

**EastendHomes**

**ELECTRICAL SAFETY POLICY**

**1. STATEMENT OF POLICY**

- 1.1** This policy document statement outlines how EastendHomes will respond to current electrical safety legislation and guidelines, for the safety and well being of residents, premises users, staff, the general public and for the protection of property.
- 1.2** As owners and managers of property, EastendHomes have a duty of care to ensure that residents and visitors can use buildings and facilities safely. This incorporates that residents and visitors are safe from risks associated with electrical equipment.
- 1.3** All employees, Service Providers and other Agents shall adhere to the EastendHomes Electrical Safety Policy.
- 1.4** EastendHomes will at any time update Policies in line with applicable legislation, HSE and industry guides and the regular EastendHomes policy reviews. This policy is to minimise the risks associated with electrical installations, appliances and use of apparatus.
- 1.5** This policy outlines the regulations and the duties imposed by the electrical regulations and relevant guidelines. The policy identifies standards, quality, the maintenance standard and inspections required for the safe use of electrical installations, fixed and unfixed equipment.

**2. Legislation and Approved Codes of Practice:-**

- 2.1** The minimum standards for the design, installation, inspection and testing of electrical installations is based on the following guidance and legislation:
- a) Building Regulations Approved Documents (Part B, L, M, P ),
  - b) The Electricity Supply (Amendment) Regulations 1994,
  - c) Institution of Engineering and Technology (IET) Wiring Regulations 17th Edition British Standard (BS) 7671:2008+A3 (incorporating amendments number 3:2015),
  - d) Health and Safety at Work etc. Act 1974 and the Workplace Health, Safety and Welfare. Workplace (Health, Safety and Welfare) Regulations 1992,
  - e) Regulatory Reform (Fire Safety) Order 2005,
  - f) The Electricity at Work Regulations 1989,
  - g) Requirements issued by the local electricity supply authority,
  - h) Relevant and Current BS and British Standard Codes of Practice,
  - i) Defective Premises Act 1972,
  - j) Landlord and Tenant Act 1985,
  - k) Housing Act 2004 Housing and Safety Rating System,
  - l) Management of Health and Safety at Work Regulations 1999,
  - m) BS 5839-1:2013 Fire Detection And Fire Alarm Systems For Buildings,
  - n) Electrical Equipment (Safety ) Regulations 1994,
  - o) Emergency Lighting BS 5266-1:2016,
  - p) Lightning Protection British Standard European Norm /International

Electrotechnical Commission BSEN/IEC 62305.

**2.2** Designers and Service Providers shall include the relevant parts of the Building Regulations Approved Documents and design recommendations adopted by Eastendhomes including the following:

- Part P- Registered under the Recognised Domestic Installers self certification scheme in compliance.
- Part P- Section 8 Disabled Adaptations, mounting heights of electrical outlets
- Part L1- Efficient Lighting
- Part B - Emergency Lighting BS 5266-1 1999
- Part B - Fire Alarms BS 5839-1
- Secured by Design (SBD) ( 2014)

**2.3** Related Policies

- EastendHomes Health and Safety Policy
- Gas Safety Policy
- Void Property Minimum Standards
- EastendHomes Repairs Policy
- EastendHomes Fire Safety Policy

### **3. Duties and Application of the Regulations**

**3.1** EastendHomes is committed to the safety of residents and visitors to it's estates and premises.

**3.2** The policy applies to EastendHomes property as follows:

- Estates and buildings,
- Common parts,
- Domestic and non domestic premises,
- Community premises and education facilities,
- Public buildings,
- Staff offices and accommodation, workshops and other facilities.
- Storage facilities

The EastendHomes standard electrical specification(s) and this policy document is available to all persons undertaking works relating to electrical installations and apparatus.

