

## Electrical Safety Policy

Version Control						
Version	Date drafted	Date approved	Approved by	Date reviewed	Next review date	Owner
Final	06/01/2023	23/01/2023	Board	N/A	23/01/2025	Head of Property and Assets
2025 review			Board	24/03/2025	24/03/2027	Head of Property and Assets

### 1. Introduction

- 1.1. Westmoreland Supported Housing Limited (WSHL) is responsible for the maintenance and repairs to its homes and other buildings, all of which will contain electrical installations and appliances. The Landlord and Tenant Act 1985 and the Housing Act 2004 place duties on landlords to ensure that these electrical installations are safe at the start of any tenancy and are maintained in a safe condition throughout the tenancy.
- 1.2. WSHL is also responsible for maintaining electrical installations and equipment in non-domestic (communal) areas of buildings, offices and other premises that WSHL owns and manages.
- 1.3. This policy sets out WSHL's planned cyclical approach of servicing and inspecting electrical installations and ensuring that all contractors are competent.

### 2. Purpose

- 2.1. WSHL must establish a policy which meets the requirements for electrical safety under various legislation detailed in section 4.
- 2.2. In addition to this, the policy must provide assurance to WSHL that measures are in place to ensure compliance with these regulations and to identify, manage and/or mitigate risks associated with electrical installations and electrical portable appliances.
- 2.3. WSHL must also ensure compliance with electrical safety legislation is formally reported at Executive and Board level, including the details of any non-compliance and planned corrective actions.

### 3. Scope

- 3.1. This policy applies to all buildings and associated structures either owned, leased, occupied or managed by WSHL.

- 3.2. The policy is relevant to all WSHL employees, tenants, contractors and other persons or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services.
- 3.3. The policy is also relevant for maintaining a safe working environment for all employees, tenants and other visitors within all WSHL offices.

## **4. Legal and Regulatory Responsibilities**

### **4.1. Core Legislation**

- Landlord and Tenant Act 1985;
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994
- Homes (Fitness for Human Habitation) Act 2018

### **4.2. Other Legislation**

This policy also operates in the context of the following legislation:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety & Welfare) Regulations 1992
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations for England and Wales (Part P)
- The Housing Act 2004
- The Occupiers' Liability Act 1984
- Provision and Use of Work Equipment Regulations 1998
- RIDDOR 2013

## **5. Codes of Practice**

5.1. The principle codes of practice applicable to this policy are as follows.

- IET Wiring Regulations British Standard 7671:2018
- INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
- Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'

## **6. Compliance Requirements**

- 6.1. In order to be compliant with legislation and codes of practice, all electrical installations are required to be periodically inspected and tested.
- 6.2. The intervals between inspections are not absolutely set within any regulations; however, best practice guidance from the Electrical Safety Council and from BS7671:2018 states that electrical installations should be tested at intervals of no longer than 5 years from the previous inspection and/or on change of tenancy. Any deviation from these intervals should be at the recommendation of a competent NICEIC qualified (or equivalent) person and should be backed up by sound engineering evidence to support the recommendation.
- 6.3. All electrical installations should be inspected and tested prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers, and a satisfactory EICR should be issued to the tenant prior to them moving in.
- 6.4. The Electrical Equipment (Safety) Regulations 1994 requires Landlords to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied.
- 6.5. The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent persons work on the electrical installations, systems and equipment.

## **7. WSHL's Approach**

- 7.1. WSHL acknowledges and accepts its responsibilities with regard to electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 1994 and the Homes (Fitness for Human Habitation) Act 2018.
- 7.2. In order to meet these requirements, WSHL will:
  - Hold accurate records against each property it owns or manages that identify when the electrical installation was last inspected and tested, and listing all electrical portable appliances that the organisation owns held at each property together with details of Portable Appliance Tests (PATs) undertaken;
  - Ensure that all domestic properties owned or managed by the organisation have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR;
  - Ensure that all non-domestic and 'other' properties, such as management agreements and community buildings, owned or managed by the organisation have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR;
  - Ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test;

