

Report of the Deputy Chief Executive

GAS AND ELECTRICAL POLICIES1. Purpose of report

To recommend some minor changes to the gas servicing and electrical safety policies.

2. Detail

The gas policy sets out how Broxtowe Borough Council will manage its gas servicing requirements and comply with the regulatory framework. The electrical policy identifies how electrical installations will be tested to meet current statutory requirements. Both policies have been reviewed by Morgan Lambert, our external auditors for gas and electrical work.

The current policies were last revised and approved by this Committee in November 2020. The policies themselves state that they should be reviewed annually. No major changes are proposed but, for completeness and transparency a brief summary of recommendations and changes is given below, with more detail in appendix 1 and the proposed policies themselves in appendix 2.

Gas:

- Clarification regarding non-relevant gas appliances
- Introduction of further detail relating to Voids and Major Works procedures (these will be added to the relevant detailed procedures and so do not form part of the revised policy)
- Summary of the requirement to use a competent and gas safe registered individual
- Provide assurance around dealing with unsafe situations

Electric:

- Two minor additions to wording, two minor deletions and one update

3. Financial implications

The requirements of both policies can be met within existing budgets.

Recommendation

Committee is asked to RESOLVE that the revised Gas and Electrical Policies be approved.

Background papers - Nil

APPENDIX

Policy Section	Change to previously approved policy	Reason for Change
All	Correction of any minor typos	Grammatical accuracy
GAS		
1.0	Clarification that the council is also not responsible for non-relevant gas appliances (i.e. those appliances that the tenant is entitled to remove).	For the avoidance of doubt.
3.0	Addition of the words "Unsafe situations and remedial actions to relevant gas appliances will be dealt with promptly".	To clarify that gas safety is not just about the annual safety check.
5.0	<p>Summary of the requirement to use a competent and gas safe registered individual.</p> <p>Addition of the words "Unsafe situations will be dealt with in accordance with the Gas Industry Unsafe Situations Procedure which includes the turning off or disconnection of the gas supply dependant on the unsafe classification. All unsafe situations identified on relevant gas appliances will be remedied swiftly"</p> <p>Addition of wording relating to major works and subsequent checks and certification.</p>	<p>In the interests of safety.</p> <p>In the interests of safety.</p> <p>In the interests of safety.</p>
ELECTRIC		
4.0	Addition of reference to Landlord and Tenant Act 1985.	For completeness.
5.0	Addition of references to void properties and mutual exchanges.	For completeness.
6.0	<p>Deletion of reference to storing certification in fire-proof cabinets.</p> <p>Deletion of reference to residents when reviewing this policy.</p>	<p>The information is now stored securely via electronic means.</p> <p>The policy is reviewed with the assistance of specialist external advisors.</p>
9.0	Update of Electrical Safety First Best practice Guide to version 5.	Version 4 is now superseded.



**GAS SAFETY
&
SERVICING

POLICY**



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1.0 Scope

This policy details how Broxtowe Borough Council's Housing Repairs department will manage and enforce gas safety and servicing of every relevant gas appliance situated in a council-owned residential property.

This policy relates to Council-owned homes, communal areas and temporary accommodation. The Council is not responsible for the gas appliances in individual leasehold properties but is responsible for any gas appliances in communal areas.

The council is not responsible for non-relevant gas appliances (i.e. those appliances that the tenant is entitled to remove).

2.0 Purpose

Broxtowe Borough Council is committed to achieving the highest gas safety standards for its tenants and properties and to achieve full compliance with relevant gas legislation.

3.0 Aims and Objectives

- The aim of this policy is to ensure the safety of people in Council-owned homes in relation to gas fired appliances.
- The Council aims to have valid Landlord Gas Safety Record's for 100% of properties with gas appliances or gas pipework.
- The Council aims to protect the health and welfare of all tenants, visitors, staff, contractors and the general public so far as is reasonably practicable. This will be achieved this by compliance with the Gas Safety (Installation and Use) Regulations 1998 and any subsequent amendments.
- The Council will aim to check all relevant gas appliances and flues for safety every 12 months and will hold a valid Landlords Gas Safety Record (LGSR) for each property or communal area. This is to confirm the property is safe and the appliances work in accordance with the manufacturer's instructions.
- The council will also complete servicing works to all relevant gas appliances and document this on the LGSR.
- Unsafe situations and remedial actions to relevant gas appliances will be dealt with promptly.

