



POLICY DOCUMENT

Electrical Policy

POLICY TITLE:	Electrical Policy
LEAD OFFICER:	Electrical Compliance Officer
DATE APPROVED:	
APPROVED BY:	Executive Management Team
IMPLEMENTATION DATE:	April 2023
DATE FOR NEXT REVIEW:	April 2026
ADDITIONAL GUIDANCE:	N/A
TEAMS AFFECTED:	Repairs and Maintenance Services Caretakers Procurement Health and Safety
THIS POLICY REPLACES:	Electrical Policy V2 July 2020

Brief Policy Summary: This policy sets out the organisations approach towards managing the electrical installations within SLHD's premises.

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Document Control

Revision History

Date of this revision:	January 2023
Date of next review:	April 2026
Responsible Officer:	Electrical Compliance Officer

Version Number	Version Date	Author/Group commenting	Summary of Changes
0.1	17/07/2017	Mechanical and Electrical Service Manager	This is a new policy. And therefore has nothing to replace, and no track changes
1.0	August 2017	EMT	Approved
1.1	17/06/2020	EMT/Board	Review of policy, new 18 th Edition Electrical wiring regulations, decisions made by SLHD to replace PVC consumer unit with metal ones and to introduce additional protection within the consumer units installed in our high rise properties, Milton Court and Jubilee court, as these will have Arc Fault detection Devices (AFDD) and surge protection.
2.0	23/06/2020	EMT	Approved by EMT
2.1	January 2023	Electrical Compliance Officer / Electrical Team	<ul style="list-style-type: none">• Add the role of the Electrical Compliance Officer• Add the use of C365• To add AFDDs to 32A socket circuits and 20A Distribution circuits supplying out-house buildings on domestic rewire.• Installation of Type 2 SPDs on new smoke alarm circuits• The taking of pictures before and after an Electrical Test
3.0	April 2023	EMT	Approved by EMT

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Policy Creation and Review Checklist

Action	Responsible Officer	Date Completed
Best practice researched (Housemark, HQN, Audit Commission, general websites)	Mechanical and Electrical Service Manager	June 2020
Review current practices from similar organisations	Mechanical and Electrical Service Manager	June 2020
Review customer satisfaction data from the area the policy relates to	Mechanical and Electrical Service Manager	June 2020
Review Customer complaints from the area the policy relates to	Mechanical and Electrical Service Manager	June 2020
Undertake customer consultation if applicable	N/A	
Staff consultation if applicable	N/A	
Trade Union consultation if applicable	N/A	
Stakeholder consultation if applicable	N/A	
Equality analysis carried out	Mechanical and Electrical Service Manager	June 2020

NB. The above table must be completed on all occasions. The policy will not be accepted or approved by EMT without this information completed.

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1. Introduction

- 1.1 This policy applies to all common/communal areas, general needs and supported housing properties owned or managed by St Leger Homes Doncaster (SLHD). This document outlines the standards required for safety in respect of the installation, repairs and testing of electrical apparatus within our properties to minimise risk and ensure adequate control measures are in place.

2. Purpose

- 2.1 SLHD is committed to the safety of its tenants, employees and the external service providers (ESP). Electricity can kill or severely injure people and cause damage to property, and every year many accidents involving electric shock or burns are reported to the Health and Safety Executive (HSE). Most of the fatal incidents are caused by contact with overhead power lines; however, non-fatal shocks can cause severe and permanent injury.

The main hazards are:

- Contact with live parts (often at normal mains voltage);
- Faults leading to a fire; and
- Fire or explosion where electricity was the source of ignition in a flammable atmosphere.

This can occur through:

- The electrical installation and equipment deteriorating over time;
- Damage to switches, sockets and other equipment (possibly through vandalism);
- Misuse of the installation and equipment; and
- Poor maintenance of the installation.

- 2.2 SLHD will ensure the provision of a safe working environment in respect of all its electrical installations, apparatus and equipment. This will be achieved by setting standards based on statutory requirements and present good practice, interpreted by persons competent to do so. No person is allowed to plan, order, install, repair, replace, maintain design or decommission ANY electrical system or part unless competent to do so.
- 2.3 SLHD has set standards of competence for individuals to deliver a safe working environment. A competent person is defined as someone who has the relevant skills, knowledge, training and experience. Electricians employed by SLHD are qualified to Electrical NVQ Level 3 and trained to 18th Edition Wiring Regulations (BS7671), including City and Guilds 2382.
- 2.4 In this section, the use of the words 'electrical system' and 'electrical equipment or apparatus' includes fire alarm systems, emergency lighting and security systems (closed circuit television, intruder alarms, mains powered doorbells). This list is not exhaustive.

