

## Electrical Policy

<b>Purpose</b>	To define how Eastlight Community Homes will comply with their legal responsibilities in ensuring electrical safety.
<b>Owner</b>	Head of Contract Management & Compliance
<b>Related documents</b>	Health and Safety Policy Electrical Safety processes and procedures
<b>Approved by</b>	Shadow Board
<b>Date approved</b>	29 <sup>th</sup> June 2020
<b>Resident involvement</b>	N/A
<b>Performance Monitoring</b>	Monthly / real time KPI monitoring
<b>Review frequency</b>	Every 3 years
<b>Last review</b>	May 2020
<b>Next review</b>	May 2023
<b>Version</b>	V1.1
<b>Author</b>	Head of Repairs and Maintenance

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## 1. POLICY STATEMENT

- 1.1. Eastlight Community Homes Limited (hereafter 'Eastlight') is committed to meeting our obligations as a landlord and ensuring electrical safety is adequately managed for the safety of our residents and those visiting our properties or offices.
- 1.2. The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (which Eastlight are responsible for) in properties we own and manage, including equipment that we use in maintaining our homes.
- 1.3. This policy complies with relevant legislative requirements.

## 2. SCOPE

- 2.1. This policy applies to all Eastlight homes with the exception of Leasehold and Shared Ownership where the responsibility for ensuring electrical safety within the home is their responsibility. This policy does apply to all communal areas that are within Eastlight ownership.
- 2.2. An electrical installation is made up of all the fixed electrical wiring and equipment that is supplied from the point of the electricity meter and beyond. It includes the cables that are usually hidden within the fabric of the building, accessories (sockets, lights etc) and the consumer unit which encompasses all the fuses, circuit-breakers and residual current devices.

## 3. POLICY DETAILS

- 3.1. The roles with responsibility under this policy are:
  - 3.1.1. **Duty Holder:** Head of Contract Management & Compliance - The Duty Holder is responsible for seeking to ensure adequate resource is in place to meet the legislative requirements and ensure safety
  - 3.1.2. **NICIEC Duty Holder:** Operations Manager (Repairs and Maintenance) - Ensure employees are competent to carry out the work required of them and assign work to the Qualified Supervisor. Responsible for all matters relating to enrolment and be the main point of contact for our NICEIC registration.
  - 3.1.3. **NICIEC Qualified Supervisor:** Repairs Manager (Electrical) - Attend various properties to validate results and record any discrepancies with contractors or our own staff. Review all unsatisfactorily properties and seek to ensure that remedial works are undertaken within a reasonable timeframe, and new certificates are issued if appropriate.

- 3.2. Eastlight will seek to ensure duties set out within the relevant regulations are allocated to a suitable post within the appropriate department. Individuals responsible for discharging Eastlight's duty will have adequate training and will have appropriate authority to deliver a safe electrical testing and remediation program.
- 3.3. We will seek to ensure that all our homes and communal installations are tested in accordance with the Institute of Engineering Technology (IET) best practice recommendations. Guidance within this document at table 3.2 of guidance note 3 Inspection and Testing by the Institute of Engineering Technology suggests a period of five years between EICR's for domestic properties, with an inspection also carried out at change of occupancy. These frequencies should be increased if information relevant to the installation indicates signs of progressive deterioration.
- 3.4. We will also test and issue appropriate certification prior to the re-letting of our properties (this includes mutual exchanges). An electrician will always visit our empty properties and issue certification, a full test will be completed unless one has been undertaken within the last 12 months and the electrician is satisfied with the condition from a visual inspection.
- 3.5. On completion of the test, certification will be issued. This will make recommendations which will be reviewed by a competent person (NICIEC Qualified Supervisor) and the necessary remedial works prioritised accordingly. Electrical works identified on certification will be recorded using the following categories:
- Code C1: Where a real and immediate danger is observed that puts the safety of those using the installation at risk. We or our contractor will repair if possible, immediately or isolate/ shut the system down until the fault can be rectified.
  - Code C2: An observed deficiency not considered to be dangerous at the time of inspection but would become a real and immediate danger if a fault or other foreseeable event occurs. We or our contractor will book in to return this work within agreed timescale with the Qualified Supervisor.
  - Code C3: Used to indicate that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to an enhancement of the safety of the electrical installation. We or our contractor will note these and monitor at the next inspection.
- 3.6. The HSE sets out recommended testing intervals for checking portable electrical equipment, these recommendations are not specific and give a guideline depending on how the equipment is used, how old it is and how it is maintained.

Our Duty Holder and Qualified Supervisor have reviewed these and set our intervals as follows:

- Class 1 earthed equipment i.e. kettles, kitchen equipment etc (within sheltered schemes). These will be tested every two years.
- Construction electricals i.e. battery charges, transformers etc (trades tools/equipment). These will be tested every year.

3.7. If no access is achieved, we will follow our no access process to ensure we maintain compliant.

#### **4. STATUTORY AND REGULATORY REQUIREMENTS**

4.1. The Electrical Safety Policy is supported by the following legal documents:

- Landlord and Tenant Act 1985
- Housing Act 1988
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Construction Design and Management Regulations 2015
- Building Regulations
- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- IET Guidance Note 3 – Inspection and Testing
- The Electrical Equipment (Safety) Regulations 1994

4.2. Any contractor undertaking electrical installation work for Eastlight must be registered through the National Inspection Council for Electrical Installations Contractors (NICIEC) or other accredited body.

4.3. Eastlight will also be registered and maintain an accreditation via NICIEC for the electrical works that it undertakes.

#### **5. EQUALITY AND DIVERSITY**

5.1. An equality analysis has been completed for this policy and no impacts were identified.

#### **6. REVIEW**

6.1. The policy holder will review this policy every three years, or as legislation changes.