



Electrical Safety Policy

Version Number	4.2	Developed by	Paul Griffin
Approval Date	July 2022	In Consultation With	Dave Newmarch, Zoe Derry, Dave Lomas.
Classification Type - (Confidential, Restricted, Internal use only, None)			Internal use only



Electrical Safety Policy

CONTENTS

- 1. Introduction**
- 2. Purpose**
- 3. Responsibility**
- 4. Aims**
- 5. Legislation**
- 6. Implementation**
- 7. Competency**
- 8. Monitoring**
- 9. Review**

Appendix Checklists



Electrical Safety Policy

1. Introduction

- 1.1 The electrical safety policy details how Framework meet the requirements for electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016. In addition to this, the policy provides assurance that measures are in place to ensure compliance with these regulations and to identify, manage and/or mitigate risks associated with electrical installations and electrical portable appliances.
- 1.2 The policy is relevant to all Framework employees, tenants, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon Framework to maintain a safe environment for tenants and employees within the home of each tenant and within all non-domestic (communal) premises or areas of buildings.
- 1.3 Framework will follow a systematic approach to the management of electrical work to ensure it meets the requirements set out in BS 7671 2018 Requirements for Electrical Installations IET Wiring Regulations 18th edition and other relevant legislation relating to electrical safety. This is to ensure the safety of tenants, employees and members of the public.

2. Purpose of the Policy

- 2.1 This policy demonstrates how Framework will comply with the above legislation for properties owned, leased and managed on behalf of others.
- 2.2 It outlines our commitment to ensuring that we offer the best possible service to our tenants/residents in relation to electrical safety, it highlights our methods, targets and also makes tenants/residents and staff aware of their obligations in relation to electrical safety.

3. Responsibility

- 3.1 Framework acknowledges and accepts its responsibilities with regard to electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016.
- 3.2 The Landlord and Tenant Act 1985 places duties on landlords to ensure that electrical installations in rented properties are:
 - i. Safe when a tenancy begins
 - ii. Maintained in a safe condition throughout the tenancy
- 3.3 In order to be compliant under these duties electrical installations are required to be periodically inspected and tested. The intervals between inspections are not absolutely set within any regulations, however, best practice guidance from the Electrical Safety Council and from BS7671: 2008 states that domestic electrical installations should be tested at intervals of no longer than 5 years from the previous inspection.



Electrical Safety Policy

- 3.4 The responsibility for ensuring that electrical safety is carried out effectively is a key responsibility of the Property Services Manager
- 3.5 The operational responsibility for compliance and quality is the responsibility of the Repairs & Compliance Manager
- 3.6 The responsibility for ensuring that routine electrical repairs are undertaken promptly and safely is the responsibility of the Repairs & Compliance Manager.
- 3.4 Framework will undertake the following in relation to electrical safety in properties and communal areas:
- i. An Electrical Inspection Condition Report (EICR) on domestic and non-domestic (communal) properties every 5 years.
 - ii. Carry out electrical repairs as and when necessary.
 - iii. Quality checks of contractors undertaking work to electrical systems.
 - iv. An electrical safety check at a change of tenancy in accordance with legislative requirements and Framework procedures. See Section 4.7
 - v. Test all Framework supplied electrical portable appliances periodically in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE) and HSE leaflet INDG236(rev3).
 - vi. Carry out electrical installation inspection and tests and issue new satisfactory EICRs when completing planned component replacement works.
 - vii. Test and replace, as necessary, smoke alarms, heat detectors and carbon monoxide detectors.
- 3.5 Framework will not be responsible for:
- i. Tenants/Residents own electrical appliances.
- 3.6 Tenants/Residents have the following responsibilities:
- i. Ensuring that they use electrical services within Framework properties safely and responsibly. Tenants/ Residents should follow any advice given and ensure they do not operate or interfere with electrical installations in any way, which could endanger themselves or other building users.
 - ii. Allow access to their home so that we are able to undertake an electrical inspection of their property.

