electrical Installation Condition Report shall be carried out 5 years after the initial electrical installation date unless otherwise advised on the installation report.

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
Previous versions	
Date of last EIA:	03/10/2018
Review lead by:	Garry Warren – Compliance Manager
Main points or amendments made and reasons - Changes to roles as part of restructure.	
Next review due:	Q2 2020
Approval Level:	Audit and Risk Committee