- Ensure that electrical installation inspection and tests are carried out prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers and that a satisfactory EICR is issued to the tenant prior to them moving in;
- Ensure that only suitably competent NICEIC electrical contractors and engineers (or equivalent) undertake electrical works for the organisation;
- Carry out electrical installation inspection and tests and issue new satisfactory EICRs when completing planned component replacement works within domestic properties. In the case of a rewire WSHL will receive an installation certificate and following minor works, a minor works certificate;
- Test and/or replace as necessary hard wired smoke alarms, CO alarms and heat detectors (where fitted) which are not covered as part of the annual gas safety check visit (i.e. the property does not have gas) on an annual basis;
- Ensure that all electrical portable appliances owned and/or provided by the organisation are tested periodically in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE);
- 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;
- Ensure that robust 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;
- Ensure that robust processes and controls are in place to manage works to void and occupied properties that may affect existing electrical installations;
- Have a robust process in place to gain access to properties where tenant vulnerability issues are known or identified whilst ensuring the organisation can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant; and
- Establish and maintain a plan of all continuous improvement activity undertaken with regards to electrical safety.

## **8. Inspection Testing Programmes**

- 8.1. WSHL will carry out a programme of electrical installation inspection and testing to all domestic properties. This inspection and test will be carried out at intervals of no more than 5 years and will include the issuing of a new satisfactory Electrical Installation Condition Report (EICR). This inspection and test is driven from the anniversary date of the most recent EICR, which may have been carried out at the start of a new tenancy or following planned component replacement works.

- 8.2. WSHL will carry out a programme of electrical installation inspection and testing to common areas of non-domestic properties and any 'other' properties where there is a landlord's electrical installation (and where WSHL has the legal obligation to do so). This inspection and test will be carried out at intervals of no more than 5 years and will include the issuing of a new satisfactory Electrical Installation Condition Report (EICR). This inspection and test is driven from the anniversary date of the most recent EICR, which may have been carried out following planned component replacement works.
- 8.3. WSHL will carry out a programme of portable appliance testing (PAT) to all electrical portable appliances owned and/or provided by the organisation every 2 years. These appliances will be tested in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE).

## **9. Key Roles and Responsibilities**

- 9.1. **WSHL's Board** will be responsible for approval of the policy and its implementation and monitoring performance.
- 9.2. The **Chief Executive Officer** will be responsible for the implementation of this policy and responsible for the delegation of its full implementation and delivery to the Head of Property and Assets and their authorised deputy.
- 9.3. The **Head of Property and Assets** will be responsible for the implementation of this policy along with any associated procedures, and responsible for the day-to-day management of the same, supported by their authorised deputy.
- 9.4. The **Maintenance and Compliance Manager** will be responsible for the day-to-day management of this policy and any associated procedures in the event that the Head of Property and Assets is unavailable.
- 9.5. **WSHL's Surveyors** will be responsible for completing PATs on all WSHL owned equipment in common parts of the buildings it manages. These individuals will be suitably trained and aware of their duties under current legislation and this policy.

## **10. Performance Reporting**

- 10.1. Robust key performance indicator (KPI) measures will be established and maintained to ensure WSHL is able to report on performance in relation to electrical safety, and these will be reported to the Executive and WSHL's Board monthly.
- 10.2. As a minimum, these KPI measures will include the percentage of all unexpired EICR certificates held by WSHL and the percentage of all unexpired PATs held by WSHL, both as a proportion of the total number of properties it owns or manages plus any non-domestic premises, with a target of 100% completion at all reporting dates.

## **11. Record Keeping**

- 11.1. WSHL will establish and maintain accurate records of all completed Electrical Installation Condition Reports (EICRs), Minor Electrical Works Certificates (MEW) and Building Regulation Part P notifications associated with remedial works from these reports and Electrical Installation Certificates and keep these for a period of not less than 7 years:

## **12. Linked Documents**

- 12.1. This policy is linked to the following documents and should be read in conjunction:
- Health and Safety Policy

## **13. Policy Review**

- 13.1. This policy will be reviewed every two years.