

ELECTRICAL SAFETY POLICY

1 Purpose

This Policy sets out specific guidelines on the electrical safety of fixed electrical installations and portable appliances (where applicable) and details the approach and appropriate frequencies of inspection and testing to minimise the risk of fire, damage to property, injury and/ or death.

By having this detailed Electrical Safety Policy, Twenty11 is able to detail the approach to be adopted throughout the organisation and comply with law, relevant regulations and where adopted best practice.

2 Definitions

This Policy relates to Twenty11 (Homes) Ltd

3 Responsibilities

The duties of management, staff and personnel of Twenty11 shall be clearly communicated and agreed by all parties to ensure that all persons can undertake their duties as stated in this Policy. Communications and feedback detailing agreed responsibilities shall be kept and monitored this shall trigger further training or assistance as deemed necessary.

3.1 *The Board*

Ultimately the Board have overall responsibility for this Policy and ensuring compliance through their delegation to the Chief Executive.

3.2 *Chief Executive*

The Chief Executive is responsible for the overall effectiveness of this Policy. The Assistant Directors assist the Chief Executive in ensuring that adequate physical and financial resources are made available to enable the objectives of this Policy to be met.

3.3 *Head of Property*

The Head of Property is responsible for implementing the requirements of this Policy including responsibility for monitoring, review, and policy development.

3.4 *Home Safety Manager*

The Home Safety Manager is responsible for the operational delivery of and compliance with this Policy, and for ensuring staff awareness, correct levels of training to ensure competence, and relevant communication and information to tenants as appropriate. Will ensure that the Competency Matrix is kept up to date to ensure that all training with refresher elements is kept up to date. This will also be used by managers to check an individual's competence before being asked to undertake a task with specific requirements.

3.5 *Compliance Specialist (M&E)*

The Compliance Specialist (M&E) takes day to day responsibility for implementing and management of all operational requirements associated to their role.

3.6 *Employees*

All Employees, irrespective of their position shall:

- Take reasonable care for their own health and safety and that of other persons who may be adversely affected by electric work, including members of the public, tenants, visitors and contractors
- Co-operate as appropriate with other staff and agencies to ensure compliance with this Policy and all other relevant legal requirements
- Halt work that, in their opinion, may present a serious risk to health and safety
- Report any concerns that they may have in relation to the safety of electrical systems and installations.
- Report all accidents, incidents and near misses to the Home Safety Specialist (Health & Safety) as quickly as possible, to ensure that relevant action and investigation is undertaken.

3.7 *The Contractor's Responsibility*

Twenty11 requires contractors to abide by relevant legislation, technical guidance and keep up to date with any amendments. Comply with the Contractor Code of Conduct and the requirements of this document when undertaking electrical installation works.

Contractors must be registered with the NICEIC (or equivalent body) and as appropriate be registered under a recognised Domestic Installer self-certification scheme in compliance with Part P of the Building Regulations. Furthermore, engineers undertaking inspection, testing and certification must hold the necessary additional qualifications.

Only skilled persons as defined by BS 7671 including current amendments are authorised to carry out Inspection and Testing. A person is deemed skilled to carry out the appropriate Inspection and Testing if they have sufficient knowledge and experience of the test equipment, the installation being tested and testing procedures. Electricians should have successfully completed City and Guilds 2382 (18th Edition) and City and Guilds 2392 & 2394 (Inspection, Testing and Certification of Electrical Installations).

Except for undertaking unforeseen emergency repairs whilst carrying out the Inspection and Testing regime, no repairs or rectification works shall be started without first obtaining the correct authority from an appointed member of Twenty11, namely the Home Safety Specialist (M&E).

Contractors and subcontractors working on behalf of Twenty11 must comply with specific requirements for PAT testing.

Documentation shall be produced and offered into Business as EICR (electrical installation condition report).

The findings of the inspection are recorded on the Electrical Installation Condition Report (EICR). In addition to the main body of the report, which identifies departures from the requirements of BS 7671 and provides an overall assessment of the suitability of the installation for continued use, the report is accompanied by schedules of inspection and test results.

This report highlights the condition of an existing electrical installation, to identify (in order of priority) any deficiencies against BS 7671, for the safety of electrical installations. Its purpose is to:

- reveal if any of the electrical circuits or equipment are overloaded
- find any potential electrical shock risks and fire hazards in the electrical installation
- identify any defective DIY electrical work
- highlight any lack of earthing or bonding
- Tests are also carried out on the electrical installation to check that it is safe.

The assessment section(s) of the report describe the overall condition as either 'satisfactory', in which case no immediate remedial work is required, or 'unsatisfactory' where remedial work is required to make the installation safe.

