



CARE HOUSING ASSOCIATION ELECTRICAL SAFETY POLICY

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| Created By | Mark Heywood |
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1. Context and Purpose

Care Housing Association (Care) aims to protect the health and welfare of our tenants, visitors, staff, contractors and the general public so far as is reasonably practicable. In achieving this we will comply with all relevant legislation and regulations. The main pieces of legislation regarding electrical safety are:

- Landlord and Tenant Act 1985
- Housing Act 1988
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- Electrical Equipment (Safety) Regulations 1994
- The Construction (Design and Management) Regulations 2007
- Building Regulations (including Part P requirements)
- The Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) in properties owned and managed by Care. Installations are to be installed, maintained and serviced to required standards and inspected at appropriate intervals to minimise risks including electrocution, fire, damage to property, injury and death.

Any contractor undertaking electrical installation work must be an “Approved Electrician” as defined by the Joint Industries Board and registered through an appropriate accredited body, such as the National Inspection Council for Electrical Installation Contractors (NICEIC) or The Electrical Contractors Association (ECA).

Individual engineers working on electrical installations must be trained, competent and be qualified to a minimum of City & Guilds Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment).

2. Policy

2.1 What Care Will Do

2.2.1 Domestic Electrical Installations

The Landlords and Tenants Act (1985) requires that the electrical installation in a rented property is:

- safe when a tenancy begins
- maintained in a safe condition throughout the tenancy

Electrical systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations. Typical installations and systems covered include:

- domestic electrical installation
- communal landlord installations
- emergency lighting systems
- fixed fire alarm installations
- door entry systems
- electric heating systems
- portable equipment owned by the association

Care will utilise Approved Electricians that are competent and belong to an approved body accepted by the Health and Safety Executive, to carry out the safety checks and services on our behalf.

Electrical Installation Condition Reports

Every 5 years Care will carry out an electrical inspection and provide a report on the condition of each property's electrical installation (EICR). Care will provide a copy of the new EICR to existing tenants within 28 days of the inspection and to new tenants before they move in. If a tenant, or prospective tenant, requests a copy of the EICR in writing, Care will provide them with one within 28 days. If a local authority requests a copy of the EICR, Care will provide them with one within 7 days.

Any issues of non-compliance with the IEE Regulations in force at the time of the inspection found during the inspection will be classified on the EICR as follows:

- Classification code C1 – Danger present
- Classification code C2 – Potentially dangerous
- Classification code C3 – Improvement recommended
- Classification code F1 – Further investigation required without delay

Any defects or issues of non-compliance that are classified as C1 (Danger present) identified during the course of the inspection are to be recorded and then remedied or made safe immediately by the inspecting electrician before leaving site.

Care will ensure that any non-compliances or defects classified as C2 (Potentially Dangerous) are remedied within 28 days, or sooner if recommended.

In consultation with the inspecting electrician Care will carefully consider the safety implications presented by any non-compliances classified as C3 (Improvement Recommended) and include the necessary remedial works in a short or medium term planned works programme.

Where the inspecting electrician has observed a non-compliance or defect but cannot, without further investigation, effectively diagnose the cause or potential effect the inspecting electrician will categorise the issue as F1 (Further investigation required without delay). In such cases Care will ensure that the issue is investigated within 24 hours of being notified of the issue.

On completion of the safety inspection the inspecting electrician person must provide a written report that meets BS 7671:2018 – Requirements for Electrical Installations, within 48 hours of the safety inspection being completed.

Within 28 days of the inspection and, if required further investigations and/or remedial work, being carried out, Care will provide a copy of the report to all the tenants at the property via the support provider.

Where the follow up investigation recommends further work being done a new EICR or a Minor Works Certificate (MWC) will be produced. If an MWC is produced this must be filed with the EICR and the items of non-compliance or defect(s) identified in the EICR are to be cross referenced in the MWC.

If the Local Authority (LA) requests a copy of the EICR Care will provide a copy within 7 days of the request being received by Care from the LA. If a prospective tenant requests a copy of the current EICR for a property Care will provide the copy within 28 days of receiving the request in writing.

Care will maintain a record of the EICR and the due date of the next electrical safety inspection by property and communal area.

At change of tenancy Care will carry out an interim visual safety check on the electrical installation to make sure the electrical installation is safe. During this inspection the Housing Officer will visually check all switches, sockets, visible wiring and hard-wired electrical appliances and report any concerns to the Contracts Manager.

2.1.2 Portable Electrical Appliances

A portable electrical appliance is an item or piece of equipment that usually can be unplugged from the power supply and moved. Care is responsible for the repair, upkeep and replacement of any electrical appliances or equipment that we have provided within any of our properties.

Care will appoint a suitably qualified and experienced contractor to undertake the inspection, testing and certification of portable electrical appliances and equipment.

Any contractor undertaking the inspection and testing of portable electrical appliances and equipment is to be suitably qualified and experienced and, ideally, registered through an appropriate accredited body, such as the National Inspection Council for Electrical Installation Contractors (NICEIC) or The Electrical Contractors Association (ECA).

Individual engineers carrying out Portable Appliance Testing (PAT) must be trained, competent and be qualified to a minimum of City & Guilds City & Guilds 2377-77 The In-Service Inspection & Testing of Electrical Equipment or similar equal approved qualification.

We will carry out annual PAT of all the portable electrical appliances and equipment that we have provided in all of our occupied properties. In addition, in all our properties Care will inspect and test any portable electrical appliances and equipment that are available at the time of testing which belong to residents or support staff for the use by residents and support staff at the property. All of the appliances and equipment will be labelled appropriately and the results of the inspection and test will be recorded in accordance with the Electrical Equipment (Safety) Regulations 1994.

If any items fail PAT, they will be disconnected from the mains supply and clearly labelled as failed. The portable appliance tester will record the item as having failed and advise support staff and tenants at the scheme not to use the item(s). If the items belong to Care, the tester will also make the housing officer aware so that they can arrange repair or replacement.

Following the annual inspection, the portable appliance tester will provide a report and certificate in line with the requirements of the Electrical Equipment (Safety) Regulations 1994. The report should detail all the items that have been tested, the location and identification code of each item tested and whether they have passed or failed. The contractor must provide Care with a copy of the report and certificate of compliance within 14 days of the inspection and testing being completed. Care will share the report with the support provider within 28 days of the inspection.

Care will maintain a record of PAT and the due date of the next inspection and visit by property and communal area.

2.2 What Tenants Must Do

It is a condition of individual Tenancy Agreements and Licence Agreements that residents must provide access to their properties for electrical safety checks and any associated works.

Details of any difficulties gaining access and any resident correspondence, warnings or legal actions will be recorded. Legal expenses for non-compliance or the cost for forced entry will be charged to the tenant.

3. Responsibility

The designated officer responsible for implementation and monitoring of this policy will be the Chief Executive.

4. Commitment and Review

Care will formally review this policy every three years, or as required by changes in legislation.