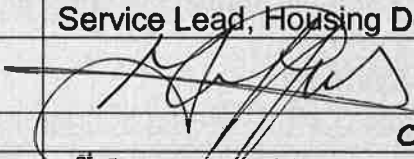


# HOUSING DEVELOPMENT & CONTRACTS

## Electrical Safety Policy

<b>Date of Review:</b>	September 2019
<b>Reviewed By:</b>	Ian Finlay, Project Manager
<b>Approved By:</b>	R John Griffiths Service Lead, Housing Development & Contracts
<b>Signature:</b>	
<b>Date:</b>	06.09.19
<b>Date of Next Review:</b>	1 <sup>st</sup> September 2020

## 1. Introduction

At the time of Policy approval Slough Borough Council manages in the region of 6,000 tenanted properties. Electrical installations and equipment within the housing stock and communal areas managed by Slough Borough Council need to be kept safe and regularly maintained.

This policy explains how Slough Borough Council's commitment to electrical safety will be met. It will be supported by an Electrical Safety Management Plan providing more detailed guidance and procedures.

## 2. Statement of Intent

The key objective of this policy is to describe how Slough Borough Council will meet the required statutory, contractual and regulatory requirements in relation to electrical safety. It will also cover how Slough Borough Council/Cabinet, as Duty Holder, will receive assurance of compliance.

The scope of this policy includes fixed wire testing, portable appliance testing, automated doors, gates and barriers, and lightning protection systems.

Slough Borough Council will comply with all current and relevant legislation; specifically as detailed in the following;

### Testing of Fixed Wiring Systems

- The IET 18<sup>th</sup> Edition of the Wiring Regulations 2018:BS7671
- The Electricity at Work Regulations 1989 (EAWR)
- Building Regulations.

### Portable Appliance Testing

- Section 2.2 of the Health & Safety at Work Act 1974 (HSWA) requires employers as far as is reasonably practicable “to provide and maintain plant and systems of work that are safe and without risk to health. Plant covers any machinery, equipment or appliances including portable appliances.”

### Powered Doors, Gates and Barriers

- The Health and Safety at Work Act (1974) sections 3 and 4 place a duty to ensure the health and safety of users, so far as is reasonably practicable;
- Supply of Machinery (Safety) Regulations 2008 and BSEN 12453:2001

### Lightning Protection Systems

- Detailed in BS EN 62305:3:2011: 'Protection against Lightning – Physical damage to structures and life hazard' and its subsequent amendments. Section 7 and E7 of the British Standard (BS EN

62305:3:2011) sets out the requirements for maintenance and inspections of lightning protection systems.

Slough Borough Council also acknowledges its obligations under the Health and Safety at Work etc. Act 1974 and Landlord Tenant Act 1985.

In addition, as a Landlord and provider of Social Housing Slough Borough Council must meet the requirements of the Regulator for Social Housing's (RSH) Homes Standard. (The economic standards do not apply to Local Authorities).

It is essential to ensure customers, residents, employees and visitors remain safe in Slough Borough Council's premises (both individual homes and offices). Failure to properly discharge its legal responsibilities may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- RSH's scrutiny
- Reputational damage
- Loss of confidence by stakeholders in the organisation

### **3. Policy**

In order to comply with regulatory standards and legal obligations, and to ensure the safety of its customers, staff, contractors and other visitors to its properties, Slough Borough Council will:

#### **Process**

- Provide clear lines of responsibility for the management of fixed wiring systems; portable appliance testing; powered doors, gates and barriers; lightning protection systems; and photovoltaic systems supported by written guidance in the Electrical Safety Management Plan.
- Ensure that a clear and consistent process including front-line engagement and enforcement is in place to obtain access to properties to undertake electrical safety checks, which shall include legal action when required.
- Proactively assess available data for relevant information about the customer to help gain access (disability, vulnerability, local connections, etc.).
- Maintain a process for dealing with unsafe situations in accordance with the regulations.

## Delivery

### Fixed Wire Testing

- Ensure all commercial and communal areas hold a valid Electrical Installation Condition Report (EICR) within the cycle specified by the competent person undertaking the test but, in any event, at intervals not exceeding 5 years.
- Work towards a programme that ensures inspections and testing of fixed wiring systems within domestic properties takes place on a 5 year cycle (or sooner if recommended by the competent person undertaking the test). Hold a valid EICR for all properties.
- Aim to achieve the above by delivering an agreed programme to move to the 5 year cycle within the domestic housing stock. By 31 March 2022 Slough Borough Council will hold a valid EICR completed within the last 5 years for all properties.
- Ensure all domestic electrical installations are tested and certified prior to letting. If a property remains unoccupied for a period exceeding 6 months following its last test, a further EICR will be completed prior to occupation.
- In addition to checking all installations maintained by Slough Borough Council, inspect any electrical work carried out by the tenant at the same time. Any works found to be unsafe, or not complying with regulations will be disconnected and made safe appropriately at the time of inspection. Certain tenant-own works will be allowed to be left in situ, such as light fixings and switches which have been appropriately installed and deemed safe for continued use by the competent person completing the inspection. These will be recorded on any relevant paperwork and on the Master Database.
- Prioritise remedial works arising from fixed wire testing and apply a timescale for action, as detailed within the Electrical Safety Management Plan. All C1 (immediately dangerous) works will be resolved immediately. We will aim to complete all C2 works (potentially dangerous) at the time of the inspection and testing. The property will only be considered compliant once evidence is provided that all C1 and C2 works are resolved.

