



**manningham**  
HOUSING ASSOCIATION

## **Electrical Safety Policy**



## Electrical Safety Policy

### 1. BACKGROUND

Manningham Housing Association (MHA) is a registered social housing provider which is regulated by the Regulator of Social Housing (RoSH). The Association provides general needs housing for rent and shared ownership.

MHA has a legal duty to ensure the health and safety of its employees, tenants, leaseholders and other stakeholders in relation to electrical safety. We will comply with this duty, by maintaining a robust electrical safety risk management framework

The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) in properties we own and manage. Installations in dwellings owned and managed are to be installed, maintained and serviced to required standards and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury and or death.

### 2. REFERENCES

The following laws and regulations relate to Electrical Safety. It is not an exhaustive list, but includes the main regulations we should adhere to:

- **Landlord and Tenant Act 1985**-Section 8. *Implied terms as to fitness for human habitation*
  - The property should be fit for people to live in at the beginning of the tenancy (subsection (1)(a)).
  - The property should be kept in a fit state for people to live in during the tenancy (subsection (1)(b)).
- Section 11. *Repairing obligations in short lease*
  - This places a duty on landlords to keep in repair and proper working order the Installations in the property for the supply of water, gas and electricity, and for sanitation (subsection (1)(b)).
- **RoSH Regulatory Standards**- Under section 1.2 (b) of the Home Standard we are required to “meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes”
- **BS7671 – 18<sup>th</sup> Edition – IET Wiring Regulations** – The national standard in the United Kingdom for electrical installation and the safety of electrical wiring in domestic, commercial, industrial, and other buildings.

Manningham Housing Association has a legal duty to ensure the health and safety of its employees and tenants.

## Electrical Safety Policy

### 3. POLICY STATEMENT

As owners and managers of homes, we have a duty of care to ensure that fixed electrical installations and MHA owned portable appliances are installed, maintained and serviced at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death.

This policy aims to ensure that we meet our obligations as a landlord, and seeks to provide assurance that electrical safety is adequately managed, ensuring the safety of our employees and tenants.

We will: -

- Provide clear lines of responsibility within MHA for the management of electrical safety
- Set out a clear approach for the maintenance of electrical installations;
- Ensure a prompt, efficient and cost effective electrical servicing and inspection service;
- Ensure remedial works are carried out within appropriate timescales so that homes remain safe and electrical installations are maintained to a high standard;
- Detail a comprehensive electrical inspection and monitoring system;
- Ensure adequate records and quality monitoring systems are implemented.

### 4. ELECTRICAL SAFETY POLICY

An electrical installation is made up of all the fixed electrical wiring and equipment that is supplied from the point of the electricity meter and beyond. It includes the cables that are usually hidden in the fabric of the building (walls, floors 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).

Electrical installations and systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations.

Typical installations and systems covered include;

- Domestic electrical installation;
- Communal landlord electrical installations;
- Electric heating systems
- Portable electrical equipment owned by the organisation

Only appropriately skilled and competent persons will carry out electrical inspection and testing. A person shall be deemed skilled to carry out the appropriate inspection and testing only if they have sufficient qualification, knowledge and experience.

It is the responsibility of those undertaking inspection, testing, installation and repair to:

## Electrical Safety Policy

- Ensure no danger occurs to any person;
- Ensure no damage occurs to property;
- Compare the inspection and testing results with the design criteria;
- Take a view on the condition of the installation and advise MHA any remedial works and their relevant priority;
- In the event of a dangerous situation, make safe and immediately provide a recommendation to the responsible person;
- Issue appropriate certification, following review by a qualifying supervisor where appropriate and keep necessary records.

We will:

- Ensure that all our homes and communal installations are tested in accordance with the Institute of Engineering Technology (IET) Regulation recommended timescales.
- Test and issue appropriate certification prior to the re-letting of our properties.
- Carry out Periodic Electrical Installation Condition Reports (EICR) testing on all properties that are subject to particular types of improvement works where electrical circuits are affected. On completion of the test, certification will be issued. Recommendations and the necessary remedial works will be prioritised as below: Where recommendations relate to observations only, these. Electrical works identified on certification will be recorded using the following categories:

**Code C1:** Where a real and immediate danger is observed that puts the safety of those using the installation at risk. The contractor will in writing immediately of the urgent work necessary to remedy the deficiency. When informed, these recommended works will be ordered immediately.

**Code C2:** An observed deficiency not considered to be dangerous at the time but would become a real and immediate danger if a fault or other foreseeable event was to occur. The recommended works will be ordered within 5 working days.

**Code C3:** Used to indicate that whilst an observed deficiency is not considered to be a source of immediate danger, improvement would contribute to an enhancement of the safety of the electrical installation. These recommendations will be reviewed and monitored through subsequent inspection and testing

**Code F1:** Further investigation required without delay. This investigation could potentially lead to a C2 deficiency or a C1 where there is immediate danger.