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NOTE: The Electricity at Work Regulations 1989 define 'electrical equipment' as anything used, intended to be used or installed for use to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

3. Scope

- 3.1 This policy is applicable to all properties under the management of SLHD, domestic rented properties, domestic housing stock, private landlords and commercial responsibilities, and all work undertaken in these properties on CDC's (City of Doncaster Council) behalf.
- 3.2 This policy will apply to all SLHD employees and contractors undertaking electrical work on SLHD behalf and anyone likely to be put at risk from work on those properties.
- 3.3 The specifications as compiled will include the General Health and Safety Policy, along with relevant working procedures of SLHD.

4. Responsibilities

4.1 EMT

The Chief Executive retains all responsibility for all of the stock managed by SLHD and ensuring that they are compliant.

The Director of Property Services is delegated the responsibility from the Chief Executive. The responsibility is to ensure that there are sufficient resources available to complete the necessary tasks and ensure compliance across all areas.

4.2 Leadership Team

One of the Executive Management Teams duties is to ensure a member of the Executive Management Team has a responsibility to provide sufficient resources for the health and safety function to be effectively carried out.

Heads of Service shall ensure the implementation of suitable health and safety arrangements and provide sufficient resources within their service area in order to comply with this Policy and relevant health and safety legislation.

This will include the provision of sufficient instruction, training and supervision to SLHD staff carrying out electrical work and other employees who use electrical appliances to ensure compliance with this procedure.

The Leadership Team will designate Building Managers who have the management responsibility for ensuring that the relevant checks and maintenance of the electrical systems have been carried out and that records are kept in accordance with retention and health and safety policies. This includes office premises or sites occupied by SLHD employees, communal

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areas in flats, communal halls and community centres and shops.

For electrical checks within individual tenanted properties this responsibility lies with the Mechanical and Electrical Service Manager, with the support of the housing management team to seek access through the courts where the tenant refuses access.

4.3 Electrical Duty Holder

The Electrical Duty Holder is appointed by the Leadership Team and is responsible for interpreting relevant legislation and standards and defining the standards and procedures that ensure SLHD compliance with such regulations. The Duty Holder on behalf of SLHD is the Mechanical and Electrical Service Manager. They are responsible for maintaining and monitoring the standard of electrical work undertaken to ensure it complies with legislation, including having fixed, and portable electrical items covered by an examination schedule with records kept. They must also ensure that all persons working on electrical systems are competent to do so, that adequate isolation and permit procedures are in place, and that records are kept of work including installation work.

The Electrical Duty Holder will be the point of contact for NICEIC, and must ensure that all design and installation work in SLHD properties comply with the current guidance and legislation including the Electricity at Work Regulations 1989.

SLHD will actively participate in the Electrical Safety Standards Advisory Group (ESSAG) arranged by CDC. A SLHD representative (the SLHD Mechanical and Electrical Service Manager or a nominated representative) will attend the ESSAG meetings as a means of engaging in discussion of best practice, changes of legislation and other relevant matters and report back and disseminate the information as required to SLHD staff.

4.4 Building Managers

SLHD has a number of designated Building Managers who are responsible for carrying out health and safety inspections on the building/premises or site for which they are responsible.

In respect of this policy Building Managers shall liaise with the Facilities Management Officer to ensure that electrical safety standards have been implemented and met at the office based sites for which they are responsible, including the statutory inspection and testing of electrical items. For all other sites liaison will take place with the Mechanical and Electrical Service Manager.

Building Managers must ensure formal visual inspections of electrical items take place, are recorded, and ensure defects are reported to the Facilities Management Officer or the Mechanical and Electrical Manager, depending on the site. Building Managers must ensure that distribution boards are clearly marked and access is restricted to authorised persons only.

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Building Managers must regularly inspect the workplace they are responsible for and complete a periodic inspection report, and a 6 monthly test of the Residual Current Device (RCD) with the consumer unit or units is carried out and recorded. All portable and fixed electrical appliances and installations in their area of responsibility must be inspected and tested, and all faulty items taken out of service. It is the responsibility of Building manager to ensure that all electrical items are Portable Appliance Tested (PA Tested) within the specific time frame.

4.5 Electrical Assessments

The Electrical team leaders are qualified to carry out NICEIC assessments to all the electricians employed by SLHD.

This includes checking all electrical certificates (EICR) completed by the SLHD electrician, updating the electrician on any electrical regulation changes and on-site inspections on voids and planned electrical works.

4.6 Team Leaders and Line Managers

Team leaders and line managers must ensure the safety of their teams in relation to electrical equipment by ensuring visual checks are carried out by users on portable equipment, and all examination schedules are adhered to. They must remove from use any defective or damaged equipment that is identified and arrange for its repair or disposal.

