



## ELECTRICAL SAFETY POLICY

Policy Details		Checklist	
Date Completed	June 2016	Consultation	Yes
Next Review Date	June 2019	Best practice	Yes
Overall Responsibility	Director of Development & Asset Management	Equality Impact Assessment	Yes
Author	Director of Development & Asset Management	Plain English	
Approved By	CSIC	Arial 14	Yes
Date Approved	tbc	Notify policy training needs	

## **Policy Statement and Aims**

This Policy supports Solon's Strategic Objective to provide 'Superb Homes' by ensuring the housing stock and all other buildings owned, leased or managed by us are maintained in a safe condition. It also supports Solon's Health & Safety Policy which aims to ensure that risks to colleagues and others such as residents, visitors and contractors arising from our work activities are adequately controlled.

Solon has a statutory duty to ensure electrical safety in addition to general duties under Health and Safety at Work legislation.

### **1.0 Scope, roles and responsibilities**

- 1.1 This policy applies to all buildings and work activities over which Solon has control or a responsibility for maintenance or repair, and any construction projects for which Solon acts as the Client.
- 1.2 This policy is intended to ensure compliance with legislation and guidance to ensure the safety and maintenance of electrical installations, and to protect residents, employees, contractors and members of the public from electrical hazards.
- 1.3 The roles and responsibilities of the Board and Senior Management Team are detailed in Solon's Health & Safety Policy.
- 1.4 The Chief Executive has overall responsibility for this Policy.
- 1.5 The Director of Development & Asset Management is responsible for ensuring that the policy is applied in Solon's operational activities, the regular review of this policy and associated procedures, and the maintenance adequate records.
- 1.7 Solon's responsibility to leaseholders and shared owners may be affected by the provisions of the specific lease or ownership agreement.

### **2.0 Definitions**

- 2.1 Definitions are set out in annexe A to this policy

### **3.0 Principles**

- 3.1. As well as securing legal compliance, this policy and associated procedures are intended to promote a proactive approach to managing the risk to our properties, residents, colleagues and general public from electricity and electrical installations and appliances under our control.
- 3.2 Solon will:
- Ensure periodic servicing and testing of all electrical equipment and fixed wiring installations is carried out in accordance with the Electricity at Work Act 1989, current regulations, guidance and Approved Codes of Practice.
  - Ensure periodic testing of all electrical fixed wiring installations is carried out at a minimum frequency of:
    - Five years for communal area
    - Ten years for domestic dwellings (working towards a 5 year cycle of periodic testing by 2018)
    - Carry out a visual inspection of electrical installations during 5 yearly stock condition survey
  - Ensure that contractors are members of the NICEIC or other equivalent body.
  - Ensure that all electrical maintenance engineers employed by Solon provide proof of competency including up to date training on current legislation and professional practice, in accordance with Regulation 16 of the Electricity at Work Regulations 1989
  - Put in place specific measures to prevent danger arising from the use of portable electrical appliances on its premises, and will engage a competent contractor to undertake testing of such appliances at the prescribed intervals.
  - Ensure that external contractors, consultants and internal staff responsible for conducting periodic servicing and testing of electrical equipment are competent to do so.
- 3.3 Residents of shared ownership and leasehold properties are responsible for the safety and maintenance of electrical equipment and 'fixed wire' installations within their homes, including carrying out regular tests of their 'fixed wire' electrical system.

- 3.4 Tenants of general needs properties are responsible for the safety and maintenance of the 'tenant owned electrical equipment' within their homes.
- 3.5 Solon will assist residents and tenants by providing information on electrical safety issues.

#### **4.0 Application**

##### 4.1. Provision of information

We will provide information about the location, condition and status of electrical installations in our control to colleagues, residents and contractors where it is necessary to comply with the aims of this policy.

##### 4.2. Training

Appropriate training will be provided to all colleagues designated to carry out specific tasks under this policy, their managers, and all whose role is identified in the matrix of roles and responsibilities. The details of such shall be documented in operational procedures but generally falls into two categories:

- Policy and general awareness training
- Role-specific training

##### 4.3 Training will be recorded, reinforced and repeated at appropriate intervals.

##### 4.4 We will ensure that all contractors who we employ provide evidence that their workforce has received training appropriate to the nature of their tasks

##### 4.5 Systems and records

Solon will ensure that there are robust administrative systems in place to allow the effective management of its services and to ensure compliance with its legal requirements. A copy of all inspections and certificates will be kept electronically and retained for a minimum of twelve years.

#### **5. Review and measurement**

- 5.1 This policy will be reviewed at least 3 yearly by the Director of Development & Asset Management in conjunction with the Asset Manager.
- 5.2 Significant changes to this policy will be reviewed by the Senior Management Team prior to recommendation for approval by the Customer Services Improvement Committee.
- 5.3 Operational performance and compliance data will be included in regular reports to the Senior Management Team and Audit & Finance Committee.

## **6.0 Equality and Diversity Implications**

Solon is committed to giving our customers, colleagues and stakeholders, quality services that take into account their individual needs. To this end we will: collect and analyse data about our customers, review our policies and service provision through Equality Impact Assessments (EIA), amend service provision in the light of EIA's, monitor our Service Providers in their E&D policies and practices, train our staff in our E&D policies and ensure our Service Providers train their staff in our policies and procedures.

## **Annexe A – Definitions**

**Competent Person** - is an organisation or individual person who has specific knowledge and appropriate experience to undertake the works safely, this usually will come from formal or “on the job” training. They are able to prevent danger or injury to themselves or others.

**Electrical Engineer** - is a person who is suitably qualified by an appropriate professional body to perform electrical work to the level of that qualification.

**Specialist Contractor** - is an organisation or individual person who has specialist knowledge of certain equipment e.g. Fire Engineers who undertake inspections, compliance testing and monitoring of fire alarm systems and equipment.

**Test** – is an examination or inspection carried out under a written scheme of testing designed to assess the condition of parts of the system which may give rise to failure of components. It is often a requirement of a relevant Approved Code of Practice (ACoP) e.g. passenger lift insurance examination

**Fixed wiring** - is any electrical wiring or circuits within a premises owned or managed by Solon.

**Tenant-owned fixed appliances** - are those appliances directly connected to the fixed wiring of one of Solon’s buildings where a tenant has been granted permission to change or upgrade the appliance at their own expense e.g. electric power showers, pendant lights.