Observations and recommendations include results of the inspection and testing. They are based on the requirements of the issue of BS 7671 current at the time of the inspection, not on the requirements of an earlier standard current at the time the installation was constructed. Observation(s) are provided in an accurate and easily understandable manner.

Any relevant observation recorded by the electrician in the 'observations and recommendations' section of the report should be accompanied by a recommendation code to indicate the action needed. Further detail on the codes is given below.

- Code C1 – Danger Present
- Code C2 – Potentially Dangerous
- Code C3 – Improvement Recommended

The summary of the inspection report gives a clear indication of the condition of the electrical installation, considering relevant circumstances. After necessary remedial work has been completed, an appropriate certificate is issued to confirm that the remedial work has been carried out in accordance with BS 7671.

New installations are provided with an Electrical Installation Certificate complete with a Schedule of Inspections and Test Results. The documents are suitably completed in compliance with BS 7671, IET

The Contractor will ensure that any electrical test considers relevant items including:

- adequacy of earthing and bonding,
- suitability of the switchgear and control gear, for example, old fuse boxes with double pole fusing and/or wooden enclosures, which are likely to need replacing
- serviceability of accessories and light fittings, for example, older round-pin sockets, sockets mounted on skirting boards, round pattern lighting switches and braided flexible cords connecting ceiling roses to lamp holders, which may require replacement due to unsuitability or deterioration

- types of wiring systems and their condition, for example, cables coated in vulcanised rubber insulation (phased out in the 1960s) which may be in poor condition and need replacing
- extent of any wear and tear, damage or other deterioration of other parts of the installation
- presence of adequate identification and notices
- changes in use of the premises which have led to, or might lead to, deficiencies in the installation

Any relevant observation recorded by the electrician in the 'observations and recommendations' section of the report should be accompanied by a recommendation code to indicate the action needed. Further detail on the codes is given below.

- Code C1 – Danger Present (immediate threat to safety, rectified or made safe the same day)
- Code C2 – Potentially Dangerous (urgent remedial action required)
- Code C3 – Improvement Recommended

Where a real and immediate danger is observed that puts the safety of those using the installation at risk, Code C1 (requires immediate attention) must be given. Twenty11 should be advised to act without delay (usually by phone) to remedy the observed deficiency in the installation. Where the engineer does not receive confirmation from Twenty11 immediately to undertake work they are to perform other appropriate action (such as switching off and isolating / disconnecting the affected parts of the installation) to mitigate the danger. The electrician should not wait for the full report to be issued before giving this advice.

Where a Code C1 is given, Twenty11 is advised immediately, in writing, that urgent work is necessary to remedy the deficiency. This action is necessary to satisfy the duties imposed on the electrician and others by the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

A Code C2 is an observed deficiency considered to be dangerous at the time of inspection (EICR unsatisfactory/fail), it would become a real and immediate danger if a fault or other foreseeable event was to occur in the installation or connected equipment. Twenty11 should be advised that, whilst the safety of those using the installation may not be at immediate risk, remedial action should be taken urgently to improve the safety of the installation.

Code C3 is 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

3.8 *The Tenants' Responsibilities*

Under the terms of their Tenancy Agreement tenants are required to allow access to their property for maintenance and/ or safety checks to be carried out. In order to undertake fixed installation inspection and testing, tenants will be required to grant permission for an electrician to temporarily isolate the electrical supply to the property.

Accordingly, the tenant should:

- Identify any requirement to save IT software and action this before the start of any electrical operation / isolation
- Make their own contingency arrangement for the absence of electrical supplies e.g., to fridges / freezers
- Ensure appropriate access and relocation / removal of any obstacles has been done prior to arrival of the contractor
- Notify Twenty11 of any repairs required / fault issues in a timely manner

Twenty11 is unable to be responsible for the safety of tenants' cookers or fixed or portable electrical appliances not provided by the Organisation; or installations which have been installed without our prior approval. Where these installations are found to be defective on first inspection; the contractor will explain and terminate the supply and make recommendations for the required rectification works. It will usually be the case that unauthorised installations will be removed, and the tenant recharged for the costs and this will be explained at the time. Tenants are responsible for any repairs relating to damage they have caused with faulty self-installed appliances and wiring.

Tenants are responsible for portable appliances in their properties that they own. Outgoing tenants should not gift any appliances to the next tenants. Any tenant owned electrical equipment left in a home will be removed and disposed of and a charge made to the outgoing tenant.

Where tenants carry out property alterations and improvements which included additions / alterations to the electrics, authorisation must be sought prior to any works being undertaken. If works are approved, it will be done so on the basis that tenants are informed and are then held responsible for ensuring appropriate safety checks are carried out and all relevant certificates are passed to Twenty11 following the works/installation, as set out in the Tenancy Agreement. Where works are approved and completed to agreed standards all future annual safety checks will be carried out by Twenty11.

