

1 Scope

- 1.1 This policy applies to all colleagues, contractors, customers and visitors to Aster premises.
- 1.2 This policy extends to properties owned and/or managed by Aster (including Central & Cecil and East Boro Housing Trust [EBHT]) except leasehold & shared owner's dwellings unless the provisions are required to maintain safety of the block.
- 1.3 In this policy 'electrical installations' means the electrical wiring and fittings within or attached to properties.

2 Policy Statement

- 2.1 We will ensure, so far as is reasonably practicable, that our customers, visitors, colleagues, and contractors are properly protected from the risks arising from electrical installations.
- 2.2 We will ensure we are compliant with all relevant legislation, by following the 18th Edition of the Institution of Engineering and Technology Wiring Regulations (BS 7671:2018).
- 2.3 To achieve this, we will;
 - 2.3.1 Carry out inspection and testing and produce Electrical Inspection Condition Reports* [EICRs]) for all relevant electrical installations,
 - Every five years (unless required earlier by exception)
 - After any significant upgrade to the electrical installations
 - At every change of tenancy, including mutual exchanges
 - Pre-occupation of new properties**Only (in date) "Satisfactory" EICRs will satisfy this requirement.*
 - 2.3.2 Promptly repair or renew any defective part of an installation. Complete serious deficiencies (codes C1 and C2) immediately or within 28 days if not practicable.
 - 2.3.3 Ensure any unauthorised and defective alterations or additions to electrical installations are rectified, or removed, on discovery.

Competencies

- 2.4 We will only appoint electrical contractors from our Approved Suppliers List who are members of a relevant competent person's scheme.
- 2.5 We will only allow electricians to work on electrical installations, who:
 - Are qualified to the current edition of the I.E.E Wiring Regulations BS7671 (currently The Eighteenth Edition 2018) or
 - Have a good working knowledge and whose work shall be verified by a Qualified Supervisor holding such qualification and
 - Hold a City & Guilds 236- Electrical Installation (or equivalent)

Roles and Responsibilities

- 2.6 The Chief Executive Officer retains overall accountability for this policy.

- 2.7 The Health & Safety Director is accountable for ensuring the policy is reviewed and updated (Board for EBHT).
- 2.8 The Property Services Director is responsible for policy implementation and ensuring adequate resources are available to meet the policy objectives (CEO for EBHT).
- 2.9 The Property Safety Director is accountable for delivery of the key policy objectives and for achieving the associated targets (Director of Housing Services for EBHT).
- 2.10 The Head of Mechanical & Electrical is responsible for delivery of the key policy objectives and achieving the associated targets including works in Voids and Mutual Exchanges (The Building Safety and Compliance Manager and the Customer Services Manager for EBHT).
- 2.11 The Electrical Manager takes day-to-day responsibility for operational delivery by implementing the Electrical Safety Procedures (The Building Safety and Compliance Manager and the Customer Services Manager for EBHT).
- 2.12 The Head of Workspace & FM is responsible for delivery of the key policy objectives and for achieving the associated targets, in Corporate Real Estate.
- 2.13 Where access into dwellings is required Housing and Independent Living colleagues will support staff & contractors, where it becomes necessary, to gain access.
- 2.14 Customers are expected to report repairs and grant access when requested.

3 Monitoring and Review

- 3.1 As a minimum all EICRs must be independently checked of the originating electrician.
- 3.2 Aster will monitor implementation of this policy using monthly KPIs as below:

Measure	Type	Reviewed by
No. of properties with valid EICR	KPI	GHSP\EB\AGL Board+
No. of blocks with valid EICR	OPI	Director of Property Services\Director of Housing Services for EBHT
No. of dwellings with valid EICR		

- 3.3 The effectiveness of this policy will be continuously monitored, and the embedding of the policy scrutinised after 12 months by the *Group Health & Safety Panel*
- 3.4 This policy will be reviewed every 3 years unless business need, regulation or legislation prompts an early review

4 Related Policies and Procedures

- 4.1 Electrical Safety procedure
- 4.2 Aster Group Health & Safety Policy

5 Governance

Effective From:	01/09/2022	Expires:	31/08/2025
Policy Owner:	Health & Safety Director		

Policy Author:	Director of Property Safety		
Approved by:	<i>Group Health & Safety Panel</i>		
Delegation Matrix Reference:	R101	Version Number:	v2.0