

Electrical Safety Policy



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Policy Introduction

This policy sets out Legal and General Affordable Home's (LGAH) approach to the management of Electrical Safety. This policy applies to all rented properties owned and managed by LGAH, the buildings in which they are situated and any other asset in which LGAH has a legal interest that requires it to act in accordance with the relevant legislation and regulation. It also applies to any newly built or acquired properties that may be brought into the organisation's ownership or management.

Policy Aims

The aims of this policy are to ensure that:

- LGAH is fully compliant with all legislation and regulation that applies to it in the areas of Electrical Safety.
- all LGAH employees, contractors and partners are clear on the expectations of how LGAH will deliver its responsibilities with regard to Electrical Safety.
- Customers of LGAH are clear and confident about the approach that its landlord has taken to maintaining their safety in the management of its duties.
- Electrical risks are controlled so far as is reasonably practicable.

Legal Framework

This policy is designed with consideration of the following legal and statutory instruments.

- Homes & Community Agency: Home Standard
- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Responsibility for Electrical Safety

The Board of LGAH and the Managing Director of the Investment Manager have overall responsibility of electrical safety within the business. The Board of LGAH and the Managing Director of the Investment Manager delegates responsibility for the undertaking of aspects of these duties other management or third parties. LGAH understand that their responsibility with regards to electrical safety cannot be delegated even where the management of a property is being carried out by a third party.

The Board of LGAH and the Managing Director of the Investment Manager are responsible to ensure that the Director of Operations of the Investment Manager has appropriate measures in place to meet all statutory duties and deliver our electrical safety commitments.

Managing Director of the Investments Manager

The Managing Director of the Investment Manager is the “responsible person” for Electrical Safety and is responsible for:

- Overall responsibility of Electrical Safety matters
- Ensuring the implementation of the Electrical Safety Policy in all premises owned or managed by LGAH
- Appointing a Director responsible for Electrical Safety matters – this is currently the Director of Operations

The Operations Director of the Investment Manager

The Director of Operations will ensure through the Head of Compliance and/or appropriately qualified third parties and Investment that:

- Electrical systems or equipment are suitable and safe for use. This includes ensuring that suitable precautions are implemented to prevent danger.
- Electrical systems or equipment are subject to a suitable regime of inspection, testing and maintenance to ensure they remain safe to use. This requirement is limited to circumstances where this is necessary to ensure safety.
- That electrical systems or equipment are disconnected and isolated before any work is conducted on or near the conductors, unless it is planned that live electrical work will be performed. This requirement is limited to circumstances where exposure to live conductors can cause injury.
- Any planned live electrical work is only performed if the criteria set out in the policy are met. This includes ensuring that the work is fully assessed, and suitable precautions implemented before work commences. This requirement is limited to circumstances where live electrical work can cause injury.
- For work within his/her control on or near electrical conductors is only performed by persons competent to do so.

Employees

Every employee of the company is responsible for:

- Their cooperation with LGAH in regards to compliance with the Electricity at Work Regulations 1989 and the Electrical Safety Policy.
- Not connecting equipment which has non-authorized by LGAH to LGAH electrical systems other than that equipment which is permitted within this policy.

- Taking reasonable care of their own safety and the safety of others who may be affected by their acts or omissions. This includes working in compliance with the Electricity at Work Regulations in so far as it is within their control to do so.
- Reporting electrical hazards or potential electrical hazards to their line manager.
- Acting responsibly so as not to put themselves or others at risk from electrical hazards.

Contractors

All contractors will comply with all legislation and regulatory requirements and will use information made available to them through this policy to assist them to adhere to the LGAH Electrical Safety Policy, or to confirm that their own policy is compliant with the LGHA policy.

Contractors will also only use competent, trained personnel who are aware of the risk from electrical appliances or fixed electrical installations when conducting work for or behalf of LGAH.

Tenants

In undertaking our duties, and in conjunction with our management providers we will ensure that tenants are aware of their responsibilities including:

- Allowing access where required to implement controls for electrical safety.
- Not to misuse or interfere with any item provided for the purpose of electrical safety.
- Not to deliberately create or introduce unnecessary electrical risks.
- To report to LGAH as soon as possible where there is an issue related to electrical safety.
- Report any concerns that they may have in relation to the management of electrical safety.

The tenancy agreement includes a specific requirement upon the tenant to not withhold access to the property unreasonably. Should access not be granted following the prescribed notification given, LGAH will enforce the conditions of the tenancy agreement which may include seeking an injunction to force entry into the property to ensure as a landlord we are compliant in our duty to complete electrical safety checks within five years of the previous certificate.

Policy Statement

As owners & managers of homes, we have a duty of care to ensure that residents and visitors can safely use the relevant buildings and facilities safely. This includes the management and mitigation of electrical risks from fixed installations and electrical appliances.

Keeping residents safe from harm is paramount. We will comply with legislation and regulation relevant to this area to help keep residents safe.

LGAH will, so far as reasonably practicable, ensure that all electrical systems and electrical equipment which is within its control is managed in such a manner as to minimise the risk of any person using such systems to a tolerable level. LGAH will aim to achieve this policy by putting measures in place to control electrical risk.

We will comply with our Policy and any associated procedures and guidance and expect the same of any party working with us.