4. Overall Aims

- 4.1 Framework are committed to providing a robust, safe and cost-effective service to our customers in relation to electrical safety; In respect of electrical safety Framework will:
- 4.2 Hold accurate records against each property it owns or manages identifying when the electrical installation was last inspected and tested and all electrical portable appliances that is held at each property, together with details of Portable Appliance Tests (PATs) undertaken. Inline with the following time lines held within the following Chart;



Electrical Safety Policy

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection and Test
Battery-operated: (less than 40 volts) or Extra low voltage: (less than 50 volts AC): Telephone equipment etc.	No	No	No
Desktop computers, VDU screens	No	No	Yes - Every 3 Years
Photocopiers, Shredders, Printers, Scanners, Fridges, microwaves: Not hand-held. Rarely moved	No	No	Yes – Every 3 Years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	No	No	Yes – Every 3 Years
Double insulated (Class II) equipment: Hand-held, e.g. some floor cleaners, Hoovers. some kitchen equipment, food mixers.	Yes	No	Yes – Every 3 Years
Earthed equipment (Class I): Electric kettles, Toasters some floor cleaners, Hoovers, some kitchen equipment and irons	Yes	No	1 Year
Cables and mains voltage extension leads and battery-charging equipment connected to the above rarely or occasionally moved equipment.	Yes	No	Yes – Every 3 Years
Cables and mains voltage extension leads and battery-charging equipment connected to frequently moved equipment.	Yes	no	1 Year
Hand held construction electrical tools	Yes	No	1 Year

- 4.3 Ensure that all domestic properties have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. Framework will deliver a comprehensive program of testing and inspection of all domestic properties on a rolling 5-year cycle.
- 4.4 Ensure that all non-domestic (communal) properties and offices owned or managed have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. These frequencies may be varied subject to the following:
- The type and nature of the installation.
 - Its use and operations.
 - The quality and presence of maintenance regimes.
 - External influences having a passive or active effect in the installation.

Framework will deliver a comprehensive program of testing and inspections of all non-domestic (communal) properties and offices on a rolling 5-year cycle.



Electrical Safety Policy

- 4.5 Ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.
- 4.6 Make safe and/or where possible endeavor to repair all code 1 and code 2 defects identified by a periodic electrical installation inspection and test before leaving site after completing the inspection and testing works. Any further remedial works to code 1 and 2 defects will be Actioned within 10 working days (except where a rewire is required) and an EICR will be issued stating that the installation is in a satisfactory condition following all completed remedial works.
- 4.7 Ensure that appropriate electrical installation inspection and tests or visual inspections are carried out prior to the commencement of any new occupancy (void properties), and that a satisfactory EICR is displayed at the property or placed within the hand over pack for the service user.

Framework will carry out either a visual check or an Electrical Installation Inspection and Test on empty properties based on the following principles:

Void Properties managed via the Housing Management Service (HMS) through Property Services with individual consumer units

As properties are vacated the Void Officer/responsible appointed person will run a system check to identify the date of issue of the current EICR, if the time period is within 12 calendar months of the issued date, they will instigate an internal visual electric check using the Framework generated inspection sheet. This will be saved alongside the valid EICR for information. Any remedial works found not requiring any form of electrical certification to complete will be ordered and completed, if remedial works are found that require any form of electrical cert, we will request a new EICR and this will be saved to the system.

If a period of more than 12 months has elapsed, a full electrical inspection will be ordered and a new EICR will need to be generated. This will be saved on to the system generating a new renewal order date 60 months from the issued date.

Void Properties managed via HMS through Property Services within Shared houses containing communal consumer units

As a room becomes vacant the Void Officer/responsible appointed person will run a system check to identify the date of issue of the current EICR if this is within the 5 years renewal date they will instigate an internal visual electric check using the Framework generated inspection sheet. This on completion will be saved alongside the valid EICR for information. Any remedial works found not requiring any form of electrical certification to complete will be ordered and completed, if remedial works are found that require any form of electrical cert, we will request a new EICR and this will be saved to the system.

