

## Homes & Neighbourhoods

# Electrical Safety Management Policy

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## **Contents**

1. Introduction
2. Policy Scope
3. Policy Statement
4. Roles and Responsibilities
5. Monitoring and Review
6. Referenced Documents and Further Reading

## 1. Introduction

- 1.1. The aim of this document is to define the policy for Electrical Safety Management in compliance with statutory legislation within all properties managed by Homes and Neighbourhoods (H&N) department of Kirklees Council.
- 1.2 This document outlines the standards required for electrical safety, installation, maintenance and testing to ensure that risks are suitably assessed and effectively eliminated to minimise the likelihood of an electrical incident occurring e.g. electrocution, fire, damage to property, injury and or death. This includes the identification and implementation of appropriate control measures and the provision of information to any person who may work on or with electrical installations and equipment (including portable).
- 1.3 Applicable legislation includes, but not exhaustive to, the:
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Electricity at Work Regulations 1989
  - Electricity Safety, Quality and Continuity Regulations 2002
  - Electrical Equipment (Safety) Regulations 1994
  - Construction (Design and Management) Regulations 2015
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - Control of Substances Hazardous to Health (COSHH) Regulations 2002
  - Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018 (including all amendments)
  - Building Regulations (including Part P requirements)
  - HSG 85 Electricity at Work - Safe Working Practices
  - L22 Safe Use of Work Equipment; HSR 25 Guidance on The Electricity at Work Regulations 1989
  - HSG 107 Maintaining Portable Electrical Equipment
  - IET Guidance Note 3 – Inspection and Testing
  - GS38 Electrical test equipment for use on low voltage electrical systems

## **2. Policy Scope**

- 2.1. This policy is aimed at all H&N employees, including any temporary or agency workers, apprentices and contractors who have responsibility for or may come into contact with electrical systems or equipment during their normal work activities. It should be read and understood by all parties who have responsibilities relating to Electrical Safety within H&N and have a duty of care under the Health & Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

## **3. Policy Statement**

- 3.1 Homes and Neighbourhoods is responsible for the maintenance and repair of circa 22,500 domestic and non-domestic premises owned and managed by Kirklees Council. As a responsible social landlord, H&N is committed to minimise the risks associated with electrical safety and ensure that all our electrical safety works, including installation, maintenance and testing, are carried out in compliance with the Electricity at Work Regulations 1989 and other regulatory and industry body requirements.
- 3.2 This policy aims to ensure that we meet our obligations as a landlord, and seeks to provide assurance that electrical safety is effectively managed to ensure the safety of our employees, contractors, tenants, leaseholders and members of the general public.
- 3.3 To ensure the safety of relevant persons by means of suitable management of electrical safety, H&N will:
- Invest in a programme of maintenance, renewal, testing and upgrading electrical installations across H&N in accordance with industry guidance and manufacturers' recommendations;
  - Ensure that all electrical installations are tested and certified prior to letting of H&N properties;
  - Assess each electrical maintenance, upgrade and renewal scheme to ensure that the correct priority level is allocated. H&N will take specific account of each vulnerable tenant's requirements during the prioritisation process for these works;
  - Ensure that all H&N employees and external contractors carrying out electrical installation, maintenance and testing have valid individual registrations with the National Inspection Council for Electrical Installation Contractors (NICIEC), Elecsa or other recognised electrical contractor accreditation body;
  - Ensure that each individual electrical engineer is trained, competent and holds relevant industry recognised qualifications;

- Maintain a clear set of electrical safety procedures that are reviewed annually or sooner if there are any changes to legislation or working practices;
- Provide premises electrical systems and installation information to H&N employees and external contractors to enable them to work safely;
- Undertake regular electrical safety audits; and
- Communicate to other persons, including tenants and leaseholders, that they have a duty to co-operate as far as is necessary to allow H&N to comply with the above requirements.

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

- 4.1. The Director of Homes and Neighbourhoods has strategic responsibility for the management of asbestos safety, and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.
- 4.2 The Housing Advisory Board [HAB] has overall governance responsibility for ensuring this policy is fully implemented in order to ensure full compliance with legislation and regulatory standards. This oversight will be supported by the Building Safety Assurance Board (BSAB) – an officer Board of compliance and building safety officers. As such, the HAB will formally approve this policy and review it every year (or sooner if there is a change in legislation or regulation).
- 4.3 For assurance that this policy is operating effectively in practice, The Building Safety Assurance Board will receive regular updates on its implementation.
- 4.4 The Housing Advisory Board will receive quarterly performance reports in respect of electrical safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 4.5 The Head of Operations has operational responsibility for the management of electrical safety, and will be responsible for overseeing the delivery of these programmes. The Head of Operations will fulfil the role of the appointed Duty Holder and will be the overall Responsible Person on behalf of H&N.
- 4.6 Housing teams will provide support where gaining access to properties is difficult, as part of the no access process.
- 4.7 The Legal Team will support the process when all other attempts to gain access and where as a last resort, the council needs to apply for warrants to gain entry to carry out the gas safety checks.

#### **5. Monitoring and Review**

- 5.1 This policy will be reviewed annually or following any legal or regulatory changes.

- 5.2 Monitoring electrical safety and updating risk assessments are an integral part of the Electrical Safety Management System.
- 5.3 A system of formal audit (internal and / or external) of the Electrical Safety Management System must be in place to ensure that both Policy and Procedures are being implemented.
- 5.4 The Health and Safety Group will maintain an on-going audit plan to address the management of electrical safety, reporting key findings to the Service Director and the Building Safety Assurance Board.
- 5.5 Where the Head of Operations or appointed competent person(s) have reason to believe that the Electrical Safety Management System is not achieving the aims of this Policy, the Service Director and SHE Manager shall be notified, and a review of the System shall be carried out. If the review identifies deficiencies, the Head of Operations shall take action to amend the System as required.
- 5.6 Communicate with and consult employees and contractors by bringing the Policy, and any subsequent amendments, to their attention through induction and training. This may be in alternate formats / languages as and when necessary.
- 5.7 Electrical Safety Guidance information and the Electrical Safety Management Policy, are available on the H&N website for tenants, Elected Members and the wider public. The information may be in alternate formats / languages as and when necessary.
- 5.8 Regular communications on Electrical Safety, including the responsibilities of H&N, tenants and leaseholders, will be included in the Communication Strategy (in development).

## **6. REFERENCED DOCUMENTS AND FURTHER READING**

- The H&N Electrical Safety Management System
- The Electricity at work Regulation 1989
- BS7671 2018 Guidance Notes
- BS 5839 Part 1: and/or Part 6: for Fire Alarm Installations
- BS 5266 Part 1: for Emergency Lighting Installations
- Code of Practice for In-service Inspection and Testing of Electrical Equipment
- Building Regulations (including Part P requirements)
- RIDDOR (2013)

- Health & Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity Safety, Quality and Continuity Regulations 2002
- Electrical Equipment (Safety) Regulations 1994
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- HSG 85 Electricity at Work - Safe Working Practices
- L22 Safe Use of Work Equipment; HSR 25 Guidance on The Electricity at Work Regulations 1989
- HSG 107 Maintaining Portable Electrical Equipment
- IET Guidance Note 3 – Inspection and Testing
- GS38 Electrical test equipment for use on low voltage electrical systems
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)