Our Commitments

We will ensure that:

- appropriately detailed records are kept regarding the testing and maintenance of electrical appliances and fixed electrical systems.
- our actions to manage and mitigate the risks associated with electrical appliances and fixed installations are publicised to our residents, including giving clear information on tenant responsibilities.
- all relevant colleagues will receive training appropriate to their role.
- all electrical systems and equipment is suitable and safe for its intended use
- suitable precautions are taken to prevent danger arising from the use of electrical systems and equipment
- all electrical systems and equipment shall have a suitable means of cutting off the electrical power and isolating it.
- systems in place for managing electrical safety will be periodically reviewed to assess their effectiveness.
- work on or near electrical systems or equipment is only undertaken by persons competent to do so.
- Tenants are provided copies of operating and safety instructions for all electrical equipment in the premises.
- the electrical system complies with the latest wiring regulations

Audit, Compliance and Review

The Head of Compliance and Investment is responsible for ensuring that contractors are compliant with all relevant health and safety legislation.

We will manage compliance, keeping comprehensive & accurate records, which will be stored securely and in a manner that enables easy recall.

Annual reviews of contractor health and safety procedures as well as regular review of contractor compliance and performance will be carried out.

Activities covered by this policy are subject to periodic audit review, both external and internal.

The Investment Manager and the LGAH Board will be provided with regular updates on Electrical Safety performance and compliance.

The Investment Manager and the LGAH Board will be notified at the earliest opportunity should this Policy not be complied with.

The Social Housing Regulator will be informed should any failure to comply with this Policy results in a potential Breach of the Home Standard.

Safety Checks

Safety Checks on Domestic Premises

We will arrange for a correctly registered contractor to carry out periodic electrical safety checks on the fixed electrical installation and any relevant appliances. Additionally, at least every five years a qualified electrician will conduct an inspection on the electrical systems of the premises to ensure it complies with current electrical regulations.

Safety checks for mutual exchanges and new lettings

All properties will be inspected to ensure that electrical installations and equipment is safe for use by a competent person or contractor, before letting. Electrical installations and equipment will also be considered within any fire risk assessment conducted on a premises.

No electrical equipment left by a previous resident should be gifted to the incoming resident. Electrical equipment left by the previous resident will be removed by LGAH prior to re letting.

Because the mutual exchange involves a change in occupancy it must be ensured that the exchange is not completed until a check for electrical safety has been completed.

Where the resident does not allow access for any required check for electrical safety, the standard access procedure will be followed, and the Mutual Exchange will not be allowed to proceed until the check has been completed.

Safety Checks for Refurbished or New Build Property

Where properties are undergoing substantial refurbishment or major repairs or where a property is newly built, a qualified electrician will inspect the fixed electrical installation to confirm it is safe for use and that it is compliant with current electrical regulations.

Repairs and Maintenance of Electrical Installations

Responsive repairs will be carried out in accordance with our published timescales.

Planned maintenance is carried out on domestic and commercial installations. Planned maintenance programmes will be determined annually and will consider any recommendations from contractors.

Cyclical Inspections will be carried out in accordance with the installers instructions or the instructions of the most recent visiting qualified electricians advise for the fixed electrical installation.

Where responsive repairs, planned maintenance or other issues identified at the safety check, our contractor will take all reasonable precautions to ensure the premises is safe and will inform the responsible persons of the necessary works.

Contract Management

Most electrical work undertaken to properties owned or managed by LGAH is completed under a Management Agreement.

Via the Management Agreement we will ensure that all external contractors used to undertake electrical work are competent and qualified electricians to carry out the relevant work. Any contractor undertaking or intending to undertake electrical works will provide evidence of their qualifications and certifications prior to the commencement of the work.

All contractors conducting electrical work must be certified under NICEIC. We will ensure that our contractors are fully aware of our Health and Safety requirements. It is the responsibility of the external contractor to ensure that adequate safety precautions are taken when working on electrical installations and equipment.

Electrical Certification

As well as arranging for the proper storage of certification in a manner that allows easy retrieval, we will ensure that there is a record of all properties and their corresponding inspection certificates and the date of the last electrical installation inspection.

Before carrying out any alterations to their property, Tenants must contact LGAH for relevant permissions to proceed.

Auditing of Certificates

Contractors are responsible for checking that any electrical safety records have been completed correctly before passing them to LGAH.

Quality Control of Works

Quality of works is generally assessed in three ways:

- Assessment by a suitably qualified & experienced employee or nominated consultant
- Contractor Self-Assessment
- Resident feedback and satisfaction surveys.

We may utilise an independent body to undertake quality checks on a sample of annual servicing completed across LGAH's portfolio at any time as directed by the Executive Team.

Management Providers are expected to conduct their own post inspection regime across all work activities completed for LGAH. It is expected that attempts will be made to post inspect all new installations for quality and compliance with relevant regulations and legislation.

Issues with Access for the Safety Check

It is a condition of the tenancy agreement that tenants must provide access to their properties for electrical safety checks and inspections.

It is recognised that the majority of Tenants readily allow access for the electrical installation service and inspections. There are, however, a small minority who do not comply therefore causing potential danger to themselves, visitors and neighbours. Even when access difficulties occur, LGAH retains responsibility for ensuring that the check is carried out with the minimum of delay. Staff must continue to take all reasonable steps in line with this policy to gain entry for the completion of the annual service and safety check of electrical installations.

Other Tenures

We are not responsible for electrical safety in shared ownership or other leasehold properties. The responsibility is that of the homeowner. However, where we carry out checks in communal areas, leaseholders may be recharged depending upon the lease terms.

Equality and Diversity

LGAH will treat all customers and staff with fairness and respect. We value diversity and work to promote equality and tackle unlawful discrimination.

We are committed to helping customers to access information about their homes and services in a way that suits individual needs.

Accountable Director	Operations Director
Approval Date	July 2019
Review Date	July 2021 <i>(or subject to any changes in regulatory, legislative and/or areas of best practise where a review is required sooner than the stipulated review date)</i>