Void Properties directly managed by scheme staff with either an Individual consumer unit or a communal consumer unit.



Electrical Safety Policy

As properties/rooms are vacated the responsible appointed person will run a system check to identify the date of issue of the current EICR if this is within the 5 years renewal date they will instigate an internal visual electric check using the Framework generated inspection sheet. This will be saved on to the system alongside the EICR. Any remedial works found will be ordered by the onsite team and completed following normal void repair ordering practices.

- 4.8 Ensure that only suitably competent NICEIC electrical contractors and engineers undertake electrical works.
- 4.9 Ensure that all Framework electrical portable appliances are tested periodically in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE).
- 4.10 Carry out electrical installation inspection and tests and issue new satisfactory EICRs when completing planned component replacement works within domestic properties. In the case of a rewire Framework will receive an installation certificate and following minor works, a minor works certificate.
- 4.11 Test and replace as necessary smoke alarms, heat detectors and carbon monoxide detectors which are not covered as part of the annual gas safety check visit (i.e. the property does not have gas), as part of the 5-yearly electrical inspection and testing visit.
- 4.12 Ensure that robust processes and controls are in place to manage the completion of follow up works identified during inspection and testing of electrical installations and electrical portable appliances.
- 4.13 Ensure that robust processes and controls are in place to ensure that all electrical works are properly notified and approved under Part P of the Building Regulations for England and Wales, where this is required.
- 4.14 Ensure that robust processes and controls are in place to manage works to void and occupied properties that may affect existing electrical installations.
- 4.15 Have a robust process in place to gain access to properties where tenant/resident vulnerability issues are known or identified whilst ensuring timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant.
- 4.16 Engage with our tenants/residents in a participative and empowering manner so that they can contribute to the service provision with relation to electrical safety.
- 4.17 Fulfil our commitment to equality and diversity while delivering the electrical safety service to our tenants and residents.
- 4.18 Effectively maintain the housing stock and preserve its asset value.



Electrical Safety Policy

4.19 Ensure that the electrical safety check is undertaken in compliance with relevant legislation, in a manner that promotes Value For Money.

5. Relevant Legislation and Guidelines

5.1 In the delivery of electrical safety Framework will ensure it meets the requirements of the Home Standard 2015. The standard applies to all registered providers. The Regulator of Social Housing's role is to set the consumer standards and to intervene where failure to meet the standards has caused, or could have caused, serious harm to tenants.

5.2 The principle legislation applicable to this policy is the:

- i. Landlord and Tenant Act 1985
- ii. Electricity at Work Regulations 1989
- iii. Electrical Equipment (Safety) Regulations 2016.

5.3 The relevant Codes of Practice that should be read in conjunction with the policy are:

- i. 18th Edition IET Wiring Regulations British Standard 7671:2018
- ii. HSE INDG354: Safety in Electrical Testing at Work
- iii. HSE HSR25 'The Electricity at Work Regulations 1989: Guidance'
- iv. The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
- v. HSE INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
- vi. Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'.

5.4 This policy also operates in the context of the following additional legislation:

- i. Health and Safety at Work Act 1974
- ii. The Management of Health and Safety at Work Regulations 1999
- iii. The Workplace (Health Safety & Welfare) Regulations 1992
- iv. Regulatory Reform (Fire Safety) Order 2005
- v. The Building Regulations for England and Wales (Part P)
- vi. The Housing Act 2004
- vii. The Occupiers' Liability Act 1984
- viii. Health and Safety (Safety Signs and Signals) Regulations 1996
- ix. Provision and Use of Work Equipment Regulations 1998
- x. Construction, Design and Management Regulations 2015
- xi. The Building Regulations for England and Wales 2005 (Part P)
- xii. Data Protection Act 1998
- xiii. RIDDOR 2013

5.5 Framework will comply with HSE Codes of Practice and Guidelines, whilst not mandatory they are good practice and set out minimum expected levels and standards.