It is the responsibility of Team Leaders and Line managers to ensure that all electrical items are PA Tested within the specific time frame.

4.7 Electrical Compliance Officer

The Electrical Compliance Officer is responsible for maintaining the standards of Electrical works undertaken by SLHD and all contractors working on behalf of SLHD.

The role of the Electrical Compliance Officer is to offer guidance in relation to electrical installations or regulations and make sure all properties or buildings have a valid in date certificate.

The Electrical Compliance Officer will input the certificates onto C365 system. While uploading onto C365 the Electrical Compliance Officer will check the certificates ensuring they are complete and compliant;

- If the certificate is a paper copy certificate - The Electrical Compliance Officer will check the certificate and then scan and then upload onto C365.
- If Electronic Certificate – the Electrical Compliance Officer will download the certificate off of the relevant system, check the certificate and then upload onto C365

Work with our Electrical Consultant and check 10% of external electrical contractors work per annum. Liaising with the contractors and the consultants to arrange corrections / re calls / Improvement registers etc

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4.8 Health, Safety & Compliance Team

The Health and Safety Team shall provide support and advice to all levels in the organisation with respect to electrical standards and safety.

4.9 Procurement Team of CDC

CDC will support SLHD with all tenders involving electrical work to ensure ESP (External Service Provider) who are engaged to undertake electrical work are competent to do so.

4.10 Employees

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently. The regulations don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually. The frequency of inspection and testing depends upon the type of equipment and the environment it is used in.

Employees must comply with this procedure and visually inspect any appliance before use. If any defect or fault is found the item must be removed from use and it must be reported to their line manager immediately. Tools and equipment that belong to SLHD will be PA Tested and taken out of use if it fails this test. No employee must alter or work on an electrical appliance unless suitably trained and competent to do so.

Employees must ensure that no electrical apparatus is brought for use in SLHD premises or for work activities unless approved by their line manager and it has been inspected and deemed safe to use.

4.11 External Auditors

As well as internal auditing, SLHD will be using external auditors to undertake work in progress audits, and post visit audits on a rotation basis to ensure that all audits are kept impartial and fair.

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5. Policy Principles

5.1 As responsible social landlords, SLHD will minimize the risks associated with electrical safety and ensure that all our electrical safety duties are carried out. SLHD will:

- Work to the latest version of the IET Wiring Regulations
- Suggested replacement of all PVC consumer units with metal consumer units at void stage, and to introduce additional protection within the consumer units installed in our high rise properties and Milton Court and Jubilee Court, as these will have Arc Fault Detection Devices (AFDD) and surge protection.
- To install Arc Fault Detection Devices (AFDD) to 32A socket circuits and also 20A distribution circuits supplying out house type buildings on domestic rewires
- To install type 2 Surge Protection Device (SPD) for the installation of a new smoke alarm circuits.
- External electrical auditing consultancy to audit electrical work on behalf of SLHD
- Carry out a 5 year periodic programme of testing installations as the existing 10 year certificate expires and will continue with a 5 year programme thereafter. Remedial work identified as part of the test will be completed in accordance with electrical regulations;
- Ensure that all electrical tasks are undertaken on a system with no live load and safe electrical isolation has taken place along with locking off;
- Ensure that all electrical installations are tested and certified prior to letting;
- Use NICEIC (National Inspection Council for Electrical Installation Contracting) or equivalent contractors;
- Give relevant staff appropriate electrical training;
- Undertake regular audits;
- To upload and maintain all documentation and certificates are compliant and uploaded onto the relevant system(s)
- Maintain a clear policy and set of procedures, to be reviewed every three years
- To take photographic evidence of the consumer unit, detailed below in section 5.3
- Report to SLHD any properties where there is not a mains double pole protection device (DPI)
- To upload and maintain all documentation and certificates are compliant and are uploaded onto the relevant system(s)

5.2 New Build Installations and Rewires

New electrical installations will comply with BS7671 latest edition of the IET Wiring Regulations, including all amendments current at the date of the electrical works and Part P Building Regulations.

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Full rewires or partial rewires to properties will be carried out as and when the wiring is identified as past economical repair on the EICR.

SLHD will replace PVC consumer units with metal consumer units when the property is at void stage.

- To install Arc Fault Detection Devices (AFDD) to 32A socket circuits and also 20A distribution circuits supplying out house type buildings Domestic only.
- To install a type 2 SPD for the installation off a new smoke alarm circuit
- High rise and specialist building defined as Jubilee Court and Milton Court will be fitted with surge and Arc Fault Detection Devices (AFDD)
- Any blocks 5 stories or more, will be protected by surge protection

5.3 Electrical Testing and Certification

SLHD will ensure that all tenanted homes have a valid NICEIC (or equivalent EICR) certificate where appropriate. These will be stored on a secure IT system.