### **4. Roles and Responsibilities**

(See EastendHomes Management Chart Section 11 )

#### **4.1 The EastendHomes Board**

**4.1.1** The Board will ensure that the Chief Executive and Executive Management Team (EMT) produce an effective Health and Safety Policy and management systems. The Board has overall responsibility for the organisation's management, including health and safety and is committed to

its highest standards. The Board will ensure that all our staff have:

- A safe place of work
- Safe systems of work
- Information
- Instruction
- Training
- Supervision

**4.1.2** The Board will ensure that health and safety is always considered as part of the decision making process.

**4.1.3** Protecting the health and safety of staff, residents, customers and members of the public who may be affected by our activities will be an essential part of our risk management process. The determination of significant risks will lie with the Board through an annual Risk Mapping process. Board members will receive regular updates on the status of identified risks and their mitigating controls.

## **4.2 Directors**

**4.2.1** The Directors are accountable to the Chief Executive for ensuring that Health and Safety management systems are in place within their sphere of responsibility.

**4.2.2** The Directors will ensure that their staff, consultants and contractors are aware of and fully comply with their Health and Safety responsibilities and that those managers implement and monitor the performance of their staff, addressing any issues in a timely manner. Directors will incorporate consideration of Health and Safety into service planning including targets to continuously improve Health and Safety performance.

## **4.3 Director with responsibility for Health and Safety**

**4.3.1** The Managing Director has been nominated by the Chief Executive to co-ordinate the Health, Safety and Risk Management systems within the organisation with particular emphasis on communicating health and safety information within the organisation.

## **4.4 Line Management**

**4.4.1** All managers and supervisors will support the Health and Safety of their staff by ensuring that they have access to relevant information, training and instruction. Failure to comply with Risk Assessment controls will be addressed through management action.

**4.4.2** Managers will apply the planning and delivery of Health and Safety requirements based on the control measures identified through Risk Assessments. Relevant staff will be involved in assessing risk and particular attention will be paid to managing all significant hazards, ensuring that control measures are suitable and sufficient.

**4.4.3** New staff induction will include a review of relevant Risk Assessments, control measures and working procedures applicable to the job role. Mandatory training on Health and Safety relevant to the job role will be identified and delivered on a rolling programme.

Additional Health and Safety or other training may be identified through the performance management process and will be reviewed annually to develop the training programme. Risk Assessments will be undertaken and brought to the attention of staff and suitably recorded. Staff will have workplace access to relevant Risk Assessments either via hard copies or the shared IT drive.

- 4.4.4** Managers will ensure all plant, workplace equipment and personal protective equipment provided is 'fit for purpose'. Staff will be trained in its effective use and it will be regularly inspected and maintained by a competent person, who will retain records of inspections.
- 4.4.5** Managers will ensure that Health and Safety features as a standard agenda item at every team meeting and that any urgent issues identified which were not immediately resolvable are referred to the Health and Safety Advisor. All referrals will be reviewed by the Health and Safety Working Party to ensure that an appropriate response has been delivered.

#### **4.5 Implementation and Monitoring**

**4.5.1** The implementation and monitoring procedure for electrical work is included within the relevant electrical contracts. The Service Providers performance in electrical safety is reviewed regularly at the EastendHomes working party meetings that in turn reports annually to the EastendHomes Main Board.

**4.5.2** The Health and Safety Quarterly performance review shall measure electrical safety performance against the PI's in the core list. The PI's shall be agreed annually with the Service Provider and in accordance with EastendHomes policy amendments.

The Performance Indicators (PI ) for Electrical Safety are provided at Section 12.

**4.5.3** Records of testing and inspections shall be retained for at least ten years.

#### **5. EastendHomes Electrical Safety Policy Undertakings.**

- EastendHomes will regularly test and inspect electrical intake cupboards and switch rooms.
- All domestic properties will be tested and certified prior to letting.
- Regular reconciliation of electrical test/inspection records for all tenanted properties will be carried out to identify and prioritise those properties where a check of the electrical installation has *not* been undertaken.
- Electrical Test certification shall be to the current BS 7671:2008 format as NIC EIC, Amtech and ECA. As per the following document types:
  - Electrical Installation Condition Report,
  - Minor Works Certificate,
  - Electrical Installation Certificate.
- EastendHomes will ensure compliance and accreditation of Service Providers responsible for electrical work.
- EastendHomes will regularly appoint external auditors to assess the work completed by Service Providers.