4 Legal Framework

Twenty11 is committed to ensuring the safety of tenants and other stakeholders with regards to electrical installations in domestic properties and buildings owned by the organisation unless otherwise stated in formal agreements such as leases etc. The following legislation is complied with although not fully exhaustive, include:

- Landlord and Tenant Act 1985
- Housing Act 2004
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- The Construction (Design and Management) Regulations 2015
- Building Regulations
- Right to Repair Scheme (introduced 1994)
- The Health and Safety at Work Act 1974

- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671 (including all amendments)
- IET Guidance Note 3 – Inspection and Testing
- The Electrical Equipment (Safety) Regulations 1994

5 Key Principles

5.1 General

Tenants in properties where Electrical Inspection and Testing is to be carried out are informed in writing that the electrical installation will require isolation (switching off) and that Twenty11 is unable to accept responsibility for any loss or damage resulting from this.

Twenty11 maintain an asbestos register (covering individual properties and communal areas), which is provided to contractors.

5.2 Fixed Electrical Installations

An electrical installation is made up of all the fixed electrical equipment that is supplied through the electricity meter. It includes the cables that are usually hidden in the fabric of the building (walls and ceilings), accessories (sockets, switches and light fittings), and the consumer unit (fuse box) that contains all the fuses, circuit-breakers and residual current devices (RCDs).

Twenty11 aims to ensure that its electrical installations should have:

- sufficient socket outlets for the number of portable appliances likely to be used, to minimise use of multi-socket adapters and extension leads
- covers / barriers in place to prevent contact with live parts
- residual current device (RCD) protection where appropriate
- satisfactory earthing arrangements
- satisfactory bonding for incoming services, e.g., gas and water
- sufficient circuits to avoid danger and minimise inconvenience in the event of a fault
- cables that are correctly selected in relation to their associated fuse or circuit-breaker
- Split load boards where possible
- Appropriate fire detection systems (smoke and or heat detection) preferably main supply

5.3 Frequency of Inspection and Testing

Over time, and with the wear and tear of regular use, the installation will start to deteriorate. Connections can work loose (a potential fire hazard), equipment can be damaged, and building and maintenance work can have an impact on the wiring.

The frequency of periodic electrical inspection and testing should be determined considering:

- the type of installation
- its use, the extent of wear and tear, and operation and/or level of misuse (e.g., vandalism)
- the frequency and quality of maintenance
- the damage and/or deterioration found at the time of the inspection

IET Guidance Note 3: Inspection and Testing indicates a suggested frequency of 10 years for an EICR for domestic properties from the date of the first installation, then 5 yearly, but with an inspection also carried out at change of occupancy. These frequencies should be increased if the history indicates signs of progressive deterioration.

The Organisations stock is subject to a full Condition Report and Test at the following frequencies:

- Based on best safeguarding approach Twenty11 have made a business decision to test, inspect and report on all property types every 5 years.
- At change of occupancy i.e.: a void or mutual exchange a periodic inspection will be carried out.

5.4 *New Electrical Work*

Where works are notifiable, Twenty11 will comply with The Building Regulations 2010 (as amended), including Approved Document P - Electrical Safety - Dwellings. This requires electrical installations in dwellings be designed and installed so they afford protection against mechanical and thermal damage and do not present electric shock and fire hazards to people.

5.5 *Portable Appliances*

There are some portable appliances in the communal areas e.g., white goods which are covered by this document. They will be subjected to an annual test and inspection regime and duly labelled safe for use. Office electrical equipment will also be tested where appropriate annually.

5.7 *Temporary accommodation*

These properties receive the necessary electrical tests and inspections, maintenance and repairs as appropriate and in accordance with agreements in place.

5.8 *Lettings*

The electrical installation is tested and inspected, and a valid certificate issued to the incoming tenant as part of the sign-up process following a mutual exchange. No

property is let without a satisfactory electrical certificate being available. All properties will meet the Twenty11 standard prior to let.

5.9 *Training and Information*

Twenty11 undertakes appropriate and regular electrical safety awareness training for all staff. Suitably qualified or 'competent' staff manage the electrical works undertaken by the organisation.

6 **Policy Statement**

Twenty11 ensures that the electrical safety of fixed electrical installations and portable appliances (where applicable) are inspected at appropriate frequencies and maintained to minimise the risk of fire, electrocution, damage to property, injury and / or death. Twenty11 recognises the legal obligations in relation to electrical safety and the Electrical Safety Policy demonstrates how Twenty11 will comply in accordance with current legislation and approved codes of practice.

Twenty11 ensures that a compliant and uniform approach is adopted, and the service delivered meets statutory requirements and is consistent with good practice.

