

Electrical Safety Policy

Summary	This policy sets out how we prevent and control the risk from electricity in the properties that we own and manage.
Who to Contact	Head of Customer Safety
Effective from	15 th June 2020
Planned review date	Annually (or more frequently if legislation changes)
Version Number	1.0

Contents

- [1. Purpose and scope](#)
- [2. Policy statement](#)
- [3. Management of our Properties \(Electrical Installations\)](#)
- [4. Our commitments](#)
- [5. Roles and responsibilities](#)
- [6. Measuring compliance](#)
- [7. Appendix 1 - Legislation, regulation and guidance](#)

1. Purpose and scope

- 1.1. At Southern Housing Group we are committed to ensuring that our residents' homes, offices and commercial properties are safe and secure places in which to live and work.
- 1.2. This policy supports us to ensure that we meet our obligations as a landlord. As your landlord, we are required by law to ensure your home's electrical installation and wiring are safe when you move in and that they are maintained in a safe condition throughout your tenancy. We will take all reasonable steps to prevent and control the risk from electricity in the properties that we own.
- 1.3. This policy applies to all residential and commercial buildings owned and managed by Southern Housing Group.
- 1.4. When we use the terms 'we', 'our' and 'us' we mean Southern Housing Group.

2. Policy statement

- 2.1. We are committed to delivering our responsibilities as a responsible person under all relevant legislation and statutory codes of practice and guidance, including, but not limited to, the following:
 - The Building Regulations 2010,
 - Approved Document P - Electrical safety in dwellings,
 - British Standard 7671:2018 – The IET Wiring Regulations,
 - The Code of Practice for In-Service Inspection and Testing of Electrical Equipment
 - The Electricity at Work Regulations 1989,
 - The Landlord and Tenant Act 1985,
 - Housing Act 2004
 - The Electrical Equipment (Safety) Regulations 1994
 - Management of Houses in Multiple Occupation (England) Regulations 2006
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999.
- 2.2. We address these responsibilities through:
 - The provision of suitable, sufficient and risk appropriate electrical precautions;
 - Ongoing and continuous risk assessment;
 - Delivering our individual and collective duties; and
 - Monitoring and challenging our own performance.

3. Management of our Properties (Electrical Installations)

- 3.1. We will inspect all installations in communal and domestic areas of our residential and commercial properties. In addition, we will ensure a properly qualified engineer inspects and provides us with an Electrical Installation Condition Report (EICR) at least once every five years or more frequently where our risk assessments suggest that it is appropriate.
- 3.2. We carry out surveys of the condition of our properties and the assets within them every 5 years, in order to understand what electrical equipment has been installed within each property. We then examine that evidence in order to determine the age of the equipment and how frequently within

the 5 year timeframe we should inspect and test equipment. This is called asset management. We carry out a full electrical inspection and test whenever we regain possession of a property, such as at the end of a tenancy. This includes when the property will be void (empty), when new tenants are to move in, or when a mutual exchange takes place. The inspection process includes the completion of an EICR to confirm the electrical installation is safe for continued use. Any remedial work which is required to make the electrical installations safe (such as findings under C1=danger present. Risk of injury. Immediate remedial action required, C2= Potentially dangerous-urgent remedial action required and FI= Further investigation required without delay, within the EICR), must be completed within a defined time frame by suitably competent, qualified electrical installers.

4. Our Commitments

4.1. We will:

- Comply with all relevant legislation including but not limited to the requirements of the Electricity at Work Regulations 1989 and Health and Safety at Work Act 1974
- Complete 5-year periodic electrical test for all resident properties, blocks, communal areas and offices (or more frequently if recommended)
- Use all recognised routes including, where necessary, taking legal action to gain access to obtain a compliant certificate
- Undertake electrical testing at change of tenancy
- Maintain accreditation with the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent for our operational teams
- Test our portable appliances according to a usage; between 24-48 months
- Maintain accurate asset information
- Have competent, skilled and well-trained staff
- Seek independent assurance and challenge on our performance
- Report on our performance about electrical safety to Board

4.2. Further detail is set out in our Electrical Safety Procedures and Management Plan.

5. Roles and Responsibilities

5.1. The Chief Executive retains the overall responsibility for the implementation of this policy.

5.2. The Executive Director Customer Services is responsible for ensuring that adequate resources are made available to enable the objectives of the policy to be met.

5.3. The Building Safety Director is responsible for the operational delivery of the policy and ensuring this policy is reviewed and kept up to date.

5.4. The Head of Customer Safety is responsible for ensuring that any associated procedures are up to date and that the policy and associated procedures are implemented, as well as responsibility for monitoring and review, staff awareness and training and policy development.

5.5. The Customer Safety Team organises, manages and monitors the maintenance and servicing contracts which includes the servicing programme.

5.6. There are numerous operational roles with responsibility for property and tenancy management, whose titles vary. These teams support resident liaison and manage the response or completion as appropriate of EICR's and remedial actions relevant to the management of our properties or tenancies. This includes managing issues relating to access and resident damage, improvements to the electrical systems.

6. Measuring compliance

6.1. The Head of Customer Safety will regularly report to the Executive Management Team and Customer Safety Committee in accordance with approved Key Performance Indicators (KPIs) which shall include:

- Communal areas with a valid Electrical Inspection Condition Report (EICR)
- Domestic properties with a valid EICR
- Progress of Actions from EICR's against an action plan for completion.

Author	Tom Jones – Head of Customer Safety Team
Approval date	11 February 2020
Approved by	Customer Safety Committee
Policy Owner	Building Safety Director

Appendix 1 - Legislation, regulation and guidance

Area	Explanation
Landlord and Tenant Act 1985	Requires the electrical installation in a rented property is: "Safe when the tenancy begins and maintained in a safe condition throughout the tenancy," and is kept "in repair and proper working order."
Housing Act 2004	Requires the property to be fit for human habitation. For electrical installations the Housing, Health and Safety Rating System includes consideration of general lighting provision, socket-outlet provision, escape lighting (emergency lighting), automatic fire detection and electrical hazards for fixed wiring and portable electrical equipment
Regulatory Reform Fire Safety Order 2005 England and Wales	Requires the landlord to apply appropriate measures to manage the risk of fire, containment and escape routes within non-domestic buildings and Houses of Multiple Occupation.
The Electrical Equipment (Safety) Regulations 1994	All electrical appliances supplied by the landlord as part of a tenancy must be safe.
The Management of Houses in Multiple Occupation (England) Regulations 2006	Every fixed electrical installation in a House in Multiple Occupation ("HMO") must be inspected and tested at intervals not exceeding five (5) years by a person qualified to undertake such inspection and testing.
Defective Premises Act 1972	Section 4 places a 'duty of care' on the landlord in relation to any person who might be affected by a defect which would result in personal injury or damage to their property.
Electricity at Work Regulations 1989	Regulation 4 requires that any electrical system is maintained.
Health and Safety at Work Act 1974	Section 3 has the effect of requiring a Responsible Person to ensure as far as reasonably practicable that its tenants are not exposed to risks to their health and safety. It states that: "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety." Section 7 states that it is the responsibility of employees to take reasonable care for the safety of themselves and persons who may be affected by the organisation's acts or omissions at work.
Code of Practice for the Management of Electrotechnical Care in Social Housing - Jan 2019	Based on best practice in the social housing sector, this policy and the related Access Procedures are based on this guidance document.
Other legal routes to access:	Provisions outlined in tenancy agreements Notice of Seeking Possession (NOSP) Tenancy injunction

