



Policy: **Electrical Safety Policy**
Approved by: Leadership Group

Date 12/07/2023
Approved:

Frequency of review: Every 3 years (unless in the event of a significant event/change).

POLICY STATEMENT:

This policy is intended to give guidance to employees of Broadland Housing Group to ensure that electrical installations and appliances are maintained to approved standards. This includes the frequency and certification for electrical installations and appliance requirements.

Every year, almost half of all accidental house fires in the UK are caused by electrical appliances causing injuries, fatalities and devastation to families and communities. Broadland recognises the importance to improve electrical safety to prevent future tragedies.

This policy aims to ensure that we meet our obligations as a landlord and seeks to provide assurances that electrical safety is adequately managed, ensuring the safety of our tenants, other residents and the general public.

This policy has been developed to ensure Broadland complies with current legislation, regulatory expectations and good practice, and will be subject to ongoing review.

Policies apply to all legal entities within Broadland unless stated otherwise.

SCOPE:

The main objectives of this policy are to:

- Set out a clear approach for the maintenance and upgrading of electrical installations;
- Ensure a prompt, efficient and cost effective electrical installation, repair, servicing and inspection regime;
- Ensure our legal compliance and promote good practice;
- Ensure remedial works are carried out within appropriate timescales so that homes remain safe and electrical installations are maintained to a high standard;

- Embed a comprehensive electrical inspection and monitoring system for which, adequate record keeping and quality monitoring systems are implemented and maintained.

Broadland's Electrical Safety Procedures gives a detailed account of how this Policy will be implemented.

KEY STAFF RESPONSIBILITIES:

Senior Management

Assistant Asset Director / Assistant Maintenance Director

Responsible for ensuring the policy meets agreed standards, reviewed and monitored against current legislation and good practice

Duty Holer – Electrical Manager

Responsibility for the maintenance of the overall standard and quality of the electrical installation work undertaken and ensuring that employees are competent to carry out the range of electrical work required of them.

Management Team

Electrical Manager / Deputy Electrical Manager

Responsible for the operational delivery of and compliance with this policy, staff awareness & training, and communication to customers. The Electrical Manager, supported by the Deputy Electrical Manager, will take the lead on contract management for the main service areas involving electrical testing, repair, servicing, and inspection.

Local Delivery Managers

Responsible for ensuring scheduling staff are supported through Local Delivery Teams regarding difficult to access homes.

Compliance Officer

Ensure that procedures are followed and the escalation and reporting of non-conformance reporting.

Customer Service Schedulers

Ensuring the procedures are followed to achieve our electrical safety obligations.

Staff

Employees are responsible for ensuring they are fully aware and adhere to the terms set out in the policy.

DEFINITIONS:

Policy Name: Electrcial Safety
Latest Revision: xxxx

Revised by: Chris Hawkins
Verified by: Justin O'Connor

BHG – Broadland Housing Group
EICR – Electrical Inspection Condition Report

RELVANT KEY LEGISLATION AND RELATED DOCUMENTS: (not limited to)

Legislation	Documents
<ul style="list-style-type: none">• The Consumer Protection Act 1987 landlords electrical testing obligations• The Housing Act 2004• The Landlords and Tenants Act 1985• Electricity at Work Regulations 1989• Health & Safety at Work Act 1974 (UK)• British Standard 7671 (IEE wiring regulations) 18th Edition• IEE Inspection & Testing Guidance Note 3• Part P of the Building regulations• British Standard 5839 Pt 1 & 6 Fire Alarms• British Standard 5266 Emergency Lighting• The Electrical Equipment (safety) Regulations 1994• Code of Practice for In-Service Inspection and Testing of Electrical Equipment• Code of Practice for the Management of Electrotechnical Care in Social Housing• ASCP – Electrical Safety in Social Housing (White paper, 2021)• The Regulatory Reform (Fire Safety) Order 2005• The Management of Houses in Multiple Occupation Regulations 2006• The Smoke and Carbon Monoxide Alarm (amendment) Regulations 2022	<ul style="list-style-type: none">• Broadland Housing Electrical Safety Procedure• Broadland Housing 'Homes' H&S Policy• Broadland Housing Group Asset Management Policy• Broadland Housing Group Contractors Code of Conduct• Broadland Housing Group Responsive Maintenance Procedure• Broadland Housing Group Void Procedure

EQUALITY IMPACT ASSESSMENT:

As this policy would be implemented in a consistent manner in all cases, there would be no disadvantage to any particular group. Therefore, there is no need for a full EIA.

DATA PROTECTION

This policy (and associated procedures) does not involve the use of any personal data and so a Privacy Impact Assessment (PIA) has not been undertaken.

IMPORTANT PRINCIPLES:

Broadland Housing Association will only share personal data in accordance with the requirements of the GDPR/ Data Protection Act 2018. We will abide by the laws and regulations in relation to the right to confidentiality, data sharing and disclosure rules in the Act and in relation to any Civil and/or Criminal disclosure legal requirements. _

Broadland Housing Association will inform individuals of the identity of other parties to whom we may disclose, or to whom we may be required to provide, personal data; the circumstances in which this may happen, and when any exceptions to this rule may apply.

Please refer to the Data Protection Policy. This will inform you about BHA's approach to securing your data, the appropriate use of data, how long we store and retain your data, and your rights regarding your data.

Landlords have a legal duty to ensure that their homes, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration.

The Landlord and Tenant Act 1985 is the main legislation for landlords in England and key points include:

- The property should be fit for people to live in at the beginning of their tenancy
- The property should be kept in a fit state for people to live in during the tenancy

Unlike the private rented sector, there is currently no regulation, standard or act that defines a frequency for electrical installation inspection and testing in Social Housing managed properties. It is however, widely recommended that an electrical installation in a domestic tenanted property is inspected and tested at least every 5 years, resulting in the creation of an Electrical Installation Condition Report (EICR). The same is to be said for communal areas however, The Management of Houses in Multiple Occupation (England) Regulations 2006, requires the fixed electrical installation in a HMO is inspected and tested at intervals not exceeding 5 years.

The policy and associated procedure take into consideration proposals for the improvement of electrical safety within the sector. The key principles to the policy are to:

- promote a strong valued safety culture
- implement and maintain a 5 year EICR cyclical programme
- improve access and resident engagement
- provide technical support and competency checks that provide assurances of the delivery of the electrical safety policy.

Electrical safety must be carried out to meet the requirements within The Electricity at Work Regulations, 1989, to ensure precautions are taken that prevent death or injury from

electricity at work activities and to help achieve the high standards of electrical safety to ensure compliance.

This requirement is supported by other regulatory requirements listed within this policy alongside British Standards, other industry standards and relevant codes of practice that provide technical guidance and standards to achieve good standards of electrical safety.