



Electrical Safety Policy

June 2020

1 Introduction & Aims.

The Electrical Safety Policy details how One Manchester meets 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 all electrical installations.

The policy is relevant to all One Manchester 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 One Manchester to maintain a safe environment for tenants and employees within the home of each tenant and within all communal areas and commercial premises.

One Manchester will follow a systematic approach to the management of all electrical work to ensure it meets the requirements set out in BS 7671: 2018 Requirements for Electrical Installations IET Wiring Regulations 18th edition including all amendments and other relevant legislation relating to electrical safety. This is to ensure the safety of tenants, employees and members of the public.

2 Policy Statement.

One Manchester 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.

The Landlord and Tenant Act 1985 places duties on landlords to ensure that electrical installations in rented properties are:

- Safe when a tenancy begins
- Maintained in a safe condition throughout the tenancy

The Occupiers' Liability Act 1957 and Occupiers' Liability Act 1984 – give landlords a duty of care for anyone visiting their property. In short, a landlord could be prosecuted if someone is injured on their land or premises – regardless of whether the visitor is there lawfully (the 1957 Act) or trespassing (the 1984 Act.)

In order to be compliant under these legislations, electrical installations are required to be periodically inspected and tested. The intervals between inspections are dependent on the specific test or service, however, best practice guidance from the Electrical Safety Council and from IET 18th Edition Regulations BS7671:2018 and the Health and Safety Executive(HSE) will be strictly adhered to.

The key objectives of the policy are to establish;

- Electrical safety management principles
- Approach to compliance remedial work
- Record keeping
- Competent persons
- Roles and Responsibilities
- Training
- Audit procedure
- Non-compliance
- Electrical Safety Information

3 Policy Principles.

One Manchester will ensure we meet all our Electrical Compliance responsibilities. Tests and services will be carried out at the recommended intervals. One Manchester will hold accurate records against each property it owns or manages.

This will be monitored through OM's Compliance Management Register, Compliance 365.

Detailed below are the key policy principles relating to electrical safety in One Manchester's 8 key electrical compliance areas:

1. One Manchester will ensure that all domestic properties, communal areas and offices owned or managed will have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. **Refer to Appendix 2, 12, 13 and 16.**
2. One Manchester will ensure that all domestic properties owned or managed will have Smoke and Heat detection to Category LD1/LD2 or LD3 reference BS 5839-6:2019. **Refer to appendix 12.**
3. One Manchester will ensure that all properties owned or managed that has Automatic doors and gates will comply with BS-EN13241-1. **Refer to Appendix 13.**
4. One Manchester will ensure that all properties owned or managed that has A new Warden Call System will comply with BS8604-1:2019. **Refer to Appendix 13.**
5. One Manchester will ensure that all properties owned or managed that has Emergency Lighting Installed will comply with BS5266-1. **Refer to Appendix 13.**
6. One Manchester will ensure that all properties owned or managed that has a communal Fire Alarm installed will comply with BS5839. **Refer to Appendix 13.**
7. One Manchester will ensure that all properties owned or managed that has Lightning Protection installed will be maintained to BS 6651:1999 or

BS EN 62305 if newly installed. **Refer to Appendix 13.**

8. One Manchester will ensure that all electrical portable appliances are tested periodically in accordance with the testing guidance set out in 'The IET Code of Practice 4TH Edition for In-Service Inspection and Testing of Electrical Equipment'. **Refer to Appendix 3.**

- One Manchester will deliver a comprehensive programme of testing and inspection of all domestic properties on a rolling 5-year cycle.
- One Manchester will 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. One Manchester will deliver a comprehensive programme of testing and inspections of all non-domestic (communal) properties and offices on a rolling 5-year cycle.
- One Manchester will ensure that any newly acquired tenanted property will have a valid "Satisfactory" 5 Year EICR. **Refer to Appendix 17.**
- One Manchester will test and replace as necessary smoke alarms and heat 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.
- One Manchester will ensure that all electrical portable appliances are tested periodically in accordance with the testing guidance set out in 'The IET Code of Practice 4TH Edition for In-Service Inspection and Testing of Electrical Equipment.'
- One Manchester will ensure that robust processes and controls are in place to ensure that all qualifying electrical works are properly notified and approved under Part P of the Building Regulations for England and Wales where this is required.
- One Manchester will have a robust process in place to gain access to properties where tenant 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.
- One Manchester will service all sites with automatic doors and gates every 6 months.
- One Manchester will service all sites with a warden call system once a year.
- One Manchester will check all sites with Emergency Lighting Monthly and carry out an annual 3 hour test.
- One Manchester will check all sites with a communal fire alarm weekly and carry out a service every 6 months.

