



Electrical Safety Policy

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1. Purpose

- 1.1 The purpose of this Policy is to set out specific guidelines to enable Red Kite Community Housing Ltd (RKCH) to be assured that the electrical safety of fixed electrical installations and portable appliances (where applicable) are inspected and maintained at appropriate frequencies to minimise the risk of fire, damage to property, injury and/ or death.
- 1.2 By having this detailed Electrical Safety document, RKCH is able to ensure that a uniform and professional approach is adopted throughout the organisation and the service delivered is compliant with law, best practice and internal policy.

2 Definitions

EICR - Electrical Installation Condition Report
RCDs - residual current devices

3 Responsibilities

The duties of management, staff and personnel of Red Kite (RKCH) 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 Chief Executive

The Chief Executive and ultimately the Board have overall responsibility for this procedure and ensuring compliance.

3.2 Executive Directors

The Deputy Chief Executive assists and deputises for the Chief Executive and are responsible for the overall effectiveness of this procedure.

The Director of Operations is responsible for ensuring that adequate resources and budgets are made available to enable the objectives of the policy to be met.

3.3 Head of Property

The Head of Property is responsible for the associated procedures; this includes responsibility for monitoring, review, and policy development.

3.4 Compliance Manager

The Compliance Manager is responsible for the operational delivery of and compliance with this policy, staff awareness & training, and communication to customers.

3.5 Compliance Specialist (M&E)

The Compliance Specialist (M&E) takes day to day responsibility for implementing this document.

3.6 People & Community Development Manager

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.

3.7 Employees

All Employees, irrespective of their position shall:

- Take reasonable care of their own health and safety and that of other persons who may be adversely affected by electric work, including member 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 legal requirements
- Halt work that, in their opinion, may present as serious risk to health and safety
- Report any concerns that they may have in relations to the management of electrical systems.

3.8 The Contractor's Responsibility

3.8.1 RKCH require contractors to abide by relevant legislation, technical guidance and keep up to date with any amendments. They comply with the Contractor Code of Conduct and the requirements of this document when undertaking electrical installation works.

3.8.2 Appointed electrical contractors are registered with the NIC EIC (or equivalent) and are registered under a recognised Domestic Installer self-certification scheme in compliance with Part P of the Building Regulations.

3.8.3 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 RKCH, namely the Compliance Specialist (M&E).

3.8.4 Test equipment shall comply with the requirements of BS 7671 and IET Guidance Note 3 – Inspection and Testing, including all amendments.

3.8.5 Contractors and subcontractors working on behalf of RKCH must comply with our requirements for PAT testing e.g. cleaners supplying their own equipment, and contractors providing temporary equipment such as dehumidifiers or heaters to tenants.

3.8.6 The Contractor will ensure that the inspection takes into account all 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.

- 3.8.7 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
- 3.8.8 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. RKCH should be advised to take action without delay (usually by phone) to remedy the observed deficiency in the installation. Where the engineer does not receive confirmation from Red Kite 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 inspector should not wait for the full report to be issued before giving this advice.
- 3.8.9 Where a Code C1 is given, RKCH 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 inspector and others by the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989.
- 3.8.10 A Code C2 is an observed deficiency is not considered to be dangerous at the time of inspection, it would become a real and immediate danger if a fault or other foreseeable event was to occur in the installation or connected equipment. RKCH 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.
- 3.8.11 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
- 3.9 The Tenant's Responsibilities
- 3.9.1 Under the terms of their Tenancy Agreement tenants must 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.
- 3.9.2 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 RKCH of any repairs required / fault issues in a timely manner
- 3.9.3 RKCH is not responsible for the safety of residents' 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 terminate the supply and make recommendations for the required rectification works. Tenants are responsible for any repairs relating to damage they have caused with faulty self-installed appliances and wiring.
- 3.9.4 Tenants are responsible for portable appliances in their properties that they own. Outgoing tenants should not gift any appliances to the next tenants.

- 3.9.5 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, tenants are responsible for ensuring appropriate safety checks are carried out and all relevant certificates are passed to RHCH 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 us.

