

Electrical Safety Policy

Our mission is to enhance the Life Chances of residents and service users through providing great homes, first class services and working in partnership to build sustainable communities.

1 Scope

- 1.1 This policy applies to all common areas and the general needs and supported housing properties owned or managed by the Circle Group and all the Registered Providers (RPs) within the Group.
- 1.2 It also applies to both internal Group partner contractors and our external contractors. It will be made available to all electricians undertaking Fixed Electrical Testing.
- 1.3 This document outlines the standards required for electrical safety, installation, repairs and testing within our properties to minimise risk and ensure adequate control measures are in place.

2 Policy

- 2.1 Circle is committed to ensuring the safety of its residents with regards to electrical installations in our owned or managed homes ensuring control measures are in place to minimise risk. In particular, we will comply with all legislation and regulation throughout all practices. See [Appendix](#).
- 2.2 The Health and Safety Executive (HSE) receive over 1000 reports of accidents involving shock or burns each year. Even non-fatal shocks can cause permanent injury and ultimately faulty electrics can cause loss of life. The main hazards are:
 - Contact with exposed live parts
 - faults which could cause fires
 - fire or explosion where electricity could be the source of the ignition.
- 2.3 As a group of responsible landlords and property owners Circle will minimise the risks associated with electrical safety and ensure that all our electrical safety duties are carried out. We will:
 - invest in, as a minimum, a 10 yearly programme of electrical



installation testing and upgrading

- ensure that all electrical installations are tested and certified prior to letting
- use NICEIC (National Inspection Council for Electrical Installation Contracting) or equivalent registered contractors
- ensure our staff receive regular training and to the appropriate level
- undertake regular internal and external audits
- have clear procedures, reviewed annually or as legislation changes.

3 Policy

Standards for Installation

- 3.1 Circle's electrical installations will comply with BS7671 (IEE Wiring Regulations) including all amendments current at the date of the electrical works, and Part P Building Regulations.
- 3.2 Appendix One outlines all the regulations and legislation which will be followed by both internal and external contractors at all times. We will monitor contractors to ensure compliance.

4 Compliance

IEE (Institution of Electrical Engineers)

- 4.1 Circle will comply with the 17th Edition of the IEE (Institution of Electrical Engineers) Wiring Regulations (BS 7671: 2008) which came into effect on 1 July 2008. All domestic wiring installations must now be designed, constructed, inspected, tested and certified to meet the requirements of BS 7671: 2008.
- 4.2 Circle understands that installations designed before 1 July 2008 may continue to be modified and certified in accordance with the 16th Edition of the IEE. All new designs commenced after 1 July 2008 will need to be carried out in accordance with the 17th Edition.

Part P

- 4.3 Circle abides by Part P of the Building Regulations which came into effect from 1 January 2005 and requires that all electrical works in dwellings and common access areas in dwellings be correctly designated, tested and certified by a competent person in accordance with BS7671 IEE Wiring Regulations.

Competent Persons Scheme

- 4.4 A Competent Person must be approved by the Department for Communities and Local Government which assesses whether they are sufficiently qualified to self-certify that work complies with Part P of the Building Regulations.
- 4.5 There are currently four Scheme Providers under which such a Competent Person can be registered:
- BSI – British Standards Institution – 01442 278 577

- ELECSA – EC Certification Ltd – 0845 634 9043
- NAPIT – Napit Registration Ltd – 0845 543 0330
- NICEIC – NICEIC Group Ltd – 0870 013 0382

5 Electrical Testing and Certification

- 5.1 Circle, through its investment programmes, will ensure that all tenanted homes will have a valid NICEIC (or equivalent) certificate and meet all current statutory requirements. These certificates will be available in a readily accessible format, and will be passed, through the appropriate method, to the contractor prior to any works being undertaken.
- 5.2 New installations, rewires and partial modifications to existing wiring all of which must be issued with an electrical test certificate, the type of which is determined by the nature of the work and could be:
- An Electrical Installation Certificate
 - A Domestic Installation Certificate
 - A Minor Works Certificate.
- 5.3 Circle will be responsible for any hard wired appliances that we own. Each RP will keep their own register of appliances.
- 5.4 There is no obligation for leaseholders or home owners to provide themselves with a valid certificate.

