

Electrical Safety Policy

Version Control					
Version	Date drafted	Date approved	Approved by	Next review date	Owner
Final	06/01/2023	23/01/2023	Board	23/01/2025	Head of Property & Assets

Introduction

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.

WSHL is also responsible for maintaining electrical installations and equipment in non-domestic (communal) areas of buildings, offices and other premises that WSHL owns.

This policy sets out the policy of implementing a planned cyclical approach of servicing and inspecting electrical installations and ensuring that all contractors and are competent.

Scope

WSHL must establish a policy which meets the requirements for electrical safety under the

1. Landlord and Tenant Act 1985,
2. the Housing Act 2004,
3. the Electrical Safety at Work Act 1989 and
4. the Electrical Equipment (Safety) Regulations 1994.

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.

WSHL must also ensure compliance with electrical safety legislation is formally reported at EMT and Board level, including the details of any non-compliance and planned corrective actions.

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.

It should be used by all to ensure they understand the obligations placed upon WSHL to maintain a safe environment for tenants and employees within the home of each tenant and within all non-domestic (communal) premises or areas of buildings.

The policy is also relevant for maintaining a safe environment for all tenants and employees within all WSHL offices, where the Trust has an obligation to do so.

Adherence to Regulatory Standards, Legislation and Codes of Practice

The application of this policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes & Communities Agency (now Regulator of Social Housing) in April 2012.

Legislation

1. Landlord and Tenant Act 1985
2. the Electricity at Work Regulations 1989 and the
3. Electrical Equipment (Safety) Regulations 1994,
4. Homes (Fitness for Human Habitation) Act 2018 sets out implied terms as to fitness for human habitation and for connected purposes.

Code of Practice

1. IET Wiring Regulations British Standard 7671: 2018
2. BS7671 3.3.3HSE INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments
3. Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'.

Other Legislation

1. This electrical safety policy also operates in the context of the following additional legislation: Health and Safety at Work Act 1974
2. The Management of Health and Safety at Work Regulations 1999
3. The Workplace (Health Safety & Welfare) Regulations 1992
4. Management of Houses in Multiple Occupation (England) Regulations 2006
5. Regulatory Reform (Fire Safety) Order 2005
6. The Building Regulations for England and Wales (Part P)
7. The Housing Act 2004
8. The Occupiers' Liability Act 1984
9. Provision and Use of Work Equipment Regulations 1998
10. RIDDOR 2013

In order to be compliant under these duties electrical installations are required to be periodically inspected and tested. 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.

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.

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 (Section 16).

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.

Policy Intent

WSHL acknowledge and accept its responsibilities with regards 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 Homes (Fitness for Human Habitation) Act 2018.

WSHL will hold accurate records against each property it owns or manages identifying 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.

WSHL will 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.

WSHL will 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.

WSHL will ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.

WSHL will 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.

WSHL will ensure that only suitably competent NICEIC electrical contractors and engineers (or equivalent) undertake electrical works for the organisation. WSHL will 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).

WSHL will 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.

WSHL will 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. This also includes the Independent Living Apartments.

WSHL will 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.

WSHL will 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.

WSHL will ensure that robust processes and controls are in place to manage works to void and occupied properties that may affect existing electrical installations.

WSHL will 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.

WSHL will establish and maintain a plan of all continuous improvement activity undertaken with regards to electrical safety.

Testing and Inspection Programmes

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 landlords' electrical installation (and 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.

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 commencing on 1st April 2018 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.

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).

Record Keeping

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.

Reporting

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.

KPI measures will be produced and provided at Board level monthly.

As a minimum, these KPI measures will include reporting on

1. Units and percentage of units, with in date electrical certification
2. No. of properties awaiting remedial work from electrical test and inspection
3. PAT compliance

Responsibilities

Overall: Board

Responsible for approval of the policy and its implementation and monitoring performance.

Operationally: Chief Executive

Responsible for the implementation of this policy and responsible for the delegation of its full implementation and delivery to the Lead and the authorised deputy.

Lead: Head of Property & Assets

Responsible for the implementation of this policy and the day to day controlling of the associated procedure to this policy, and responsible for the implementation of this procedure and the authorised deputy.

Deputy: The Compliance Manager

Responsible for the day to day controlling of the associated procedure to this policy in the event the responsible person is unavailable.

Undertaking PAT testing: Building Surveyor

Responsible for undertaking PAT testing of WSHL owned equipment in common parts of the building.

These persons will be suitably trained and aware of their duties under current legislation and this policy document.