URN: TPOL007

ELECTRICAL SAFETY POLICY

1 Purpose

1.1. To set out the general approach to the management of electrical safety of fixed electrical installations, portable appliances (where applicable) and new electrical installations. The policy outlines the frequency of inspection and testing to electrical installations with the aim of minimising the risk of fire, electrocution, and injury.

1.2. To outline how the organisation will ensure compliance with its legal requirements and comply where relevant with adopted, best practice. The safety of tenants and staff is the main aim for this document.

2 Definitions

This policy relates to Twenty11 Homes Ltd.

Electrical systems are fixed electrical installations and plant/equipment which are owned by or are the of responsibility of the landlord to maintain.

3 Responsibilities

The management of staff, and others involved in delivering electrical works including specialist contractors shall be clearly communicated and agreed to ensure that all persons undertake their duties as required by this policy. Relevant records and certification will be maintained and detailed information recorded on computer systems as required.

3.1. The Board

The Board is collectively and ultimately responsible for the implementation of the organisation's Electrical Safety Policy and has the responsibility to clearly delegate the authority to implement the policy.

3.2. Chief Executive Officer

The Chief Executive Officer has organisational oversight of the Electrical Safety policy but will delegate the responsibility for management and implementation of this to the Director of Property and Development who is defined as the Responsible Person.

3.3. Executive Directors

The Executive Directors assist in implementing the requirements of this policy.

The Director of Property and Development has specific responsibility for ensuring that adequate resources and budgets are made available to enable the objectives of this policy to be met and is the Responsible Person.

3.4. Head of Property

The Head of Property will support the Director of Property and Development and through the Home Safety Manager and other appropriately qualified third parties ensure that the requirements of this policy are implemented and appropriate review, and policy development is undertaken.

3.5. Home Safety Manager

The Home Safety Manger is responsible for the operational delivery of and compliance with this policy and will ensure;

- Staff have the correct levels of training, awareness and competence.
- Relevant, timely communication and information is provided to all key stakeholders and tenants.
- Electrical systems or safety equipment are suitable and safe for use.
- Maintain a competency matrix to ensure all training records including refresher requirements/modules are kept up to date.
- Assess competence of those being asked to undertake or control works on electrical installations and equipment.

3.6. Compliance Specialist (M&E)

The Compliance Specialist (M&E) takes day to day responsibility for implementing and managing electrical compliance activity, this which includes

- Planning of electrical safety testing programmes and management of delivery.
- Monitoring safety standards and quality of electrical works delivered
- Managing third party specialists and contract arrangements
- Maintain adequate certification for all works delivered.
- Promoting electrical safety to tenants and stakeholders.

3.7. Employees

All Employees, irrespective of their position shall:

- Take reasonable care for their own health and safety and that of all other persons who may be adversely affected by electrical work.
- 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 Health and Safety Manager as quickly as possible, to ensure that relevant action an investigation is undertaken.

3.8. Contractor's Responsibility

3.8.1. To abide by relevant legislation, technical guidance and keep up to date with any amendments issued. Comply with the Contractor Code of Conduct and the requirements of this policy when undertaking electrical works.

3.8.2. Be registered with the NICEIC (or an equivalent accredited electrical body) and be a recognised Domestic Installer under the self-certification scheme and in compliance with Part P of the Building Regulations.

3.8.3. Furthermore, engineers undertaking inspection, testing and certification must hold the necessary additional qualifications.

3.8.4. 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).

3.8.5. 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 to continue.

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

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

3.8.8. Documentation shall be produced as required including all relevant certification required including EICR (electrical installation condition report) following all domestic electrical installation testing, other certification as required will be provided on completion of works.

3.8.9. 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.

3.8.10. 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.

3.8.11. 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.

3.8.12. 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 to be provided in an accurate and easily understandable manner.

3.8.13. 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

3.8.14. 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

3.8.15. 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

3.8.16. 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.

3.8.17. 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.

3.8.18. 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.

3.8.19. 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.

3.8.20. The summary of the inspection report gives a clear indication of the electrical installation, considering relevant circumstances. Any Code C1 and C2 faults shall be rectified during the course of the test. Any C1 and C2 items identified shall be recorded with the additional note of RECTIFIED AT TIME OF TEST. All remedial work shall be carried out in accordance with BS7671.

3.9. Tenant's Responsibilities

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

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 etc
- 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

3.9.2. Twenty11 is not responsible for the safety of tenants' cookers or fixed or portable electrical appliances which have not been provided by the Organisation; or installations which have been installed without our prior approval. In instances where appliances/tenant own installations or repair are found to be defective on first inspection; the contractor will explain the need to 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 cost of the works, this will be explained prior to works commencing. Tenants are responsible for any repairs relating to damage they have caused with faulty/ inappropriate self-installed equipment, appliances and wiring.