4.0 Regulatory Code and Legal Framework

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

- The Health and Safety at Work etc. Act 1974
- The Housing Act 1985 – Revised 2004.
- The Landlord and Tenant Act 1985 and 1995.
- Gas Safety (Installation and Use) Regulations 1998.
- The Health and Safety Executives “Safety in the installation and use of gas systems and appliances” – L56 document.
- Relevant Water and Building Regulations

5.0 Gas Servicing Policy – General Principles

- Broxtowe Borough Council is aware of its legal obligations as a landlord to ensure all gas appliances owned by the Council are safety checked, serviced and maintained to all legislative requirements. This Gas Safety Policy ensures the Council adheres to its legal requirements.
- The Council will ensure it keeps up to date an accurate database of gas assets throughout the housing stock.
- The Housing Repairs Team will carry out a service to relevant gas appliances in conjunction with the gas safety check and promptly complete all required repairs and keep copies of works completed to rectify defects identified by the safety check.
- Those carrying out gas works for the Council shall be competent and registered with a body approved by the HSE, which is currently Gas Safe Register.
- Unsafe situations will be dealt with in accordance with the Gas Industry Unsafe Situations Procedure which includes the turning off or disconnection of the gas supply dependant on the unsafe classification. All unsafe situations identified on relevant gas appliances will be remedied swiftly.
- If a property has no gas appliances but has a gas meter and gas pipework, it will have a gas safety check in accordance with this policy.
- Where a property has had the gas meter capped, this property will be subjected to a gas safety inspection annually to ensure that the circumstances have not changed. A full service and safety check will be carried out where necessary.

- The gas servicing programme will run over a 10-month cycle to allow for the robust access procedure to be followed for any properties where there are problems gaining access. Any newly installed appliances will be checked for safety and serviced within 12 months in accordance with this cycle.
- Gas safety checks and servicing will be carried out after a prior appointment is made with the resident. This appointment will initially be through a telephone call and letter.
- Where residents are not available during usual working hours, a service will be offered early evening or on a Saturday morning.
- The Council will make all reasonable attempts to gain access to complete a gas safety check. If a resident fails to provide access to undertake the necessary checks, and the 'Gas servicing and gaining entry' procedure has been followed and the required evidence is available, the case will be referred to the Legal team who will consider issuing a warrant or an injunction to gain access. Legal action will only be taken as a last resort.
- The Council is aware of the risks that can arise when major works are carried out with no regard to the gas installation. Therefore, all major works programmes will take into consideration the integrity of the gas installation before works commence, and at every stage throughout the works.
- Once work is completed, the LGSR will be checked by a gas competent officer and approved before sending to the resident. The LGSR will be sent to the resident within a maximum period of 28 days of the check being completed.
- This policy will have an annual review undertaken.

6.0 Roles and Responsibilities

- The Chief Executive retains the overall responsibility for the implementation of this policy.
- The Head of Asset Management 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 HRCM will take the lead on contract management for the main service areas involving gas safety and annual servicing.
- The Senior Maintenance Officer (Gas) will take day-to-day responsibility for implementing this policy.

7.0 Related Policies, Procedures and Guidelines

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

8.0 Document History

Date	Version	Amendments made by
Oct 2019	1.1	Housing Repairs Manager
Dec 2019	1.2	Reformatted by Research Officer
Nov 2020	1.2	Interim Housing Repairs Manager (no amendments required)
Nov 2021	1.3	Morgan Lambert / Head of Asset Management



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 the Council is not responsible for leasehold properties, it may offer a chargeable service for such properties upon request if resources permit.

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 (for example, in communal areas) in properties the Council owns and manages.

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
- Landlord and Tenant Act 1985
- Occupiers Liability Act 1957 and Occupiers Liability Act 1984
- The Management of 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, the Council is 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 its 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. The Council 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
 - Relevant portable equipment owned by the Council
 - Photovoltaic units

- Lighting columns

Please note that the above list is not exhaustive

- It is recommended that an electrical installation in a domestic property (including communal areas) is inspected and tested at least every 5 years. This results in the creation of a DEICR (Domestic Electrical Installation Condition Report).
- All void properties and mutual exchanges will have a periodic inspection prior to re-let / exchange.
- All new builds and 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 the core IT system, currently 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.

Quality of work is to be assessed in four ways:

- Assessment of a 5% of works by the Senior Maintenance Officer (Electrical).
- Proposed introduction of 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.

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.

7.0 Roles and Responsibilities

- The Chief Executive retains the overall responsibility for the implementation of this policy.
- The Head of Asset Management and Development 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 electricity 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 HRCM 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 appropriate 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 the in-house team meet the standards expected, the Council will continue to obtain accreditations through UKAS Accredited Competent Person Scheme Operators or other appropriate accredited bodies. Additional to this, a comprehensive quality control regime will be followed allowing the Council to 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 5

10.0 Document History

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Nov 2019	1.1	Housing Repairs Manager
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