4 Legal Framework

RKCH is committed to ensuring the safety of tenants, leaseholders and other stakeholders with regards to electrical installations in our properties. The following legislation is complied with although not fully exhaustive, include:

- Landlord and Tenant Act 1985
- Housing Act 1988
- 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 17th Edition BS7671:2008 (including all amendments)
- IET Guidance Note 3 – Inspection and Testing
- The Electrical Equipment (Safety) Regulations 1994

Particular emphasis is placed on compliance with the 17th Edition of the IET (Institution of Engineering and Technology) Wiring Regulations (BS 7671:2008 and Amendment 3:2015) which came into effect on 1st July 2008. This states that all domestic wiring installations must now be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671:2008 and Amendment 3:2015.

5 Key Principles

5.1 General

5.1.1 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 RKCH accepts no responsibility for any loss or damage resulting from this.

5.1.2 RKCH 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).

5.2.1 RKCH 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

5.2.2 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.

5.3 Frequency of Inspection and Testing

The frequency of periodic inspection and testing should be determined taking into account:

- 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

5.3.1 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.

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

- Based on best safe guarding approach RK have made a business decision to test, inspect and report on all property types to include but not limited to, New Building and Refurbished etc, every 5 years.
- At change of occupancy ie: a void or mutual exchange a periodic inspection will be carried out.

5.4 New Electrical Work

Where works are notifiable, RKCH will comply with The Building Regulations 2010, 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 Sheltered Scheme's 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.

5.6 Leaseholders and shared owners

Typically, these groups do not fall directly under the responsibility of RKCH for undertaking electrical safety inspections, as the responsibility for these remain with the leaseholder / shared owner. The importance of this is communicated regularly.

5.7 Temporary accommodation

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

- 5.8 Lettings and mutual exchanges
The electrical installation is tested and inspected, and a valid certificate issued to the incoming tenant as part of the sign-up process. No property is let without a satisfactory electrical certificate being available.
- 5.8.1 In the case of a mutual exchange however, time restraints (and power supply issues) may lead to a test having to be carried out as an urgent repair which will be raised into the business by the Mutual Exchange team to ensure capture.
- 5.8.2 All properties meet the Red Kite Lettable Standard.
- 5.9 Documentation shall be produced and offered into Business as EICR (electrical installation condition report)
- 5.9.1 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.
- 5.9.2 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.
- 5.9.3 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.
- 5.9.4 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 be provided in an accurate and easily-understandable manner.
- 5.9.5 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
- 5.9.6 The summary of the inspection report gives a clear indication of the condition of the electrical installation, taking into account 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.
- 5.9.7 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 Guidance Note 1 – Selection and Erection and all current amendments.
- 5.9.8 Records are provided in full accordance with BS 7671 and IET Guidance Note 3 – Inspection and Testing including all amendments. Original Inspection certificates must be provided to RKCH.

5.10 Training and Information

5.10.1 Red Kite Community Housing staff

RKCH ensure appropriate and regular electrical safety awareness training is provided to all staff. Suitably qualified or 'competent' staff manage the contract and oversee the works.

5.10.2 Contractors undertaking work on behalf of RKCH

Contractors undertaking electrical installation work must be registered through the National Inspection Council for Electrical Installation Contractors – or Electrical Contractors Association (NIC/ECA – others may be considered) Individual engineers working on electrical installations must be trained

- Level 3 Diploma in Electrotechnical Services (Electrical Maintenance). Accredited by City & Guilds (2357) and EAL
- Level 3 Diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structures and the Environment) Accredited by City & Guilds (2357) and EAL
- Level 3 Diploma in Electrical Installations (Buildings and Structures) if part of an Apprenticeship. Accredited by City & Guilds (2365)

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 (17th Edition) and City and Guilds 2392 & 2394 (Inspection, Testing and Certification of Electrical Installations).

6 Policy Statement

This policy applies to RKCH properties. The main hazards of electrical systems are:

- contact with exposed live parts
- faults which could cause fires
- fire or explosion where electricity could be the source of the ignition.

7 References

8 Related Policies & Procedures

- Corporate Health and Safety Policy
- No Access to Homes Policy