Specific timescales for fixed electrical inspections are as follows:

New Build	First inspection after 5 years of first installation, thereafter every five years	
All other General	Every five years and at change of tenant or mutual exchange	
Needs Stock		

## Electrical Safety Policy

Supported Housing Stock	Every five years and at change of tenant
Portable Appliance Testing	Portable appliances owned by MHA and in use within MHA stock will be tested annually - a register of all portable appliances will be maintained by the Responsible Person or as delegated to their deputy.
Communal Landlord Electrics/Supply	Every five years from development handover

### 5. ROLES AND RESPONSIBILITIES

#### Chief Executive

The Chief Executive and ultimately the Board have overall responsibility for the Electrical Safety Policy but delegate actions to the Duty Holder and other responsible staff. These actions also relate to contractors acting on behalf of MHA. Key actions are set out below;

- Ensuring periodic fixed installation testing is completed
- Ensuring PAT testing is completed as appropriate
- Ensuring adequate resources are allocated to managing the risks associated to electrical safety
- Ensuring adequate processes and procedures are in place to manage the risks relating to electrical safety
- Ensuring sufficient information, instruction and training is carried out
- Monitoring the performance of staff and contractors
- Ensuring that members of the public, staff and contractors are not unnecessarily exposed to risks associated to electrical safety
- Ensuring appropriate inspections are made to communal areas

#### Assistant Chief Executive/Director of Operations – ‘Duty Holder’

The Assistant Chief Executive/Director Operations shall serve as the Electrical Safety ‘Duty Holder’ and be responsible for the strategic management of electrical safety within MHA reporting directly to the Chief Executive and shall:

- Formulate and revise MHA policy
- Formulate and revise the Electrical Safety Management Plan
- Ensure that actions arising from fixed installation and PAT testing is completed
- Ensure electrical safety related accidents and incidents are reported, investigated and controls introduced to reduce the risk of such accidents recurring



## **Electrical Safety Policy**

- Ensure risks arising from electrical safety are recorded reviewed and mitigated
- Ensure adequate training is maintained to effectively manage risks related to electrical safety
- Appoint a designated deputy (Property and Estates Manager – Responsible Person) to provide cover in their absence
- Maintain an up to date knowledge of legislative requirements and best practice and ensure
- Ensure all relevant staff receive adequate information, instruction and training.
- This includes the provision of regular refresher training to maintain skills

### **Health & Safety Compliance Officer – ‘Responsible Person’**

The ‘Responsible Person’ is the Health & Safety Compliance Officer, who with the support of the Head of Property Services and the Health & Safety Admin Assistant, is responsible for the day to day running and implementation of the Electrical Safety Policy, who will:

- Provide advice on the application of this policy on an individual case by case basis
- Ensure that all assets designated as required a periodic electrical inspection has one carried out in the timeframe within this policy including the maintenance of a portable electrical appliance register
- Ensure systems are in place for appropriate electrical checks at change of tenant and mutual exchange
- Manage the electrical contractor(s) on a day to day basis and feedback to the Director of Operations
- Be the business owner of the data within the systems that feed the electrical testing regime, ensuring robust processes in place for validation
- Be the business owner for the KPIs that evidence compliance with the legal responsibilities of MHA
- Provide electrical safety related information to staff, contractors, tenants and members of the public as required
- Ensure adequate training is maintained organisationally and in accordance with current regulations
- Appoint a designated deputy as appropriate to provide cover in their absence

### **Employees**

All employees, irrespective of their position shall:

- Take reasonable care for their own health and safety and that of other persons who may

## Electrical Safety Policy

be adversely affected by electrical safety risk, including members 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
- Report any concerns that they may have in relation to the management of electrical safety to the Director of Customer Services or Chief Executive

### Tenants

This policy is to be read in conjunction with current Tenancy Agreement conditions which state that tenants are not permitted to make any material alterations to their homes without the express formal written permission of MHA.

Tenants must also:

- Allow access to their home for the purposes of carrying out fixed periodic electrical inspections
- Refrain from carrying out any work to the fixed electrical installation of their home without the express written permission of MHA
- Report to MHA any faults they have, or suspect, with their fixed electrical installation systems
- Not to tamper with any portable appliances supplied by MHA

Leaseholders and Shared Owners are not the responsibility of MHA for the purposes of undertaking fixed period inspections and PAT testing within their dwellings, as the responsibility for these remain with the leaseholder/shared owner. At point of sale of shared ownership and shared equity products, appropriate electrical certification will be provided to the purchaser.

### Contractors

Contractors are required to immediately report any electrical safety related risks or concerns to the Responsible Person or their deputy.

### Communication

Where a fixed electrical inspection or PAT testing is commissioned, we will notify tenants in the effected scheme or individual dwelling when this will be taking place.

### Electrical Safety Training

We will ensure that adequate information, instruction and training is given to relevant staff on a regular basis. All staff will be trained on the contents of our Electrical Safety Policy at regular intervals.

## Electrical Safety Policy

### Review

This Policy shall be reviewed and updated by the Duty Holder every three years or, if there are any significant changes to current legislation, regulations or codes of practice or guidance. It will also be reviewed after any serious electrical related incident or if any reason comes to light to suggest that the Plan or Policy is inadequate

### Governance and Assurance

Compliance with MHA legal responsibility in relation to Electrical Safety will be reported to board through the KPI dashboard reports.

Independent external assurance will be sought periodically but no less than annually to ensure compliance with MHA legal responsibility in relation to Electrical Safety.

### Equality and Diversity

All involved will recognise their ethical and a legal duty to advance equality of opportunity and prevent discrimination on the grounds of; age, sex, sexual orientation, disability, race, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership.

<b>Policy Name</b>	Electrical Safety Policy
<b>Ref No.</b>	HS05
<b>Date of Customer Panel Consultation</b>	
<b>Equality Impact Assessment Completed</b>	Yes
<b>Date to be approved by the Board</b>	May 2023
<b>Next Review date</b>	May 2026
<b>Lead Officer</b>	Assistant Chief Executive/Director of Operations