

Women's Pioneer Housing

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Document Owner	Kathleen Henriques Brown
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1. Introduction

- 1.1 Over half of all fires in the UK are caused by faulty electrical appliances or installations. This policy sets out how Women's Pioneer Housing (WPH) will manage its responsibilities in relation to electrical safety within WPH properties.

2. Purpose

- 2.1 The purpose of the policy is to ensure that WPH:
- Complies with any statutory responsibilities relating to electrical safety
 - Takes reasonably practicable steps to ensure the safety of tenants, visitor's, staff and contractors from electrical hazards.

3. Scope

- 3.1 This policy covers the fixed wiring installations within properties and communal areas in all buildings owned and managed by Women's Pioneer Housing and Women's Pioneer Homes. Leasehold properties are not covered by this policy unless the installation is part of a communal system.
- 3.2 The policy also includes the testing of portable appliances owned by WPH and located within buildings as above as well as within homes of WPH staff.

4. Legislation/Regulation

- 4.1 WPH will comply with all relevant legislation that includes:
- The Health and Safety at Work Act 1974.

- The Management of Health and Safety at Work Regulations 1999;
- The Electricity at Work Act (1989)
- Electrical Equipment (Safety) Regulations 1994.
- The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Defective Premises Act 1972
- The Landlord and Tenant Act 1985.

5. Background

5.1 This policy forms part of a suite of Health and Safety policies and procedures that helps to reduce the risk of harm to residents, visitors, staff and contractors, working and living within WPH properties. This policy helps to achieve Corporate Plan Objective 1 'Providing high quality homes and services'.

6. Responsibilities

6.1 Under the Health and Safety legislation, organisations are required to identify a structure of responsibilities for health and safety activities. At WPH the responsibilities are as follows:

- Duty Holder – Chief Executive
- Responsible Person – Director of Property
- Deputy Responsible Person – Head of Asset Management

6.2 WPH will carry out repairs to electrical equipment and installations when identified during an inspection or otherwise reported. Tenants are responsible for the replacement of lamps within their homes and for any damage caused through misuse of the electrical installation.

6.3 Tenants are to seek approval from WPH to carry out any alterations to their electrical installations prior to work being carried out. WPH will not be responsible for any unauthorised electrical equipment or installations.

6.4 WPH are not responsible for the electrical equipment or installations within leaseholder homes unless connected to a communal system.

7. The Policy

7.1 Policy Statement

7.1.1 All contractors working on electrical installations will comply to regulations relating to their particular area of work. WPH will only employ suitably qualified and experienced contractors to carry out maintenance and repair work on electrical

equipment and installations and who are registered with NICEIC where appropriate or other trade bodies relative to the equipment being maintained.

7.1.2 In addition, WPH will consider good practice guidance provided in relevant British Standards and codes of practice including guidance from the NICEIC.

7.2 Frequency of inspections

7.3.1 Inspections of electrical equipment and installations will be carried out by suitably qualified persons on the following frequencies:

- Domestic fixed wiring installations – Every 5 years by a suitably qualified electrician.
- Communal fixed wiring installations – Every 5 years by a suitably qualified electrician.
- Portable appliances – at each use, 6 monthly formal visual inspection and 2 yearly electrical check by a suitably qualified electrician.

7.3 Fixed Wiring

7.3.1 A digitized electrical inspection condition report will be provided for all installations within homes and communal areas on a 5year cycle. Any category 1 or 2 faults identified during the inspection will be remedied whilst the contractor is on site or within 7 days, with the installation being made safe in the meantime.

7.3.2 Any properties requiring a full rewire, will be inspected by our Mechanical and electrical consultants.

7.3.3 A copy of the report will be loaded and held in C365. A copy will also be held in INVU and the inspection date recorded on QL.

7.3.4 Any actions required will be recorded and remedied within the required time period.

7.3.5 An inspection will be carried out on any void property that has not received an inspection within the previous 6 months and at the mutual exchange of a property.

7.4 Electrical heating

7.4.1 When carrying out the fixed wiring inspection, the contractor will inspect electric storage and direct acting heaters.

7.5 Portable Appliances

7.5.1 WPH are responsible for any portable appliances that it provides. The portable appliances will be visually checked before each use by staff and a formal visual inspection will be carried out and recorded in a log at 6 monthly intervals. A check by an electrically competent person will be carried out on a 2year cycle.

7.5.2 Staff who use WPH owned portable electrical appliances such as laptops, mobile phones, tablets etc, will be expected to bring the appliances into the office when the inspections are organised.

7.6 Extract fans

7.6.1 Bathroom and kitchen extract fans should be cleaned by tenants at least annually. Contractors will service the fans on a 5 year cycle when the fixed wiring inspection is carried out.

8. **Reporting**

8.1 A report will be provided to SMT and the Board at regular intervals to provide details on performance against this policy.

9. **Contact Officer**

9.1 If there are any queries relating to the policy please contact Michael Phillips, Health, Safety and Compliance Manager.
Michael.phillipos@womenspioneer.co.uk