

# Electrical Safety Policy



## INTRODUCTION

Warrington Housing Association (WHA) is a community based not-for-profit organisation located in the borough of Warrington.

WHA is responsible for the maintenance and repairs to its homes and other non-domestic (communal) buildings, all of which will contain electrical installations and appliances. This policy sets out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) in properties owned and managed by WHA.

## SCOPE OF POLICY

WHA must establish a policy which meets the requirements for electrical safety under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations (1999), Landlords and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 1994.

WHA will report compliance with electrical safety legislation to the Senior Management Team (SMT) and Board.

The policy is relevant to all WHA employees, tenants, contractors and other person's or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services.

## OBLIGATIONS

The Landlord and Tenant Act 1985 places duties on landlords to ensure that electrical installations in rented properties are safe when a tenancy begins, Section 8 (1a) and maintained in a safe condition throughout the tenancy, Section 11 (1b).

The application of this policy will also ensure compliance with the Regulator for Social Housing's regulatory framework and consumer standards (Home Standard) for social housing in England.

In order to be compliant under these duties electrical installations are required to be periodically inspected and tested.

Electrical systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers recommendations.

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All electrical installations should be inspected and tested prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers and a satisfactory EICR should be issued to the tenant prior to them moving in.

The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent persons work on the electrical installations, systems and equipment (Section 16).

The Electrical Equipment (Safety) Regulations 1994 requires Landlords to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied.

## STATEMENT OF INTENT

WHA acknowledge and accept 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 1994.

WHA will hold accurate records against each property it owns, or manages, identifying when the electrical installation was last inspected and tested and listing all electrical portable appliances that the organisation owns at each property, together with details of Portable Appliance Tests (PATs) undertaken.

WHA will ensure that all domestic and non-domestic (communal) properties owned or managed by the Association have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR from 1<sup>st</sup> April 2021 and then deliver a programme of testing and inspection of all domestic properties on a rolling 5-year cycle.

We will, in line with the Smoke Detector and Carbon Monoxide (Amendment) Regulations 2022 install hard wired smoke alarms as part of our electrical improvement works or when a property becomes void prior to re-letting.

WHA will ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.

WHA will ensure that electrical installation inspections and tests are carried out prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers and that a satisfactory EICR is available to the tenant prior to them moving in.

WHA will ensure that only suitably competent NICEIC electrical contractors and engineers (or equivalent) undertake electrical works for the organisation.

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WHA will ensure that all electrical portable appliances owned and/or provided by the organisation 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).

WHA will carry out electrical installation inspections and tests and issue new satisfactory EICRs when completing planned component replacement works within domestic properties. In the case of a rewire WHA will receive an installation certificate and following minor works, a minor works certificate.

WHA will 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.

WHA will 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.

WHA will ensure that robust processes and controls are in place to manage works to void and occupied properties that may affect existing electrical installations.

WHA will have a robust process in place to gain access to properties where tenant vulnerability issues are known or identified whilst ensuring the organisation can gain timely access to any property in order to be compliant with this policy and safeguard the wellbeing of the tenant.

WHA will use all legal remedies available to gain access if a resident refuses access to carry out essential electrical safety checks, maintenance and safety related repair works.

#### Follow up Work

WHA will ensure there is a robust process in place for the management of any follow-up works required following the completion of a periodic inspection and test of an electrical installation or electrical portable appliance.

WHA will ensure there is a robust process in place to collate and store all Electrical Installation Condition Reports (EICRs), associated records, and certification of completed remedial works.

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WHA will ensure there is a robust process in place to collate and store all Electrical Portable Appliance Tests (PATs) and associated records and certification of completed remedial works.

WHA will put right any code 1 items found if they cannot be rectified immediately, they will be disconnected or made safe as a minimum and then return within 5 working days to complete the works. Code 2 items identified will be rectified before leaving site where possible, unless the tenant doesn't allow this. We will make safe and then return as a matter of urgency, where possible within 10 working days to complete the works. Code 3 items identified will be referred back to WHA and will be monitored through subsequent inspection and testing and picked up as part of future planned electrical installation upgrading works. Once the works are complete an EICR stating the installation is satisfactory will be issued. Any FI type works found will need to be located and rectified before a satisfactory EICR can be issued. All works will be completed while on site unless circumstances beyond the control of WHA have arisen.

#### Record Keeping

WHA will establish and maintain a core asset register of all properties that have an active electrical supply and electrical installation. This register should identify electrical installations within all domestic, non-domestic (communal) and other properties.

WHA will maintain accurate records of all completed 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.

WHA will establish and maintain accurate records of all completed electrical portable appliance test (PAT) reports and details of associated completed remedial works and keep these for a period of not less than 7 years.

#### **ROLES AND RESPONSIBILITIES**

The Board has overall governance responsibility for health and safety and compliance and ensuring the organisation complies with all relevant legislation and regulation.

The Director of Operations will oversee the implementation of the Electrical Safety Policy, with operational support from the Head of Assets.

The Property Services Officers will be responsible for overseeing the delivery of the electrical installation periodic inspection and testing, completion of any works identified from Electrical

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Installation Condition Reports (EICRs). The Asset Compliance Officer will be responsible for portable appliance testing programmes, and Portable Appliance Tests (PAT).

### COMPETENT PERSONS

WHA will ensure that the officers responsible for operational delivery receive appropriate training to be able to manage the service.

Only suitably competent NICEIC Approved Electrical contractors (or equivalently accredited) will be procured and appointed to undertake electrical inspection, testing, installation and repair works.

Only suitably competent engineers will be employed or appointed to undertake electrical portable appliance testing (PAT).

The Asset Compliance Officer will check the relevant accreditations for the work that contractors are carrying out. These checks will be undertaken on an annual basis and evidenced appropriately.

### TRAINING

Appropriate training will be provided to officers on electrical safety awareness and this policy and the procedures. This will include team and contractor briefings, e-learning and access to external training.

### PERFORMANCE REPORTING

Robust key performance indicator (KPI) measures will be established and maintained to ensure WHA is able to report on performance in relation to electrical safety.

KPI measures will be provided at Senior Management Team and Board level and be produced on a quarterly basis.

WHA will ensure some quality assurance checks are completed on electrical inspection certificate reports and a sample of electrical works in the field.

### NON-COMPLIANCE

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

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The Head of Assets 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 Executive Management Team (EMT).

If non-compliance is due to refused access then a risk assessment will be completed before deciding on appropriate escalation actions.

EMT will ensure the Board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.

#### **DATA PROTECTION**

When handling data sheets staff will come into contact with personal information. The handling and use of the data will be carried out under the General Data Protection Regulations 2018.

#### **MONITORING AND REVIEW**

We will monitor and report on compliance performance and use this information to identify areas for improvement.

This policy will be reviewed every 3 years, or sooner if required by statutory, regulatory or best practice.

#### **EQUALITY IMPACT ASSESSMENT**

In implementing this policy, we aim to treat all customers fairly. An equality impact assessment has been carried out. Where customers require additional support, we will endeavour to provide a service that seeks to meet the needs of a particular individual or household.

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**Our Assets**

Warrington Housing Association