- One Manchester will test all sites with a Lightning Conductor installed once every 11 Months.

4. Compliance Remedial Work.

One Manchester will ensure there is a robust process in place for the management of any follow-on works required in the 8 key electrical compliance areas. Compliance 365, One Manchester's compliance management system will be monitored and updated daily to ensure remedial works in the 8 key areas are rectified in a timely manner.

Following the completion of a periodic inspection and test of an electrical installation One Manchester will as a minimum make safe and/or where possible endeavour to repair all code 1 and code 2 defects identified by a periodic electrical installation inspection and test before leaving site. Any further remedial works to code 1 and 2 defects will be completed within 28 working days (except where a rewire is required) and an EICR will be issued stating that the installation is in a satisfactory condition.

One Manchester will establish and implement programmes of electrical installation upgrading works to improve electrical installations that have been identified as not meeting current standards but are in a satisfactory condition for the purposes of an EICR, up to a standard that meets all current requirements of BS7671.

One Manchester will ensure there is a robust process in place to investigate and manage all RIDDOR notices issued with regard to electrical safety.

5. Record Keeping.

One Manchester will establish and maintain accurate records of all completed electrical certification using the Compliance 365 compliance management software.

These will include:

- Communal EICR fixed wire tests
- Domestic EICR fixed wire tests
- Commercial EICR fixed wire tests
- Commercial gates and barriers certification
- Emergency light certification
- Fire Alarm Certification
- Lightning Conductor Certification
- PAT testing certification

One Manchester will establish and ensure all Electrical Installation Condition Reports (EICRs), Minor Electrical Works Certificates (MEW) and Building Regulation Part P

notifications associated with remedial works from these reports and Electrical Installation Certificates and keep these for a period of not less than 10 years.

6. Competent Persons.

One Manchester will ensure that the manager(s) with lead responsibility for operational delivery will be a recognised NICEIC Qualifying Supervisor and will be audited by the NICEIC every 12 Months.

One Manchester will ensure that only suitably competent NICEIC Approved Electrical Contractors (or equivalently accredited) are procured and appointed to undertake electrical inspection, testing, installation and repair works.

The operational team with responsibility for delivery will check the relevant accreditations for the work that they are carrying out. These checks will be undertaken on an annual basis.

One Manchester will ensure that only suitably competent engineers are employed or appointed to undertake any electrical compliance work. The operational team with responsibility for delivery will check the relevant qualifications of persons undertaking any electrical compliance work to ensure that they are certified as competent to carry out these works. These checks will be undertaken on an annual basis.

7. Training.

The manager(s) with lead responsibility for operational delivery will hold a relevant qualification in respect of electrical safety compliance management.

One Manchester staff who have a responsibility in delivering this policy will be given adequate instruction, information and training on a regular basis. This will be in the form of toolbox talks, team meetings, digital communication and any relevant training courses that are required to ensure One Manchester staff are qualified and up to date with developing technology.

8. Audit Procedure.

One Manchester will carry out independent third-party (currently Morgan Lambert) quality assurance audits of electrical installation condition reports and completed electrical repair and installation works as required by the electrical safety compliance risk assessment. Best practice suggests this should be a 5% sample of the total of EICR's carried out.

9. Non-Compliance.

Any non-compliance issue identified at an operational level will be formally reported to the Head of Maintenance in the first instance.

The Head of Maintenance will agree an appropriate course of corrective action with the operational team in order to address the non-compliance issue and report details of the same to the Head of Compliance and the Executive Management Team.

The Executive Management Team will ensure that Audit & Risk Committee and the Board are made aware of any non-compliance issue, so they can consider the implications and take action as appropriate.

In cases of a serious non-compliance issue the Executive Management Team and Board will consider whether it is necessary to disclose the issue to the Homes England in the spirit of co-regulation as part of the Regulatory Framework.

10. Electrical Safety Information.

One Manchester considers good communication essential in the safe delivery of electrical safety management and will therefore ensure that relevant information is provided to residents. One Manchester will provide advice to customers regarding electrical safety via information on our website and infographic literature posted out to customers alongside appointment letters.

11. Regulatory & Legislative Compliance.

Regulatory Standards.

The application of this policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes & Communities Agency (HCA) in April 2012.

Legislation.

The principle legislation applicable to this policy is the Landlord and Tenant Act 1985; the Electricity at Work Regulations 1989 the Electrical Equipment (Safety) Regulations 2016 and the Supply of Machinery (Safety) Regulations 2008.