Electrical Safety Policy

6. Implementation

In order to meet the aims that this policy sets out, Framework will:

- 6.1 Maintain all Framework owned electrical systems in a safe condition and carry out an EICR in all Framework housing stock (where we are responsible), in accordance with the current electrical safety regulations and legislation.
- 6.2 Have a procedure that defines clear, concise, convenient and well published arrangements to complete the electrical safety check and any necessary repairs. This includes seeking to identify and respond appropriately to the specific needs of our tenants and ensure that every resident is aware of the importance of the electrical safety requirements.
- 6.3 Ensure that all work to electrical systems are carried out by a competent and suitably qualified electrical engineers.
- 6.4 Ensure that all electrical installations conform to current legislation, codes of practice and manufactures instructions.
- 6.5 Employ sufficient and suitably competent and qualified colleagues to enable us to meet our electrical safety responsibilities.
- 6.6 Ensure that all contractors employed to deliver electrical safety and repairs and maintenance services adhere to the organisations Code of Conduct for colleagues and contractors.
- 6.7 On completion of the electrical safety check, make available to the resident if requested a copy of the EICR within 28 days and maintain a copy of the EICR on file for at least 7 years in accordance with legislative requirements.
- 6.8 Maintain a property database that clearly details the property's electrical safety history, records and date next due, details of any electrical appliances installed and access procedure records and timescales etc.
- 6.9 Ensure, when new build properties are first built and first let the developer/builder will be responsible for maintaining the electrical installation for a warranty/defects period, usually 1 year.
- 6.10 Maintain a service 24 hours per day, 365 days per year to all tenants and residents. Outside of normal working hours this will be for emergency repairs and/or making safe only and will be provided through our duty manager procedures. Where this is the case, the service provider will be given clear instructions and detailed contact lists to ensure that all potential problems can be resolved with a minimum of inconvenience for the caller.
- 6.11 Undertake an EICR or Visual Inspection in accordance with Legislation and Framework Procedures on all void properties.



Electrical Safety Policy

- 6.12 Make aware the importance of electrical safety to our residents ensuring that relevant information is made available upon request in audio versions, large print, Braille and in other languages.
- 6.13 Have clear procedures to gain access to undertake electrical safety.
- 6.14 In cases where access is not granted, in line with procedure we will take the necessary legal action.

7. Competency

- 7.1 Framework will employ a competent person, who will work in consultation with a specialist Quality Assurance (QA) company. This person will be the principle person responsible for ensuring the company's compliance with all relevant legislation and training.
- 7.2 This person will:
 - i. Check all certification.
 - ii. Check contractors' competency and methods of recording competency.
 - iii. Ensure that the companies NICEIC (Or Equivalent) registration is kept up to date.
 - iv. Procure quality checks of contractor's electrical engineers and keep records of these checks.
 - v. Ensure that any contractors working for us have all risk assessments and health and safety information is provided and compliant on request.
 - vi. Ensure that Framework are compliant with the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016.

8. Quality and Performance Monitoring

- 8.1 Framework are committed to ensuring that both the performance and quality of any electrical related repairs are to current standards. To ensure compliance with this we will:
 - i. Carry out a representative sample of independent quality assurance checks to employed contractors' engineers on new installations, repairs and all EICRs to ensure that the works and certificates are completed in accordance with current legislation and codes of practice
 - ii. Maintain performance indicators as detailed below to monitor the delivery of the electrical safety and repairs service and report this to an appropriate committee.
 - Properties requiring electrical safety check
 - Percentage of properties with a valid EICR
 - Number of EICR remedial actions completed by due date
 - Number of EICR remedial actions completed after due date
 - Number of EICR remedial actions currently overdue
 - Percentage of PAT testing completed in time



Electrical Safety Policy

- iii. Survey tenants and residents' views on the service they receive; act to remedy any problems and use the results to continually improve our policies, procedures and service
- iv. Provide the opportunity for tenants/residents to be involved in the monitoring of the service.
- v. Effectively manage and monitor the contractors we employ to undertake electrical safety and remedial works.