Certificates will be made available to contractors, tenants and in- house staff where required.

Modifications to existing systems and rewires and new installations will be issued with an electrical test certificate, the type of which is determined by the nature of the work and may be:

- An Electrical Installation Certificate;
- A Domestic Installation Certificate;
- A Fire Detection Certificate;
- An Emergency Lighting Certificate; or
- A Minor Works Certificate.

For any Notifiable Work stipulated under Part P undertaken to SLHD properties, the Electrical Team Leaders and any contractors will ensure a Building Regulations Compliance Certificate is issued within 30 days of completion of the work.

SLHD will ensure that each property within its stock is inspected and issued with an Electrical Installation Condition Report to comply with current statutory legislation.

All SLHD internal certificates where reasonably practicable, are to be completed electronically and submitted on the agreed platform, and for the Electrical Team Leaders to Quality Supervisor check (QS), and counter sign.

All external certificates carried out by Contractors, where reasonably practicable, are to be completed electronically and QS by their internal Electrical assessor, counter signed and then sent to C365 for quality check and filing.

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Once the QS has checked and counter signed the certificate, the certificates will be uploaded onto C365. C365 is a compliance management system which monitors the compliance within SLHD's premises.

- If it is a paper copy certificate - The Electrical Compliance Officer will check the certificate and then scan and then upload onto C365.
- If Electronic Certificate – the Electrical Compliance Officer will download the certificate off of the relevant system, check the certificate and then upload onto C365.

Photographic evidence needs to be taken, whether it is for a Minor Works, EIC, or EICR, photographic evidence must be taken of electrical equipment to ensure that; there isn't thermal damage, the state of the intake equipment and of the consumer unit. These photographs must be attached to the electronic certificate that is being completed. If a paper certificate is to be completed, photographs must still be taken and emailed to the QS, which upon being checked against the certificate, passed onto the Electrical Compliance Officer.

For an operative carrying out any Electrical works, a photo must be taken at;

- The metering equipment, service head and earthing arrangement (if TT and accessible the rod),
- The consumer unit with the lid on, but with the hinged cover open showing the circuits and the legend/key,
- The consumer unit, close up with the cover off showing the wiring within and the Miniature Circuit Breaker's (MCB) / Residual Circuit Device with Over Current (RCBO),

5.4 Health and Safety

St Leger Homes of Doncaster have legal duties to ensure the safety of the homes which our customers live in. We manage a [legal register](#) to identify the relevant Legislations, Approved Codes of Practice (ACoPs) and guidance that are relevant to the organisation and monitor our compliance with these; including the consumer standards. The Electrical Policy is included within this.

In addition to its legal responsibilities, St Leger Homes of Doncaster is also aware, and fully embraces, its moral duty to 'do the right thing', ensuring our employees, customers and other stakeholders are safe at work and not adversely affected by the activities we carry out.

The general Health and Safety duties and responsibilities can be found in the Health and Safety Policy.

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5.5 The Management of Health and Safety at Work Regulations 1999

In general terms, SLHD will use Regulation 3 of the Management Regulations to:

- Assess the risk to the health and safety of all employees and to anyone who may be affected as a result of work undertaken
- Endeavour to provide comprehensive information, instruction, training and supervision with the aim of ensuring, so far as is reasonably practicable, the health and safety at work of every employee or person so affected
- Risk assess all work activities

6. Consultation

6.1 The CDC Electrical Engineering Manager and the Electrical Safety and Standards Authorising Group (ESSAG) have been consulted about this policy.

6.2 The Internal Service Provider (ISP) have been consulted about this policy.

7. Monitoring and Review

7.1 This policy will be reviewed every three years for accuracy and appropriateness, and will take into account any legislative changes or requirements.

7.2 Monitoring of the policy will be through the safety and compliance framework and the results of the quality control inspections which are fed into the monthly electrical management meetings.

7.3 The Electrical Registration held by SLHD requires external monitoring by NICEIC annually.

7.4 The performance standards of compliance with Electrical Safe registration is monitored externally by NICEIC in addition to internal monitoring of compliance with Electrical Regulations.

8. Partnership Issues

8.1 The Mechanical and Electrical Service Manager will work closely in association with CDC's Procurement Team and Electrical Compliance Officer on any contracts with a requirement for electrical works, will attend regular contract meetings with any contractor carrying out electrical works, ensure regular health and safety monitoring visits are carried out on contractors and SLHD electricians and work closely with all partners in relation to the development, monitoring and revision of all SLHD policies in relation to electrical works and safety.

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