Code of Practice.

- 18th Edition IET Wiring Regulations British Standard 7671: 2018
- The IET Code of Practice 4th Edition for In-Service Inspection and Testing of Electrical Equipment
- Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'.
- Code of Practice for the Management of Electrotechnical Care in Social Housing 2019
- DHF TS 011:2019 – Code of Practice for Automated Gates and Traffic Barriers

12. Additional Legislation.

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

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

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- The Workplace (Health Safety & Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations for England and Wales (Part P)
- The Housing Act 2004
- The Occupiers' Liability Act 1984
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Construction, Design and Management Regulations 2015
- The Building Regulations for England and Wales 2005 (Part P)
- Data Protection Act 1998
- RIDDOR 2013

13. Links to Other Key Documents.

Repairs Policy
 Health & Safety Policy
 Gas Safety Policy
 Asbestos Management Policy
 Lift Policy
 Fire Safety Policy

14. Equality and Diversity.

Customers and vulnerabilities are taken into account in the development of any policies, procedures and plans and One Manchester will provide a tailored approach in respect of service delivery where possible.

An equality statement will be developed by One Manchester to ensure all service areas adapt to the requirements of customer vulnerabilities.

15. Financial and Links to VFM.

Electrical safety will require budget provision to allow for compliance to be maintained including recommendations from the inspection and testing programme. Training for staff requires sufficient budget.

16. Privacy and Data Protection.

Consideration in terms of GDPR needs to be factored in where access is required to undertake an EICR and tenant contact information is passed to the contractor.

17. Health and Safety.

Failure to implement this policy carries significant risk in terms of health and safety for tenants, staff and contractors and embedding the policy will ensure landlord compliance for One Manchester.

18. Development and Consultation.

The policy is required to ensure One Manchester meets the requirements of the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989, Supply of Machinery (Safety) Regulations 2008 and the Electrical Equipment (Safety) Regulations 2016. As a result, actions from the policy including the provision of tenant information and the awareness and importance of electrical safety will be shared with tenants once the policy is approved.

19. Customer Profiles and Accessing Services Data.

Relevant data will be used to determine if a tenant requires support where access to a property is to be obtained.

20. Monitoring and Review.

Performance in respect of electrical safety will be monitored using One Manchester's compliance management system, Compliance 365. This system can provide compliance and asset reports to One Manchester's Executive Team or relevant Heads of Service. Any outstanding actions on COMPLIANCE 365 will be dealt with in-line with this policy.

This policy will be reviewed on an annual basis.

21. Roles & Responsibilities.

Chief Executive:

- Overall and final accountability for electrical safety within One Manchester.
- They will ensure the implementation of this policy at all levels of One Manchester and provide adequate resources to meet the requirements of this policy.

One Manchester Executive Directors:

- Ensuring all relevant Heads of Service understand and implement this policy in their areas of service.
- That suitable budgets and resources are made available for the installation, maintenance and assessments of electrical systems within One Manchester.

Head of Repairs and Maintenance:

- Ensuring the implementation of this policy within their service area is delivered and compliant.
- Reporting any non-compliance to EMT and the Head of Health, Safety and Compliance.
- Ensuring adequate resources are in place to meet the requirements of this policy.

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Head of Health, Safety & Compliance:

- Monitoring the adherence of this policy and reporting any non-compliance to the Executive management Team.
- Monitoring and reviewing the effectiveness of this policy within One Manchester.
- Ensure all relevant Heads of Service adhere to this policy within their service areas.
- Monitoring and reviewing external audit reports.
- Periodic reporting of performance to EMT and Board.

Mechanical and Electrical Manager:

- Responsible for overseeing and monitoring all electrical safety arrangements.
- Responsible for delivering all One Manchester's electrical compliance responsibilities.
- Responsible for maintaining accurate and up to date electrical compliance data in One Manchester's compliance management system, Compliance 365.
- Responsible for ensuring compliance from any external audit findings.
- Monitoring best practice and innovation to ensure electrical safety arrangements are current and up to date with developing technology.

For the day to day electrical compliance management referred to in this policy please **refer to Appendix 5.**

Implementation of and adherence to the Policy will be monitored by One Manchester's Executive Team and the One Manchester's Board.

22. Change History

Version no	Date	Change made by	Brief details of change
1	Oct 2017		First Edition – To Operations Committee.
2	January 2020	Steve Gregson	Scheduled update and review against legislation and good practise. – To Place Committee Feb 2020 for approval.
3	June 2020	Full Review	Post compliance audit review and changed to reflect installation of Compliance365 software within One Manchester as the key Compliance Management System.