

Electrical Safety Policy

ELECTRICAL SAFETY POLICY	
Purpose	This policy aims to minimise electrical risks to staff, residents, contractors and visitors who work, visit or reside, in buildings for which HH are responsible.
Applies to	All Harrison Housing Employees, Trustees, Contractors, Consultants, Volunteers, Residents and their Visitors.
Date first implemented	
Author	Asset Manager
Date first approved by Leadership Team	December 2024
Date first approved by Board of Trustees	December 2024
Review Frequency	Every 3 Years or if significant changes to the organisation, legislative change, or serious incident
Service Area	Asset Management
Document Status: This is a controlled document. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local drives but always accessed from the Policy Library.	

CONSEQUENTIAL AMENDMENTS (made prior to full policy revision)		
Amendment Date	Nature of Amendment	Revised by

VERSION HISTORY			
Revision Date	Version No.	Revised by	Approved by

CURRENT POLICY REVISION	
Date revised	November 2024
Revised by	Asset Manager
LT approval date	December 2024
Board of Trustees Approval date	December 2024
Next revision due	December 2027

1. Introduction

- 1.1 Harrison Housing (HH) is committed to providing a safe environment for its staff, residents and visitors. This policy aims to minimise electrical risks to staff, residents, contractors and visitors who work, visit or reside, in buildings for which HH are responsible.
- 1.2 HH operates a 5-year periodic inspection and testing of all domestic and communal installations by an NICEIC approved contractor. This includes carrying out any remedial work identified during these inspections.
- 1.3 Portable electrical equipment, including extension leads, within common areas and HH offices are subject to portable appliance testing (PAT).
- 1.4 HH ensures that all fixed electrical installations are maintained in line with British Standard BS 7671 and also ensures a periodic inspection and testing programme is in place for all properties and common areas.
- 1.5 This policy covers the management of Electrical Safety under the:
 - Health and Safety at Work Act (1974)
 - HHSRS Regulations (2005)
 - Electricity at Work Regulations (1989)
 - Management of Health and Safety at Work Regulations (1999)
 - Landlord and Tenant Act (1985)
 - Electrical Equipment (Safety) Regulations (2016)

2. Policy Statement

- 2.1 This policy aims to secure the health and safety of staff, residents, contractors and visitors who use, operate or are affected by our electrical systems and electrical equipment in buildings for which HH are responsible.

3. Implementation

- 3.1 All staff will be made aware of this policy through Harrison Housing's internal communication channels, including email.
- 3.2 Changes to this policy and its associated procedure, if applicable, will be communicated to all staff.
- 3.3 All staff will be required to read this policy, and to confirm that they have read and understood it.
- 3.4 This policy will be published to residents through our website.

4. Arrangements and Responsibilities

The Board of Trustees has overall responsibility for ensuring that HH adheres to this Electrical Safety Policy.

Health and Safety Compliance, including Electrical Safety, is monitored via quarterly KPIs, which are reported to the Board of Trustees.

4.1 Chief Executive Officer – Responsible Person

4.1.1 The Electrical Safety Policy applies to all premises and activities within HH's control. The policy sets down the framework by which HH will undertake the relevant duties. The main responsibility for statutory compliance is held by HH with the management and supervision devolved via the Chief Executive to the relevant Manager, who will ensure that the requirements of the duty holder's responsibilities are diligently met.

4.2 Asset Manager

4.2.1 The Asset Manager will be assisted by the Surveyor, Housing Manager and Office Manager, in relation to electrical safety matters. They will be responsible for:

4.2.2 Ensuring that residents are at the forefront in terms of electrical safety.

4.2.3 Ensuring that record keeping systems are devised, implemented and maintained.

4.2.4 Ensuring that planned programmes are critical to, correct, and suitable for ongoing implementation of required control measures.

4.2.5 Ensuring the effective monitoring of this document.

4.2.6 Ensuring that any electrical-related incidents which are required to be reported to the enforcement authorities are duly reported, and that HH cooperates with any subsequent investigation.

4.2.7 Setting an example for others to follow by adopting safe working practices and when appropriate using personal protective equipment.

4.2.8 The Leadership Team will assist in carrying out these duties for their areas of responsibilities. The Asset Manager, along with the Chief Executive, is also directly accountable to Board Members for electrical safety matters.

4.3 **Surveyor**

4.3.1 The Surveyor will ensure that any electrical consultants or contractors appointed by Principle Contractors follow HH's Electrical Safety policy and procedures.

4.3.2 The Surveyor has overall responsibility for Electrical management. This includes the following:

- Electrical maintenance and servicing
- Ensuring that any contractors carrying out electrical works are competent. All contractors will be expected to comply with this policy, all statutory provisions as well as approved codes of practice (ACOPs) such as the IET Wiring Regulations Current Edition and all relevant guidance.

4.4 **Office Manager** has responsibility for:

4.4.1 Keeping the compliance spreadsheet up to date.

4.4.2 Ensuring that work orders are raised in a timely manner to ensure full compliance.

4.4.3 Filing all records on the housing management system, SDM.

4.4.4 Assisting Scheme Managers where required or not available to ensure access for electrical safety visits.

4.5 **HH Employees** will:

4.5.1 Bring any faults of electrical equipment to the attention of their line manager.

4.5.2 Not use any electrical equipment if concerned about its safety.

4.6 **Residents** have a responsibility to:

4.6.1 Report any electrical problems to HH as soon as they appear.

4.6.2 Maintain any electrical items that are brought into the property and, where applicable, register them with the manufacturer.

4.6.3 Provide access to allow the contractor or competent person to carry out the necessary electrical inspection and complete a Periodic Electrical Installation Condition Report (EICR).

4.7 **Contractors and consultants** are responsible for the speedy reporting of any electrical related safety matter to HH. This policy is expected to be applied by contractors and consultants.

5. **Equality, Diversity, and Inclusion**

5.1 For Harrison Housing, diversity is about respecting people's individual differences and ensuring that all people that come into contact with us have access to the same high standards of behaviour and service.

5.2 We are committed to ensuring that no resident or team member will be treated less favourably because of their protected characteristics.