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

3.9.4. Where tenants wish to carry out home alterations and improvements which included additions or 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 then responsible for ensuring appropriate safety checks are carried out and all relevant certification passed to Twenty11 following the works. This is 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 homes 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

Where Electrical Inspection and Testing is to be carried out tenants 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 maintains an asbestos register (covering individual homes 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 plus where required carbon monoxide detection.

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 homes 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 organisation's stock is subject to a full Condition Report and Test at the following frequencies:

- Based on best practice safeguarding approaches, Twenty11 have made a business decision to test, inspect and report on all home 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

Any portable appliances owned by Twenty 11 will be subjected to an annual test and inspection and duly labelled safe for use. Office electrical equipment will also be tested where appropriate annually.

5.6. Leaseholders and shared owners

Typically, these groups do not fall directly under the responsibility of Twenty11 for domestic electrical safety inspections, as the responsibility for these remain with the leaseholder / shared owner. The importance of this is communicated regularly.

5.7. Training and Information

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

6 Policy Statement

Twenty11 ensures that the electrical safety of fixed electrical installations and portable appliances (owned by Twenty11) are inspected at appropriate frequencies and maintained to minimise the risk of fire, electrocution, damage to home, injury and / or death. Twenty11 recognises its legal obligations in relation to electrical

safety and the Electrical Safety Policy demonstrates how Twenty11 will comply with current legislation and approved codes of practice.

Twenty11 ensures that a compliant and uniform approach is adopted in regard to electrical works. The works and service delivered meets statutory requirements is consistent and where possible achieves good practice.

This policy applies to all Twenty11 homes and installation and equipment it is responsible for. In managing and maintaining electrical installation and equipment Twenty11 recognises the main hazards as:

- Electrical faults which could cause fires
- Fire or explosion where electricity or electrical equipment could be the source of the ignition
- Electrical equipment, installations and materials not of the correct type or do not comply with applicable British Standards etc.
- Whole or part of the fixed electrical installation not correctly installed or specified.
- Parts of the fixed electrical installation/equipment damaged or otherwise defective.
- Recording of electrical checks, inspection and tests results and certification not robust,
- Health and safety obligations are not met

We will ensure that through the implementation of this policy we will manage the risks and hazards associated with electrical installations and equipment.

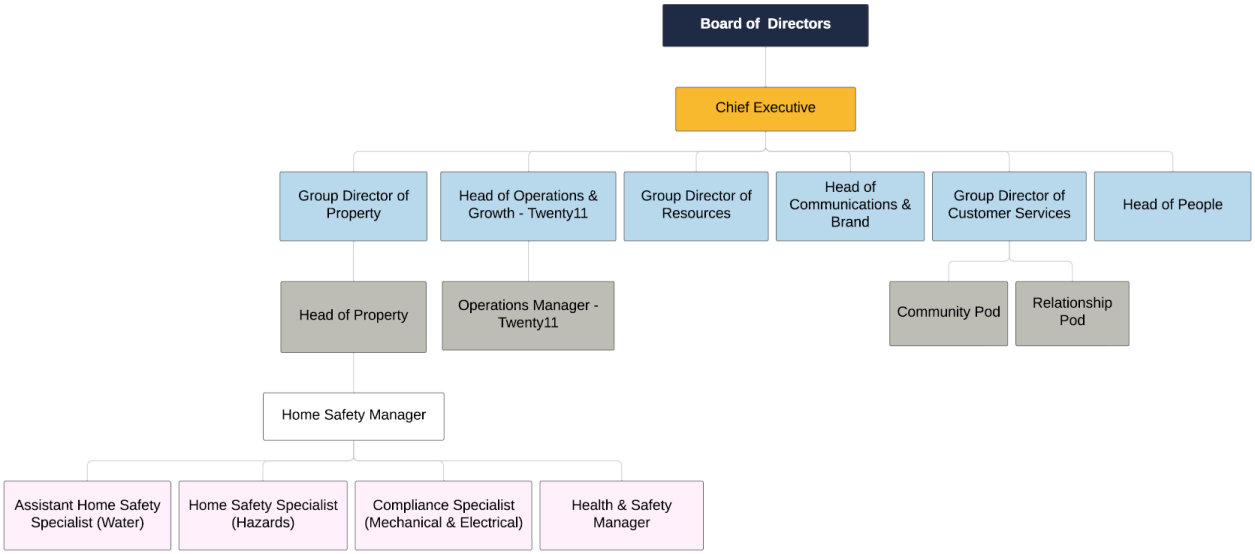
7 References

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

8 Related Policies & Procedures

- Twenty11 No Access Procedure
- Twenty11 Asbestos Policy
- Twenty11 Asbestos Management Plan
- Twenty11 Repairs Policy
- Twenty11 Health & Safety Policy

Appendix A – Twenty11 Organisational Chart



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