



# Property Management

## Electrical Safety

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<b>Scope:</b>	This policy applies to Circle 33 Housing Trust, Mole Valley Housing Association, Old Ford Housing Association, Roddons Housing Association, Russet Homes, South Anglia Housing, Wherry Housing Association
<b>Effective Date:</b>	July 2008
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<b>Signed Off :</b>	Group Policy Forum, 4 <sup>th</sup> July 2008
<b>Author:</b>	Abi Patience, Policy Officer Antony Silk, Group Contract Services Manager
<b>Policy Owned by:</b>	Policy and Planning
<b>KLOE:</b>	Stock Investment and Asset Management
<b>QAF (Supported Housing):</b>	C1.2 Security, Health and Safety
<b>Statute:</b>	Defective Premises Act 1972 Landlord and Tenant Act 1985 Electricity at Work Regulations 1989 Management of Health and Safety at Work Regulations 1999 Electrical Equipment (Safety) Regulations 1994 Management of Houses in Multiple Occupation Regulations 2006
<b>Regulatory Code:</b>	3.4

# Electrical Safety

## 1 Scope

1.1 This policy applies to all common areas and the general needs and supported housing properties owned or managed by:

- Circle 33 Housing Trust
- Mole Valley Housing Association
- Old Ford Housing Association
- Roddons Housing Association
- Russet Homes
- South Anglia Housing
- Wherry Housing Association

as well as all Circle Anglia offices.

1.2 This policy 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, repair and testing within our properties.

1.4 Portable Appliance Testing (PAT) is not covered by this document.

1.5 The issue of scalding associated with hot water systems has been raised by the HSE in recent months due to two widely reported incidents in the last four years caused by faulty systems. Circle Anglia has a separate policy on this topic: the [Scalding Associated with Hot Water policy](#).

## 2 Policy Statement

2.1 Electricity can kill. 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 through falls and faulty installations and appliances can lead to fires which may cause death or injury. Most of these accidents can be prevented through planned preventative maintenance and following prescribed safety precautions.

2.2 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 Circle Anglia is committed to ensuring the safety of its residents with regards to electrical installations in our owned or managed properties. In particular, we are committed to complying with:

- [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 people's health and safety by ensuring risks in the workplace are properly controlled.
- [Electricity at Work Regulations 1989](#), including 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)

2.4 The 17th Edition of the IEE (Institution of Electrical Engineers) Wiring Regulations (BS 7671:2008) came into effect on 1<sup>st</sup> July 2008. All domestic wiring installations must now be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671: 2008.

2.5 Installation designed before 1st July 2008 may continue to be installed and certified in accordance with the 16th Edition. All new designs commenced after 1st July 2008 will need to be carried out in accordance with the new Standard.

2.6 We will:

- invest in a programme of installation testing and upgrading
- ensure that all 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
- undertake regular internal and external audits
- have clear, regularly reviewed procedures

### 3 Policy

#### Responsibility for appliances

- 3.1 Generally, Circle Anglia is not responsible for the safety of residents' cookers or fixed or portable electrical appliances; or installations which have been installed without our prior approval.
- 3.2 If any installation has been undertaken without our permission, and is found to be defective on first inspection, the contractor will terminate the supply and make recommendations for the required rectification works. We reserve the right to require the resident to put right any damage they cause to the electrical system in their property.
- 3.3 Circle Anglia will be responsible for any hard wired appliances that we own. Each RSL will keep their own register of appliances.

#### Part P compliance

- 3.4 Part P of the Building Regulations came into force from 1<sup>st</sup> January 2005 and requires that all electrical works in dwellings and common access areas in dwellings be correctly designed, tested and certified by a competent person in accordance with BS7671 IEE Wiring Regulations.
- 3.5 This applies to 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

#### Contractor Management

- 3.6 All appointed electrical contractors shall be registered with the NICEIC (or equivalent) and shall be registered under a recognised Domestic Installer self-certification scheme in compliance with Part P of the Building Regulations.
- 3.7 Contractors will be appointed in accordance with Local Authority preferred contractor lists.
- 3.8 The appointed contractor undertaking electrical work will work in accordance 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.

3.9 Contractor procurement and management will be carried out in line with the [Contractor Management policy and procedure](#). Contractors will comply with our [Contractor Code of Conduct](#).

### Standards for installation

3.10 Installations shall comply with BS7671 (IEE Wiring Regulations) including all amendments current at the date of the electrical works, and Part P Building Regulations.

3.11 The following specific installation standards also apply.

Item	Standards
Emergency Lighting	Part B Building Regulations, British Standard BS5266-1 1999
Disabled Adaptations	Part P Building Regulations (section 8 details mounting heights of electrical outlets for defined “habitable” rooms)
Fire Alarms	Part B Building Regulations, British Standards BS5839-1 and BS5839-6 and Local Fire Officer requirements
Efficient Lighting	Part L1 Building Regulations

## 4 Electrical testing and certification

4.1 All properties 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 to the contractor prior to any works being undertaken.

### Electrical upgrade and testing programme

4.2 It is our intention that each property included within the electrical upgrade programme 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

4.3 All general needs properties will be targeted to be tested once every 10 years with subsequent testing periods determined in consultation with the attending testing engineer.

4.4 For Houses in Multiple Occupation (as defined by the Housing Act 2004) tests must be carried out every 5 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.

- 4.5 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.