Scheme Provider

- 5.5 Scheme Providers are the official bodies in which Competent Persons must be registered to carry out work. Notifying the work to building control is completed through a Scheme Provider. The contractor provides the details of the work done to the Scheme Provider who then notifies the local building control department and issues a building compliance certificate to the householder.
- 5.6 For all Notifiable Work stipulated under Part P the contractor will inform the Scheme Provider of the address that work was completed, date, type of certificate issued and any other work carried out covered under any of the other Building Regulations.
- 5.7 The Scheme Provider will issue a hard copy Building Regulations Compliance certificate to the resident where the work was carried out. This must be within 30 days of completion of the work. Generally a copy of the certificate is not required to be held by the landlord.

6 Electrical Upgrade and Testing Programme

Electrical Upgrade

- 6.1 Each home included within the electrical upgrade programme will be upgraded as far as is practical, in a cost-effective manner, so as to comply with the current

version of BS7671 (IEE Wiring Regulations) and Part P of the Building Regulations, resulting in the issue of:

- a “Satisfactory” Periodic Inspection Report (PIR)
- an appropriate electrical test certificate
- a Building Regulations compliance certificate.

Testing Programme

- 6.2 All general needs properties will be targeted to be tested, at least, once every ten years with subsequent testing periods determined with the attending test engineer.
- 6.3 For Houses in Multiple Occupation (as defined by the Housing Act 2004) tests will be carried out every five years, as required by the Management of Houses in Multiple Occupation Regulations 2006. We will provide to the relevant Local Authority a copy of the latest certificate on demand.
- 6.4 All supported housing properties will have their electrical installations inspected at least every five years or more often if directed by the relevant Local Authority registration officer. Satisfactory NICEIC (or equivalent) certificates will be provided upon completion of inspections or works.

7 Responsive Repairs

- 7.1 Electrical repairs will be reported to the relevant Registered Provider (RP) and an allocated electrical contractor will be appointed to undertake the scheduled repairs or test in accordance with the allocated response time.
- 7.2 Where available a copy of the most current electrical certificate will be made available to the test engineer.
- 7.3 A valid NICEIC (or equivalent) certificate will be issued following the completion of *any* works or alterations that have an effect upon the electrical installation in a property.

8 New Units

- 8.1 Electrical certificates for new handovers will be passed to the property management team at the relevant RP with an accompanying schedule.

9 Voids and Mutual Exchanges

- 9.1 All voids and mutual exchanges will have an electrical test carried out before re-letting.

10 Residents' Responsibility

- 10.1 Generally, Circle is not responsible for the safety of residents' cookers or fixed or portable appliances; or other installations even if they have been installed with our prior approval. Residents are responsible for the upkeep of their own cookers.

- 10.2 The actions of residents may affect the electrical safety of a building. If residents carry out their own up-grade which involve electricians the RP will require a copy of a valid certificate.
- 10.3 If any installation has been undertaken without our permission, and is subsequently found to be defective the supply may be terminated and the RP may defer to the Recharge Policy or direct the customer to effect the necessary arrangements to remedy the faulty installation.
- 10.4 Circle will be responsible for any hard wired appliances that we own. Each RP will keep their own register of appliances.
- 10.5 Care and support staff should be aware that vulnerable residents may have behaviours such as hoarding which may compromise electrical safety and appropriate action will be taken to reduce the risk of harm.

11 Portable Appliances

- 11.1 A definition of Portable Appliances is covered in the glossary. Circle Angia is **not** responsible for the portable appliances within homes. The only exceptions to this are in sheltered accommodation where portable appliances may have been supplied to residents.
- 11.2 Where Sheltered Schemes have supplied portable appliances these are checked with an annual PAT Test carried out by a suitably qualified competent person. Residents will be contacted to arrange mutually convenient dates through the appropriate administrator within the Group.
- 11.3 Residents are responsible for portable appliances in their properties that they own. We advise them in our tenant handbook to check plugs and flexes regularly for wear and tear. Outgoing residents should not gift any appliances to the next resident.