This Policy applies to all Twenty11 properties, the main hazards of electrical systems are:

- faults which could cause fires
- fire or explosion where electricity could be the source of the ignition
- all installed electrical equipment and materials are of the correct type and comply with applicable British Standards
- all parts of the fixed electrical installation are correctly selected and erected
- no part of the fixed electrical installation is visibly damaged or otherwise defective
- recording all electrical checks, inspections and tests including test results, keeping them throughout the working life of an electrical installation
- in conducting our business, we meet our health and safety obligations to our staff, tenants, contractors and visitors

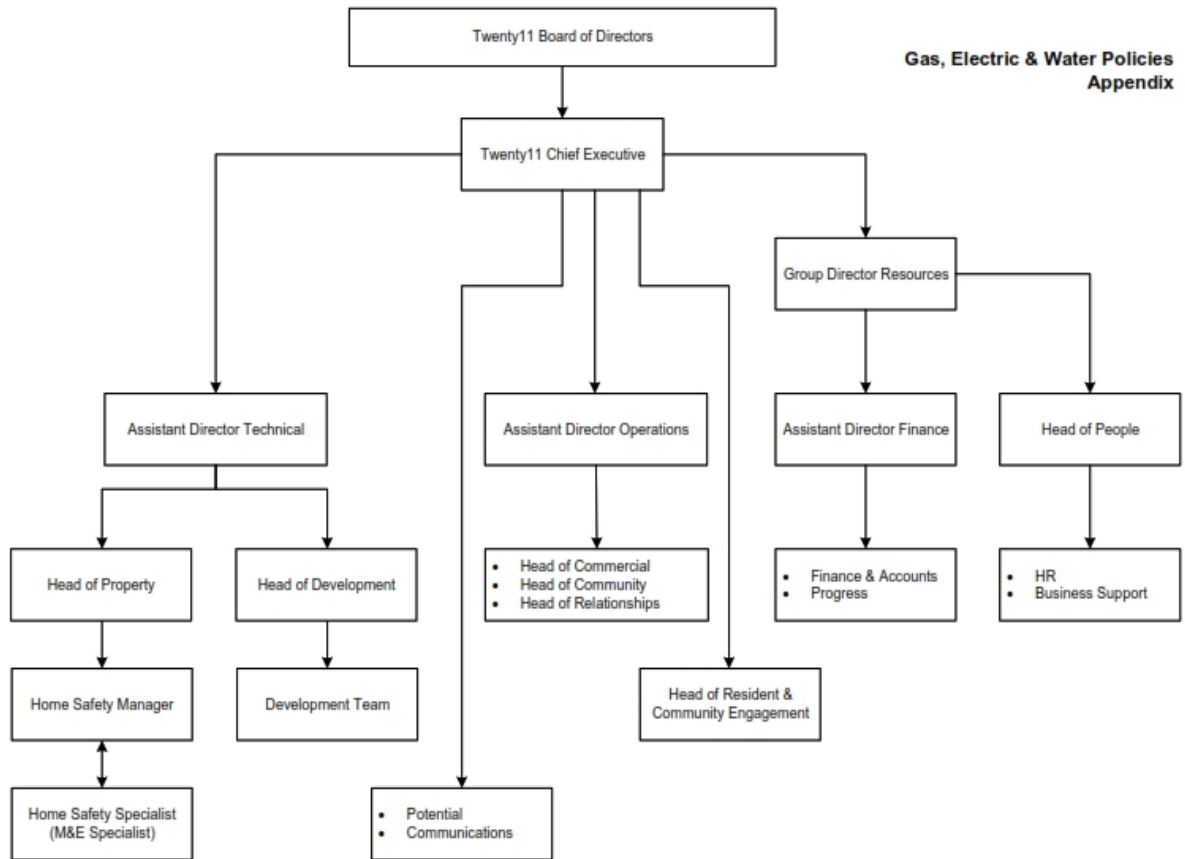
7 **References**

The key documents and references are listed in the legal framework section of this document.

8 **Related Policies & Procedures**

This policy should be read in conjunction with our Health and Safety Policy, which will cover the process for recording, reporting, investigation and analyses of accidents, incidents and cases of ill health in relation to Electrical safety. Other related documents include: No Access to Homes Policy

Appendix A – Twenty11 Organisational Chart



Document Controls			
Version:	6	Effective date:	December 2020
Subject Matter expert drafter:	Home Safety Specialist (M&E)	Process owner:	Head of Property
Related Pod	Property	Related Policy:	No Access to Homes Policy
Review period	3 Years	Next review due by:	December 2023
Delegated approvals			
<i>The 3 lines of defence have been checked within the framework and are valid</i>			<input checked="" type="checkbox"/>
Approved by AD	N/A	Approved Date:	N/A
Approved by EMT	Alan Keers 	Approved Date:	26th March 2021
Approved by Board/Committee/RRT	N/A	Approved Date:	N/A