

## ELECTRICAL SAFETY POLICY – PROPERTY MANAGEMENT

### 1. Policy Statement

Most accidents involving electricity in the home arise through faults in, damage or misuse of domestic appliances or the electrical installation or through the unsafe practice of placing objects such as an electric heater or lamp too close to a heat source. Loddon Homes Ltd and Berry Brook Homes Ltd, herein referred to as the Local Housing Companies (LHC), are committed to the safety of their residents and as responsible landlords of social and affordable homes will minimise the risks associated with electrical safety and fulfil our electrical safety duties as far as is reasonably practicable.

The purpose of this policy is to reference the legal duties placed on LHC in the context of a landlord and outline the arrangements in place for ensuring that electrical risks in relation to our premises and equipment are adequately managed to prevent harm.

### 2. Responsibilities

The LHC Operations Manager is accountable for the implementation of this policy in respect of liaising with the LHC appointed managing agent/maintenance and repair contractor to ensure compliance with electrical safety requirements is both secured and maintained.

### 3. Definitions

**Electrical installation:** comprises all the fixed electrical equipment that is supplied through the electricity meter. It includes the cables that are usually hidden in the walls and ceilings, accessories (such as sockets, switches and light fittings) and the consumer unit (fuse box) that contains all the fuses, circuit-breakers and residual current devices (RCDs).

**Portable electrical appliances:** portable or movable electrical equipment such as a kettle or washing machine provided for use at work or by others, for example tenants.

### 4. The legal framework

**Landlord and Tenant Act 1985** requires landlords 'to keep in repair and proper working order the installations in the dwelling-house for the supply of water, gas and electricity'.

**Management of Houses in Multiple Occupation Regulations 2006** require that every electrical installation in Houses in Multiple Occupation (HMO) is inspected and tested at least every five years by a suitably qualified person who should provide a certificate giving the results of the inspection.

**Housing and Planning Act 2016** introduced a new power to impose electrical safety standards on the private rented sector. Whilst currently there is no legal obligation to test the electrical

#### 4. The legal framework (continued)

installation on a periodic basis in a property that is not an HMO, regulations in this respect made under the Act are anticipated.

**Electrical Equipment (Safety) Regulations 1994** require that all electrical equipment supplied by landlords is safe and complies with current UK requirements for safety of domestic electrical products i.e. has at least a CE mark, ideally with additional safety marks such as the British Standard Kitemark. Where the safe use of the equipment relies upon the user being aware of any particular characteristic, suitable information or instruction booklets should be provided.

**Building Regulations 2010 – Part B** relates to electrical installation work in domestic properties, whether carried out professionally or as DIY and requirements cover matters such as competence and notifiable work.

Various pieces of health and safety law require the safe design, construction, operation or maintenance of electrical systems and for any electrical equipment that has the potential to cause injury to be maintained in a safe condition.

#### 5. Arrangements for electrical safety

LHC's appointed managing agent/maintenance and repair contractor will ensure electrical safety in LHC premises is in line with relevant legal requirements and undertaken in accordance with the following key arrangements:

- New electrical installations will comply with BS7671 (the latest edition of the IEE Wiring Regulations) including all amendments current at the date of the electrical works and Part P Building Regulations.
- To carry out 5 yearly inspections by a qualified electrician to ensure safety and that the electrical installation system complies with current electrical requirements; the installation should be inspected and tested at intervals of no more than five years from the date of the first inspection unless a competent person has recommended a shorter interval.
- Making sure that electrical installations have adequate RCD protection.
- All electrical work will be undertaken by a suitably qualified electrician.
- Records must be kept for all completed electrical installation work for example, Electrical Installation Certificates (EICs), and for periodic inspection and testing. All certificates and reports should include schedules of inspections and test results.
- On a change of tenancy appropriate checks, including electrical checks, should be carried out to a property to ensure it is safe to re-let.
- To ensure that any electrical appliance supplied to a tenant is safe and suitable for both its location and intended use; to help ensure tenants use appliances correctly copies of the manufacturer's instructions are to be made available for them to refer to.

## **5. Arrangements for electrical safety (continued)**

- Where applicable, portable electrical appliances are to be inspected and tested by a suitably competent person at appropriate and relevant frequencies. Records of these activities and the results are to be retained.
- Where employees of other organisations work in LHC premises e.g. sheltered type accommodation, to inform and co-ordinate with their employer with regard to the portable appliance testing schedule and the requirement for users to carry out a visual check before electrical equipment is used together with the signs they should look for.
- To communicate to tenants regarding electrical inspections and checks and to also make them aware of the hazards and actions they should take to support good electrical safety.
- To provide the Service and Compliance Officer with monthly performance reports demonstrating electrical compliance within LHC housing stock.

## **6. Information for tenants**

LHC's appointed managing agent is responsible for providing information regarding electrical safety to LHC tenants on occupation together with periodic reminders and as and when required. The information provided to tenants should include the following:

- Information regarding periodic inspections of electrical installations and equipment.
- That under no circumstances must tenants carry out work on or interfere with electrical installations.
- Copies of operating and safety instructions for all LHC provided electrical equipment in the premises.
- That LHC accepts no responsibility for the safety of tenant's own electrical items, even where these may have been installed with knowledge and prior approval.

## **7. Monitoring**

The LHC Service & Compliance officer will monitor the electrical compliance reports produced by LHC's appointed managing agent/maintenance and repair contractor. LHC's Operations Manager will present the LHC Boards with annual summaries for assurance purposes.

## **8. Policy review**

This policy will be reviewed in line with any regulatory or legislative changes or by the scheduled review date as per the information provided in document control, whichever is sooner.

**DOCUMENT CONTROL**

| Issue date | Approval date | Planned review date | Actual review date |
|------------|---------------|---------------------|--------------------|
| April 2017 | January 2018  | June 2018           | April 2019         |
|            |               | August 2020         | August 2020        |
|            | December 2020 | August 2021         |                    |

APPROVED