



C&C HOUSING GROUP

ELECTRICAL SAFETY POLICY

Approver	Board of Management
Policy	Electrical Safety Policy
Date last revised	October 2019
Revised by	Head of Property Compliance
Next Revision Date	October 2022
Related Documents	C&C Planned Electrical Procedures

Signed:

Julia Ashley
Chief Executive

On Behalf of the Board Management

1 INTRODUCTION

- 1.1 The Central & Cecil Housing Group (C&C) first priority is to ensure the safety of its residents and their visitors, staff, and contractors. C&C will do this by following the requirements and guidelines of the prevailing legislation and codes of practice in the area of electrical safety.
- 1.2 This Policy will be reviewed on a three-yearly basis unless any legislative changes require an earlier review.

2. PURPOSE

- 2.1 C&C acknowledges and accepts its responsibilities under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulation 1999, the IEE Wiring Regulations BS7671:2008 and the Electricity at Works Regulation 1989.
- 2.2 To ensure all electrical wiring and installations are in sound working condition and repair any defects in accordance with agreed service standards.
- 2.3 To ensure the risks associated with electricity are adequately controlled.
- 2.4 Ensure that all fixed electrical systems (in buildings owned or occupied by C&C) are tested within the specified frequency.
- 2.5 Ensure electrical appliances are tested at suitable intervals.

3 SCOPE

- 3.1 This Policy applies to all employees, volunteers and Board and Committee members. It also applies to those employed by agencies under agreements with C&C. All of these will be referred to as 'workers' in this policy.
- 3.2 Failure by any worker to comply with this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy.
- 3.3 This document applies to all C&C owned, leased and managed stock.

4 RESPONSIBILITIES

- 4.1 Chief Executive of C&C has ultimate responsibility for compliance with the Health and Safety at Work Act 1974.
- 4.2 The Head of Asset Management will be responsible for ensuring this policy is implemented, adhered to and reviewed/updated every year.

- 4.3 A monthly Fire, Legionella, Asbestos, Gas and Electrical (FLAGE) safety report is provided to the Executive Management Team by the Head of Property Compliance. This includes compliance information relating to electrical safety management.

5. POLICY

- 5.1 To comply with the IEE Wiring Regulations BS7671:2008 (and all subsequent relevant revisions), and to ensure the safety of persons living in and visiting homes which C&C own or manage, and to maintain all landlord owned or supplied electrical appliances in order to comply with legal requirements

- 5.2 To ensure compliance with The Regulatory Framework for Social Housing in England from April 2012 as produced by the Homes and Communities Agency, March 2012 (and all subsequent relevant revisions).

5.3 Service Targets and Requirements.

- 5.3.1 No repair or modification to fixed electrical installation may be undertaken unless they are undertaken by an authorised and competent person who is accredited with NICEIC, ECA or an equivalent organisation.
- 5.3.2 Where applicable to keep records of all electrical appliances provided by C&C (including donated appliances).
- 5.3.3 To programme and monitor achievement of safety checks and servicing for all electrical goods and wiring installations provided into C&C properties. Any equipment that is owned by a resident, or gifted to them will not covered under this policy, and will be the resident's responsibility to ensure they are maintained and kept in a safe condition.
- 5.3.4 Housing, Support and Property Services Officers must assist with access into any home to ensure the completion of electrical safety checks by the contractor, where the contractor cannot obtain access by normal means.
- 5.3.5 To undertake electrical safety checks to void properties prior to re-letting, or at least every 5 years where no void occurs.

5.4 Recording and Reporting Performance

- 5.4.1 Each property where an electrical safety check has been undertaken shall be issued with a certificate which will be provided to the Head of Compliance.
- 5.4.2 Copies of certificates to be retained on scheme files.

- 5.4.3 To maintain records of completed safety checks, servicing, repairs and no access information for a minimum of 5 years.
- 5.4.4 To report key performance information against the agreed safety check programme to the Executive Management Team and the Board of Management.

6 SUPPORTING DOCUMENTATION

Supporting procedures and documentation:

- The Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- IEE Wiring Regulations – 17th Edition BS7671:2008
- Electrical Safety Procedure