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- An annual programme of electrical safety inspections will be undertaken. The inspections will include to carry out minor remedial works and to provide advice and information to tenants on electric safety and energy efficiency. The EastendHomes Electrical standard specification will be regularly reviewed and updated to reflect new electrical legislation and regulation.
- Following a change of occupants an Electrical test certificate will be made available to all new tenants including after a 'mutual exchange' . .
- Portable Appliances owned by EastendHomes will be regularly tested (fixed and unfixed apparatus).
- Electrical works are issued and provided in accordance with the current Eastendhomes Electrical Specification. This document is subject to regular update and amendment.
- EastendHomes will ensure competent Service Providers undertake electrical installations, associated works and testing.
- The following EastendHomes-owned installations will be maintained to the relevant statutory standard:
  - Lighting systems.
  - Electrical installations.
  - Electrical fire defence systems.
  - All new electrical wiring installed within EastendHomes buildings will be classified as "Low smoke and fume" emission on combustion or exposure to heat. Generally this wiring insulation and accessories shall be (LSFZH) to comply with BS 7211.
  - Any incidents that are related to Electrical Safety that are classified as Dangerous Occurrences will be recorded and reported in accordance with the EastendHomes Accident Incident Report Form.

### 5.1 Commissioning of Electrical Works

Service Providers and Consultants undertaking electrical work on behalf of EastendHomes must be registered with the NICEIC or ECA.

### 5.2 Inspection and Test Intervals

#### 5.2.1

| DESCRIPTION   | INTERVAL                    |
|---|-----------------------------|
| Tenanted Electrical Installation inspections                          | A minimum of every 10 years |
| Portable Electrical Appliance Testing – fixed and unfixed ( EWR 1989) | 12 Months                   |
| Re-let Properties Electrical Condition Reports                        | Prior to Occupation         |
| Major mechanical Plant facilities ( Plant rooms) (EWR 1989)           | 12 Months                   |
| Electrical Intake inspection & Landlords apparatus (EWR1989)          | 12 Months                   |

## 6 Residents & Users Responsibilities

- 6.1 EastendHomes is not responsible for the safety of electrical appliances belonging to an EastendHomes resident including cookers, washing machines etc. or alterations to electrical systems undertaken without EastendHomes' approval and certification.

**6.2** EastendHomes will recharge tenants the cost of making safe, all corrective works, testing and certification required.

**6.3** Misuse of electrical safety equipment, fire safety equipment and electrical supply authority equipment may result in criminal proceedings.

**6.4** EastendHomes will take all reasonable action to obtain access to its properties to carry out its legal responsibilities relating to electrical safety.

## **7. Communications and Electrical Safety Awareness**

EastendHomes will publicise electrical safety to EastendHomes residents: leaseholders, tenants and staff with various methods of communication including leaflets, resident newsletters, regular updating of staff newsletters and staff meetings. Updates to procedures and policy will be reported through the local estate management boards and the committee structure.

## **8. Staff Instructions & Training**

The relevant EastendHomes staff will receive Electrical Safety awareness training as a core training requirement.

### **8.1 Risk Assessments and Method Statements**

For potentially hazardous work activities EastendHomes provides staff with Risk Assessments and Method Statements for the safe execution of the work activity. Risk Assessments and Method Statements are subject to annual review.

Related :

- Smoke Alarm Testing
- Lamp replacement.
- Working at heights
- Asbestos Procedure
- Use of equipment and appliances

## **9. Disposal of Redundant Electrical Equipment**

All redundant electrical equipment will be disposed of in accordance with the current environmental protection legislation and directives.