12 Responsible Persons

- 12.1 At Circle the Responsible Person for any one property is the Managing Director of the owning partner. Where we own properties that are not managed within the Group we retain responsibility for electrical safety: the Managing Director of the owning partner will remain the responsible person.

13 Monitoring

- 13.1 The property team at the relevant RP will monitor:
- contractor compliance and performance
 - appropriate number of post inspections of works undertaken
 - contractor Health and Safety
 - budgets, and
 - record keeping

- 13.2 The contract administrator is responsible for the completeness of received certificates. In order to do so they may arrange for external validation or sampling. Scanned copies of all certificates will be recorded on Orchard or equivalent system by the relevant RP.
- 13.3 The Group will test the adequacy of these arrangements across its RPs through a formal third party audit as a minimum every two years.
- 13.4 Further clarification is provided within the procedures section of the policy.

14 Health and Safety

- 14.1 The appointed contractor undertaking electrical work will work in compliance with the Health and Safety at Work Act 1974, the Electricity at Work Regulations 1989 and all other current relevant legislation and approved codes of practice.

15 Equality and Diversity

- 15.1 Circle will treat all customers and staff with fairness and respect. We value diversity and work to promote equality and tackle unlawful discrimination.
- 15.2 We are committed to helping customers to access information about their homes and services in a way that suits individual needs. Please get in touch with your local provider to discuss this.

Glossary

Term	Definition
Codeman	Database with information about properties owned
NICEIC	NICEIC is the electrical contracting industry's independent voluntary body for electrical installation matters throughout the UK.
IEE	Institution of Electrical Engineers
PIR	Periodic Inspection Report
Competent Person	A Competent Person is a business that has been adjudged to be sufficiently competent to self-certify that its work complies with Part P of the Building Regulations of England and Wales.
Portable Appliances	A portable appliance is an appliance which can be moved from one place to another, e.g. a vacuum cleaner, toaster, food mixer, etc.
PAT Testing	Portable Appliance Testing – periodic inspection and testing of portable appliances for electrical safety and maintenance.
Responsible Person	<p>A Responsible Person is the person who is ultimately responsible and accountable for ensuring that satisfactory processes are in place to ensure that electrical safety procedures are being carried out and requirements being met.</p> <p>At Circle the Responsible Person for any one property is the Managing Director of the owning partner. Where we own properties that are not managed within the Group we retain responsibility for electrical safety: the Managing Director of the owning partner will remain the responsible person.</p>

Appendix

Term	Definition
Defective Premises Act 1972 (s.4)	Statutory duty of care to tenants and anyone reasonably expected to be affected by defective equipment as defined under the Act
Landlord and Tenant Act 1985 (s.11)	Statutory responsibility for repairs to electrical installations
The Management of Health and Safety at Work Regulations 1999	States that we must protect peoples health and safety by ensuring risks in the workplace are properly controlled
Electricity at Work Regulations 1989	The Memorandum issued by the HSE on this subject HSR25 and their guidance “Electricity at Work: Safe Working Practices” (HSG85).
Electrical Equipment (safety) Regulations 1994	Including the HSE guidance “Electrical test equipment for use by electricians” (GS38)
Emergency Lighting Regulation	Part B Building Regulations, British Standard BS5266-1 2005
Disabled Adaptations Regulation	Part M Building Regulations (section 8 details mounting heights of electrical outlets for defined “habitable” rooms)
Fire Alarms Regulation	Part B Building Regulations, British Standards BS5839-1 2002 (plus A2 2008) and BS5839-6 2004, The Regulatory Reform (Fire Safety) Order 2005 and Local Fire Officer requirements
Efficient Lighting Regulation	Part L1 Building Regulations
IEE (Institution of Electrical Engineers)	<p>The 17th Edition of the IEE (Institution of Electrical Engineers) Wiring Regulations (BS 7671: 2008) came into effect on 1 July 2008. All domestic wiring installations must now be designed, constructed, inspected, tested and certified to meet the requirements of BS 7671: 2008</p> <p>Installation designed before 1 July 2008 may continue to be modified and certified in accordance with the 16th Edition. All new designs commenced after 1 July 2008 will need to be carried out in accordance with the 17th Edition</p>