### Portable Appliance Testing

- Risk assess all appliances provided by Slough Borough Council which are used by employees, residents, customers, and visitors and undertake Portable Appliance Testing (PAT) at a frequency arising from the risk assessed schedule as per the Code of Practice for In-

service Inspection and Testing of Electrical Equipment. Slough Borough Council will retain appropriate documentation.

- Establish a cycle of subsequent re-testing at the time of the first test.

#### Automated Doors, Gates and Barriers

- Detail the frequency of inspections and procedures within the Electrical Safety Management Plan, but as a minimum this will be on an annual basis. Slough Borough Council will retain appropriate documentation.

#### Lightning Protection Systems

- Carry out inspection and testing on an 11-month rolling basis to ensure that inspection and testing under different climatic conditions. Slough Borough Council will retain appropriate documentation.

#### Solar PV

- Check systems annually in accordance with the Electrical Safety Management Plan. Slough Borough Council will retain appropriate documentation.

#### **Additional Safety Measures**

- Require that tenant installations should be subject to prior agreement before works are undertaken. Any unauthorised installations deemed to be unsafe will be disconnected and remedial works, where required, will be carried out at the tenant's own expense and by Slough Borough Council's appointed contractor.

#### **Contractors Competency**

- Only engage with suitably qualified electrical contractors to undertake work on electrical installations. The National Inspection Council Electrical Installation Contractors (NICEIC) or equivalent.
- Expect that contractors shall demonstrate that all engineers engaged in work for Slough Borough Council shall meet the required standard of training.
- Only engage with suitably qualified and competent lightning protection systems specialist contractors to undertake work on lightning protection systems and shall be a member of ATLAS (The Association of Technical Lightning & Access Specialists).
- Seek a Microgeneration Certification Scheme (MCS) accreditation for those engaged with solar photovoltaic systems.

- Carry out an assessment of all contractor competencies annually or at change of contract /contractor, as detailed within the Electrical Safety Management Plan.

### **Internal Competency**

- Maintain a skills/training matrix to ensure that all staff undertaking key roles within the scope of this policy have appropriate training.
- Will operate a detailed competence framework including regular appraisals as part of the Electrical Safety Management Plan.

### **Data**

- Maintain an up to date Master Database of all properties where they have a responsibility to provide electrical safety checks and maintenance, including testing of fixed wiring systems, portable appliances, powered doors, gates and barriers, lightning protection systems and photovoltaic systems.
- For each relevant property record and maintain up to date data confirming which of the systems and appliances within the scope of this policy exist and do not exist and the organisation's associated responsibility
- Where a requirement exists hold data and certification relating to the last two safety checks and record the next due date
- Where a requirement does not exist hold appropriate evidence
- Maintain current and up to date records of remedial works for all properties which will detail all recommendations from the fixed wire testing. The records will include; address and risk profile of the property, detail of the work item required, priority and target completion, person responsible, when the work was completed and who it was signed off by, and evidence of completion

### **Assurance**

- Ensure that all persons involved with the installation, inspection and servicing of electrical systems and appliances are properly trained and accredited.
- Carry out works-based assurance activities including checks on certification and post-inspection of onsite works to the level stated within the Electrical Safety Management Plan. A proportion of such checks will be carried out by an independent party.

- Set a timetable for the review of the Electrical Safety Policy and the associated Management Plan.

### **Communication**

- Encourage customers, through the provision of publicity information, to allow access to carry out EICRs, other safety checks and inspections and remedial works.

## **4. Implementation**

The policy will be effective from September 2019 following Corporate Management Team (CMT) approval.

Staff will be made aware of the policy at priority training and a copy will be available on the intranet. The policy will be uploaded to the Slough Borough Council web site.

This policy should also be read in conjunction with the Compliance Strategy and Electrical Safety Management Plan

There will be training provided for all those staff involved with the delivering the Compliance functions.

## **5. Consultation**

This policy is based on legislative and regulatory requirements and as such consultation with customers has not taken place. There has been consultation with teams within Slough Borough Council.

## **6. Equality Impact Assessment (EIA)**

We believe all people should be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including, nationality, ethnic or national origins), religion, belief or non-belief, sex, or sexuality or by association with someone with any of these characteristics or perception of having any of these characteristics.

The EIA was undertaken on 6<sup>th</sup> September 2019 and no adverse discrimination was found. (See the full EIA document for further details)

## **7. Monitoring Performance**

The following Performance Indicators (PIs) will be reported:

- % of Communal / Commercial Properties having a valid Electrical Installation Condition Report (EICR) within the cycle
- % of Domestic Properties having a valid Electrical Installation Condition Report (EICR) within the cycle

- No of properties with outstanding C1 or C2 works
- % of Portable Appliance Testing (PAT) completed
- % of automated doors risk assessed /serviced
- % of automated gates and barriers risk assessed /serviced
- % of Lightning Conductors inspected and tested

Valid certification shall mean that all immediately and/or potentially dangerous faults have been resolved.

Commentary will be provided for any properties out of date to include the date they became overdue, days overdue, and their position within the access legal process to bring them back into a compliant position. Commentary will also be provided if any properties have outstanding overdue actions. Additional context commentary will also include information on the proportion of activities within the reporting period that were undertaken before and after their due date.

A detailed PI suite will be defined within the Management Plan.

The following assurance activity will be undertaken and reported in line with the Management Plan:

- Internal audit
- Strategic review
- 3<sup>rd</sup> Party Assurance

## 8. Policy Review

The policy will be reviewed every 12 months or earlier if deemed necessary through the performance monitoring process.

## 9. Amendment Log

Date of revision:	Record of amendments:	Reason for revision:
September 2019	Rewritten	Compliance Review