- Health & Safety at Work etc Act 1974 [HASAWA]
- Environmental Protection Act 1990 [EPA]
- Integrated Pollution and Prevention Control Act 1999 [IPPC]
- Control of Substances Hazardous to Health [COSHH]
- Hazardous Waste Regulations 2005 and the
- WEEE Directive (Waste Electronic & Electrical Equipment)

## **10. Equality and Diversity**

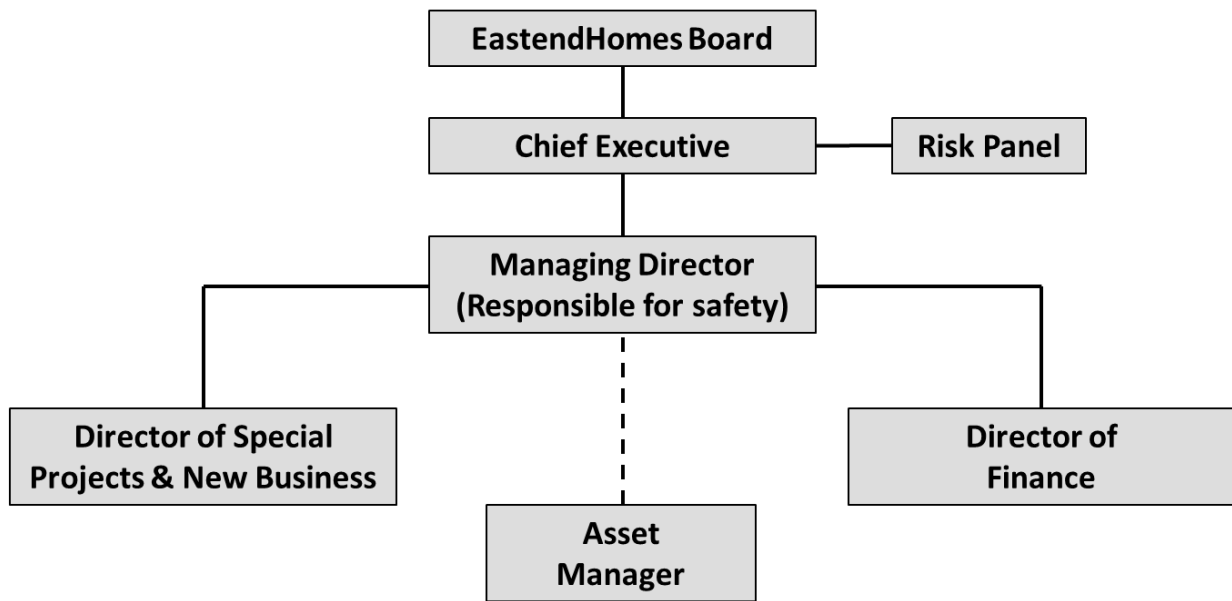
According to the provisions of The Equality Act 2010 EastendHomes will provide their

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services with due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and to foster good relations The Equality Duty is set out in the Act and covers the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

All Service Providers shall have implemented robust equality and diversity policies, this will be monitored during the course of the contract term.

**11. EastendHomes Health and Safety Management Structure**



**12. Performance Indicators (KPI)**

**Performance Reviews**

The Health and Safety Quarterly performance review shall be set against the following PI's. The Pi shall be agreed annually with the Service Provider and in accordance with EastendHomes Policy amendments: -

| Performance Indicators ( KPI ) |  |       |
|--------------------------------|--|-------|
| 1.                             | 100% of EastendHomes tenanted properties will have an electrical safety survey every ten years (Target April 2018) | 100%  |
| 2.                             | Portable Electrical Appliance Testing inspected annually (EWR 1989)  | 100 % |
| 3.                             | Re-let Properties Electrical Condition Reports   | 100 % |
| 4.                             | Major mechanical Plant facilities ( Plant rooms) inspected annually (EWR 1989)                                     | 100 % |
| 5.                             | Electrical Intake & Landlords apparatus inspected annually (EWR1998)   | 100 % |