9. Policy Review

- 9.1 Framework will review this strategy on a three yearly basis or as required following;
 - i. New legislation.
 - ii. Emerging best practice.
 - iii. Day to day operational issues.

More information on next pages below



Electrical Safety Policy

Appendix: Visual Electrical Check Sheet

According to the Landlord and Tenant Act 1985, (England and Wales), section 11 places a duty on landlords to keep in repair and proper working order the installations in the property for the supply of water gas and electricity and for sanitation.

In order to ensure compliance with the Electricity at Work Regulations 1989 and the continued electrical safety of your property and of your tenants, IET Guidance Note 3 on Inspection and Testing, (Table 3.2), recommends the maximum periods between inspection and testing at least every 5 years for privately rented dwellings. Then for non-rented domestic properties every 10 years. This test is called a periodic inspection and an Electrical Installation Condition Report (EICR) is produced.

However, for new or rewired properties, an Electrical Installation Certificate (EiC) should be accepted for installations under 5 years old in privately rented dwellings or 10 years in private dwellings. After which, an EICR should be undertaken, in line with the timescales outlined above.

When a Periodic Inspection is carried out and an EICR is issued, providing that all observation(s) coded, C1, C2 and FI faults, (or action points), are addressed and rectified with supporting certificates of either an Electrical Installation Certificate, (EiC), or a Minor Electrical Installation Works Certificate, (MW), the electrical installation is classed as satisfactory.

The electrician who undertakes this EICR should be a skilled person registered with a Full Scope Electrical Competent Person Scheme who monitor and regularly assess the electrician, to prove their competency and to ensure that they have Public Liability insurance. It is then up to person contacting the electrician to ensure that they have Professional Indemnity insurance.

With an up to date EICR and with all action points cleared it is then recommended that a Routine Visual and Operational Check of the electrical installation is carried out every change of occupancy.

Guidance Note 3 section 3.5 informs us: that the routine check need not be carried out by an electrically skilled person but should be done by someone who is able to safely use the installation and recognise defects.

Supplementary to any electrical testing or to visual and operational checks, the landlord should instruct their tenants to report ASAP any breakages or excessive wear to the electrical installation or accessories so that repairs can be carried out. It should also be noted that the tenants are not to alter any electrical fittings without authorisation, as electrical testing and appropriate certificates are required.



Electrical Safety Policy

Pre Routine Visual and Operational Check list: Please ensure that the completed form is sent to property Services via email propertyservices@frameworkha.org this can either be a scanned or photograph copy. It is important that this document is completed and saved to ensure that Framework are compliant with electrical regulations. We may also be required to produce it in a court of law to help demonstrate that our duty of care has been met.

Full Property Address: *Important that the full property address is entered here including the post code.*

Property type	Circle appropriate			Action required
1. a. Self-contained flat with its own consumer unit	Yes	No	N/A	
b. Self-contained flat with shared communal consumer unit	Yes	No	N/A	
c. Room with consumer unit	Yes	No	N/A	
d. Room without consumer unit	Yes	No	N/A	
e. Other: (note detail of provision)	Yes	No	N/A	
2. Property has an EICR, dated within the last 5 years	Yes	No	N/A	
3. All observation codes C1, C2 and FI on the current EICR have been repaired and appropriate certification to verify this is held	Yes	No	N/A	
4. Date of last EICR	Date:			
5. Recommended date of next EICR (Normally 60 months from current cert)	Date:			

Providing the answer to item 7a/b (as applicable) and 2 is yes and this Routine Visual and Operational Check is within the dates of item 3 and 4 then this check can commence, if not an EICR should be commissioned.