#### **Reactive repairs and planned maintenance**

- 4.6 Electrical repairs are reported to the Contact Centre at the relevant RSL and an allocated electrical contractor appointed to undertake the scheduled repairs or test in accordance with the allocated response time. Please see the [Repairs policy](#) for more information.
- 4.7 Where available a copy of the most current electrical certificate will be made available to the test engineer.
- 4.8 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.
- 4.9 Residents are responsible for any repairs relating to damage they have caused with faulty self-installed appliances and wiring.

#### **New units**

- 4.10 Electrical certificates for new handovers will be passed to the Property Management team at the relevant RSL with an accompanying schedule.

#### **Voids and Mutual Exchanges**

- 4.11 All voids will have an electrical test carried out before re-letting.
- 4.12 As a minimum, all properties undergoing mutual exchange will have one electrical test carried out.
- 4.13 All properties will be let with a minimum standard of electrical fittings and fixtures, in line with the [property letting standard](#).
- 4.14 Beyond the minimum standards set out in 4.10 to 4.12 above, RSLs may implement locally higher standards.

## **5 Service Standards**

- 5.1 All contractors will comply with the [Contractor Code of Conduct](#).

5.2 All electrical repairs requests will be dealt with in accordance with the appropriate [repairs service standards](#).

## 6 Monitoring

6.1 The property team at the relevant RSL will monitor:

- contractor compliance and performance,
- contractor Health and Safety,
- budgets, and
- record keeping.

6.2 The relevant contract administrator is responsible to satisfy themselves that certificates are fit for purpose. In order to do so they may arrange for external validation.

6.3 Scanned copies of all certificates will be recorded on Orchard or equivalent system by the relevant RSL. Every quarter Codeman will be updated with data on which properties have a current valid certificate.

6.4 The contractor management policy will be used to regularly check a contractor's continued suitability.

6.5 Electrical safety compliance will be reviewed under the Decent Homes programme and is reported annually to Managing Directors.

## 7 Equality and Diversity

7.1 It is essential to recognise that customers of all races, ages, religions, gender, sexual orientation, literacy levels and disability should be treated equally and fairly.

7.2 All contractors will be expected to have robust equality and diversity policies and will be required to provide an annual breakdown of their workforce.

7.3 All customers will have access to this document upon request or from our website [www.circleanglia.org/customers](http://www.circleanglia.org/customers)

7.4 This document can be translated or provided in alternative formats (e.g. Braille, large print, audio) upon request.

7.5 Equality and Diversity training is mandatory for all staff.

## 8 Publicising the Policy

8.1 Circle Anglia publicises its policy on Electrical Safety to residents and staff in a number of ways:

- Resident Handbook
- Leaflets
- Resident Newsletter
- Resident Website
- CIRANO
- Policy Briefings and
- Training

## Glossary

Term	Definition
<b>Codeman</b>	Database with information about properties owned
<b>NICEIC</b>	NICEIC is the electrical contracting industry's independent voluntary body for electrical installation matters throughout the UK.
<b>IEE</b>	Institution of Electrical Engineers
<b>IEC</b>	Independent Electrical Contractors
<b>R1 and R2</b>	Measures of Resistance
<b>PIR</b>	Periodic Inspection Report
<b>RCD / MCB / RCBO</b>	Residual Current Device / Miniature Circuit Breaker / Residual Current Circuit Breaker
<b>EFLI</b>	Earth Fault Loop Impedance

## Related Documents

Document	Link
<b>Connected Policies:</b>	<a href="#">Mutual Exchanges</a> <a href="#">Repairs</a> <a href="#">Cyclical and Planned Maintenance</a> <a href="#">Contractor Management</a> <a href="#">Scalding and Hot Water</a>
<b>Forms and Letters:</b>	
<b>Leaflets:</b>	
<b>Other:</b>	

## Version history

<b>Version no.</b>	1	<b>Date effective:</b>	September 2007
<b>Full / partial review?</b>	n/a		
<b>Brief summary of changes:</b>	n/a		
<b>Staff consultation (teams):</b>	SMPRG, Staff, GPF		
<b>Resident consultation:</b>	OF HS, OF TML		
<b>Signed off by:</b>	GPF 27 <sup>th</sup> September 2007		
<b>Author:</b>	Jason Christensen, Policy Officer		

<b>Version no.</b>	2	<b>Date effective:</b>	July 08
<b>Full / partial review?</b>	Full		
<b>Brief summary of changes:</b>	Inclusion of new business partners, streamlining, update to include legislation changes, includes recommendations from consultant Frankhams.		
<b>Staff consultation (teams):</b>	<ul style="list-style-type: none"> <li>▪ Central Asset Management team</li> <li>▪ Circle 33 CSAs, CSMs and Property team</li> <li>▪ Development</li> <li>▪ Health and Safety</li> <li>▪ Heads of Continuous Improvement</li> <li>▪ Mole Valley staff via Glynis Gatenby</li> <li>▪ Old Ford Housing Directorate and Property team</li> <li>▪ Roddons Property team</li> <li>▪ Russet staff via Lesley Hardwick</li> <li>▪ South Anglia Neighbourhood and Property teams</li> <li>▪ Support Initiatives</li> <li>▪ Wherry Neighbourhood and Property teams</li> </ul>		
<b>Resident consultation:</b>	Mole Valley Operations Working Group Russet Resident's Panel		
<b>Signed off by:</b>	Group Policy Forum, 4 <sup>th</sup> July 2008		
<b>Author:</b>	Abi Patience, Policy Officer Antony Silk, Group Contracts Manager		

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