

Policy title	Electrical Safety Policy
Directorate	Customer Services
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Policy Scope/Users	MSV staff and External Contractors
Date EIA done	June 2018

1 Introduction/policy purpose

1.1 Purpose

The overall aim of this policy, and the associated procedures and control documents is to ensure the safety from electricity, or fire caused by electrical fault, for people living and working in properties, owned or managed by Mosscafe St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with electrical hazards so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring electrical safety.

This purpose of this policy is to ensure MSV meets its obligations under the following legislation:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- 18th Edition of the Wiring Regulations (BS7671 – 2018).
- The Electricity at Work Regulations 1989 [1]
- Electrical Equipment (Safety) Regulations 1994 [4]

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

2 Description of the Policy

2.1 This policy applies to all properties owned or managed by MSV. MSV does not hold a duty of care to leaseholders or shared owners in respect of domestic electrical installations unless agreed differently through a contract.

2.2 The key MSV policy objectives are:

1. Carry out Electrical Inspection Condition Reports [EICRs] for all fixed electrical installations at suitable intervals as follows:

- communal areas of blocks (Landlord's supply), commercial premises and offices are tested every 5 years.
 - dwellings every 5 years.
 - during major upgrade works where electrical installations are affected. E.g. kitchen replacement
 - At every change of occupancy including mutual exchange (exceptions may apply for short-term lets in certain properties – criteria will be included in the Electrical Safety Management Plan)
2. Develop and maintain a register [the Register] listing installations that the group are responsible for in all property whether owned or managed and date of the last EICR.
 3. Promptly repair or renew any defective part of an installation.
 4. Ensure any unauthorised and defective alterations or additions to electrical installations are rectified or removed on discovery.
 5. Only appoint electrical contractors registered with the NICEIC, ECA, NAPIT or other accredited body and who are registered under a recognised Domestic Installer Self-certification Scheme in compliance with Part P of the Building Regulations
 6. Annually review the job profiles, skills, knowledge and experience of those staff involved in the delivery of this policy and, where necessary, provide training so that they are able to deliver this policy.

3 Roles, Responsibility and Policy implementation

The accountabilities for implementation of this policy are as set out below:

1. The Chief Executive retains overall accountability for the implementation of this policy.
2. The Executive Director - Customers is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Interim Director of Operations is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.

4. The Operations Manager is responsible for maintaining the Register, and accountable for achieving the targets associated with the key policy objectives.
5. The Operations Manager is responsible for operational delivery, including the management of all contractors carrying out electrical works and for updating the Register as appropriate.
6. Neighbourhood and Wellbeing staff shall support asset management and contactors teams in gaining access to carry out electrical testing and work.
7. The Group Health & Safety Manager is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.
8. All staff are responsible for following the requirements of the plan.

4 Monitoring, Review and Evaluation

MSV will monitor implementation of this policy using a set of performance measures as below:

Measure	Target	Min. Reporting Interval	Reviewed by
% of communal blocks with satisfactory EICR undertaken within past 5 years	100%	Monthly	Compliance Manager - Weekly
% of communal blocks with no actions completed after target date	100%		The Interim Director of Operations - Monthly
% of dwellings with satisfactory EICR undertaken within past 5 years	1000%		Board – Quarterly or as required.

Policy implementation will be reviewed:

1. Monthly by the Executive Team to review performance for each compliance area.
2. Quarterly by the Operations Manager reported to the Interim Director of Operations.

3. By the MSV external audit team, as required, and a report provided to the Audit & Risk Committee/H&S Committee.

The operational oversight of this policy will sit at the Strategic Health & Safety Steering Group.

5 Related documents

- 5.1 Electrical testing procedure
- 5.2 Appendices 1 & 2