



**ELECTRICAL SAFETY
POLICY**



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1.0 Scope

Broxtowe Borough Council is committed to achieving the highest safety standards for its tenants and properties.

This policy relates to Council-owned homes, communal areas and temporary accommodation. The Council is not responsible for the electrical installations in individual leasehold properties but is responsible for any electrical equipment in communal areas. Whilst we are not responsible for leasehold properties, we may offer a chargeable service for such properties upon request.

2.0 Purpose

The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable equipment (where applicable) in properties we own and manage.

3.0 Aims and Objectives

This policy details how Broxtowe Borough Council's Housing Repairs department will manage and enforce electrical safety within every Council-owned residential property.

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 or death. Installations in communal areas of properties owned and managed by the Housing Team are to be installed, maintained and serviced to required standards and inspected at appropriate intervals to minimize the risk of electrocution, fire damage to property, injury or death.

4.0 Regulatory Code and Legal Framework

The following legislation and guidance will be applicable and will be followed throughout this policy:

- The Housing Acts, 1985, 1988 and 2004
- Health and Safety at Work Act 1974.
- Occupiers Liability Act 1957 and Occupiers Liability Act 1984
- Health and Safety at Work Regulations 1999.

- The Electrical Equipment (Safety) Regulations 2016.
- The Construction (Design and Management) Regulations 2015.
- Regulatory Reform (Fire Safety) Order (England and Wales) Defective Premises Act 1972
- Building regulations (including Part P requirements)
- Current edition of the IET Requirements for Electrical Installations (BS7671)
- Right to Repairs Scheme (introduced 1994)
- Electricity at Work Regulations 1989.
- IET Guidance Note 3 – Inspection and Testing
- Control of Asbestos Regulations 2012

In particular, we are committed to complying with the current edition of the Wiring Regulations. All wiring installations must be designed, constructed, inspected, tested and certified to meet the requirements of BS7671.

5.0 Electrical Servicing Policy – General Principles

- Broxtowe Borough Council is aware of its legal obligations as a landlord and ensures all electrical installations owned by the Council are maintained to all legislative requirements. The Electrical Safety Policy ensures the Council adheres to their legal requirements.
- This policy covers the repair, upgrading, testing and inspection of all electrical installations. All electrical repairs, upgrades and renewals will be categorized to ensure that the correct levels of priority are given. We will take specific account of any vulnerability, or health and safety requirements during the prioritization process for these works. The policy also covers all electrical equipment owned by the Council.
- 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.
- Electrical systems will be repaired, renewed, upgraded and tested in accordance with the industry guidance and manufacturers' recommendations.
 - Typical installations and systems covered include:
 - Domestic electrical installations
 - Communal landlord installations
 - Emergency lighting systems
 - Fixed fire alarm and smoke detector installations
 - Door entry systems

- Electric heating systems, including ground source and air source heat pumps
- Portable equipment owned by the organization
- Photovoltaic units
- Lighting columns

Please note that the above list is not exhaustive

- It is recommended that an electrical installation in a domestic property is inspected and tested at least every 5 years. Resulting in the creation of a DEICR.
- All new installations shall be provided with an Electrical Installation Certificate complete with a schedule of inspections and test results. The documents shall be suitably completed and in full compliance with BS 7671, IET Guidance Note 3 – and all current amendments. All new installations will be added to the asset Management list.

6.0 Monitoring and Review

In order to ensure full compliance, monitoring will be undertaken regularly through the use of a compliance register, documenting all assets and their relevant testing timescales. The Strategy and Performance Team will review the register regularly and a summary will be provided to the Management Team.

Appropriate information will be recorded on our core IT system, Capita Open Housing. Original electrical installation and inspection certificates must be provided to the Qualified Supervisor (Senior Maintenance Officer – Electrical), who will arrange for their review and electronic storage on the relevant IT system, with the originals being stored in a fire-proof lockable cabinet.

Quality of work is to be assessed in four ways:

- Assessment of a 5% of works by the Senior Maintenance Officer (Electrical).
- Assessment of 5% of works by a nominated independent consultant throughout the year.
- Self-assessment and quality assurance by sub-contractors.
- Tenant feedback and satisfaction surveys.

All installation and inspection reports and certificates will be reviewed and checked by the Senior Maintenance Officer (Electrical) to ensure compliance. Refer to separate guidance following audit regarding findings regarding this issue.

External contractors will be expected to have their own internal audit procedures in place. However, the Qualified Supervisor will also undertake monitored post and progress inspections of completed and current contractor works to the same stringent procedures as with the in-house team. Concerns identified as part of this process will be referred to the contractor and monitored accordingly.

There will be an annual review of this policy by Officers and residents.

7.0 Roles and Responsibilities

- The Chief Executive retains the overall responsibility for the implementation of this policy.
- The Head of Housing is responsible for:
 - ensuring that adequate resources are made available to enable the objectives of this policy to be met.
 - the associated procedures; this includes responsibility for monitoring, review; policy development and ensuring risks associated with Gas are managed safely and effectively.
- The Housing Repairs and Compliance Manager (HRCM) is responsible for operational delivery of and compliance with this policy, staff awareness and training, and communication to customers. The HRM will take the lead on contract management for the main service areas involving gas safety and annual servicing.

Any contractor undertaking electrical installation work must be registered by an UKAS Accredited Competent Person Scheme Operator or other accredited body. Individual engineers working on electrical installations must be trained, competent and hold industry recognized qualifications.

In order to ensure electrical works carried out by our in-house team meet the standards expected, we will continue obtain accreditations through UKAS Accredited Competent Person Scheme Operators or other accredited bodies. Additional to this, a comprehensive quality control regime will be followed allowing us demonstrate safety through pre monitored, and post inspections. This will also include quality control of equipment and tools needed to undertake such work.

8.0 Related Policies, Procedures and Guidelines

- Repairs Policy;
- Risk Assessments and Method Statements;
- Electrical Gaining Access Procedure;
- Electrical Servicing Procedure;
- Customers with Additional Support Needs Policy
- Tenancy Agreement

9.0 Appendices

Appendix A – Electrical Safety First Best Practice Guide 4 (Issue 3)

10.0 Document History

| Date | Version | Amendments made by |
|---------------|---------|--|
| | | |
| Nov 2019 | 1.1 | Housing Repairs Manager |
| Dec 2019 | 1.2 | Reformatted by Research Officer |
| November 2020 | 1.2 | Interim Housing Repairs Manager (no amendments required) |