Checks to be Undertaken				
1. Electrical intake Position (Meter/mains fuse/electrical tails)	Circle appropriate			Action required
a. The supplier’s fuse and meter seals are in place	Yes	No	N/A	
b. Are there any visual signs of burning, overheating or damage or smell of burning at the electrical intake point (Meter/main fuse)	Yes	No	N/A	
c. The electrical intake point is easily accessible and free from clutter	Yes	No	N/A	
d. There are no signs of meter by pass to steal electricity	Yes	No	N/A	
2. Consumer unit (Fuse Box)	Circle appropriate			Action required
a. There is adequate space around the consumer unit with no combustibile materials stored near	Yes	No	N/A	



Electrical Safety Policy

b. The consumer unit is correctly labelled for identification of circuits , RCD testing and date of next inspection	Yes	No	N/A	
c. There are no blanks or lids missing from the consumer unit	Yes	No	N/A	
d. All fuses and circuit breakers appear to be the same product type	Yes	No	N/A	
e. Consumer unit appears in a visually satisfactory condition and free from dust, debris, damage and is securely mounted.	Yes	No	N/A	
f. Functional check of consumer unit main switch and circuit breakers, switch on and off to make sure they are working	Yes	No	N/A	
3. Residual current device (rcd, rcbo, rccb)	Circle appropriate			Action required
a. 30mA RCD are present in the consumer unit or before the consumer unit	Yes	No	N/A	
b. I have operated the test buttons on the RCDs during the course of this check and confirm they switch off	Yes	No	N/A	
c. After consulting the staff/tenant, there is no regular tripping of either the RCD or circuit breakers to the best of my knowledge	Yes	No	N/A	
4. Main protective bonding	Circle appropriate			Action required
a. A bonding conductor is securely and correctly connected to the copper water pipe bonding clamp	Yes	No	N/A	
b. A bonding conductor is securely and correctly connected to the copper gas/oil pipe bonding clamp	Yes	No	N/A	
c. All bonding clamps are secure to gas or water pipes with BS951 label attached where accessible.	Yes	No	N/A	
5. Fixtures and fittings	Circle appropriate			Action required
All fittings (light fittings, sockets, switches, outlets, showers, storage heaters etc.) in the property are tightly fixed in to their back boxes with all screws present	Yes	No	N/A	
b. All socket in the property are working; Advised to use a plugin socket tester	Yes	No	N/A	
c. Are any of the fittings (light fittings, sockets, switches, outlets, showers, storage heaters etc.) in the property showing signs of burning or damage	Yes	No	N/A	
d. There are no signs of uncertified modifications/alterations to the electrical installation by the tenant or others	Yes	No	N/A	
6. Electrical Appliances	Circle appropriate			Action required
a. All portable electrical appliances supplied by the landlord have been visually inspected as well as have a PAT test label showing it has past and is in date	Yes	No	N/A	
7. Additional checks smoke and carbon monoxide detectors	Circle appropriate			Action required
a. Smoke alarms /heat sensors fitted and all sound when test button pressed where appropriate	Yes	No	N/A	
b. Carbon monoxide detectors where fitted, alarms sound if able to test	Yes	No	N/A	



Electrical Safety Policy

The above list is a guide only, the list is not exhaustive

Any action points, or issues that may warrant further inspection by a competent, registered electrical installer should be detailed here and raised with property services in the normal void repair ordering process.

- 1
- 2
- 3
- 4
- 5

This routine visual and operational check of the electrical installation is satisfactory, only if no action or remedial works are required	Satisfactory	Yes	No
---------------------------------------------------------------------------------------------------------------------------------------------------	---------------------	------------	-----------

I have carried out the above electrical checks on behalf of Framework Housing Association in line with the electrical safety policy

Job Title:	Date:
Print Name:	Signature: