



ELECTRICAL POLICY AND PROCEDURES

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1. Introduction

The Electrical policy and Procedure details how Derby Homes meet the requirements for The Electrical Safety Policy details how Derby Homes meet the requirements for electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016. In addition to this the policy provides assurance that measures are in place to ensure compliance with these regulations and to identify, manage and/or mitigate risks associated with electrical installations and electrical portable appliances.

The policy is relevant to all Derby Homes employees, tenants, contractors, and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon Derby Homes to maintain a safe environment for tenants and employees within the home of each tenant and within all non-domestic (communal) premises or areas of buildings.

Derby Homes will follow a systematic approach to the management of electrical work to ensure it meets the requirements set out in the current Electrical Regulations. This is to ensure the safety of tenants, employees and members of the public.

2. Policy Principles

- Derby Homes will hold accurate records against each property it owns or manages identifying when the electrical installation was last inspected and tested and all electrical portable appliances that are part of the whitegoods package together with details of Portable Appliance Tests (PATs) undertaken.
- Derby Homes will ensure that all domestic properties owned or managed have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. Derby Homes will deliver a comprehensive programme of testing and inspection of all domestic properties on a rolling 5-year cycle.
- Derby Homes will ensure that all non-domestic (communal) properties and offices owned or managed have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. Derby Homes will deliver a comprehensive programme of testing and inspections of all non-domestic (communal) properties and offices on a rolling 5-year cycle.
- Derby Homes will complete all C1 Classifications (immediately dangerous) items during the Electrical Test.
- Derby Homes will appoint all remaining repairs if not completed at the time of testing within 28 days.
- Derby Homes will ensure that on commencement of any new tenancies (void properties and mutual exchanges) that a satisfactory EICR is completed prior to the property being let.
- Derby Homes will ensure that all personnel working on Electrical equipment will be suitably qualified and registered with an accredited body.

- Derby Homes will service and maintain smoke alarms and heat detectors which are not covered as part of the gas safety service.
- Derby Homes will have a robust access procedure to ensure the organisation meets its compliance obligations.
- Derby Homes will ensure that the Electrical Installations in their properties are in safe condition at the beginning and throughout the duration of the tenancy
- Any non-compliance will be reported to the Director of Investment and Maintenance.

3. Legislation and Regulations (adhered to within this Policy and Procedures):

- Health and Safety at Work etc. Act 1974.
- Electricity at Work Regulations (1989)
- Building Regulations (England & Wales)
- BS 7671 Electrical Wiring Regulations.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

4. New Employees (Electrician)

All new Electrical Employees must have the following Qualifications as a minimum requirement.

- City and Guilds 2382 – 18 (18th Edition Wiring Regulations)
- City and Guilds 2391 Inspection and Testing or equivalent

All New Electrical Employees of Derby Homes Ltd are subject the following induction process before they are issued any work.

- Derby Homes carry out pre-employment checks on the candidates' qualifications and certificates.
- Issue new starter guidance such as on-site guide, BS7671 regulations book (if required) and certification tutorials.
- Plan paired work in for the engineer with both Quality Supervisor and other engineers until completion of the induction audit.
- Once the Quality Supervisor is satisfied that all the points on the induction audit have been completed the Electrician will be available for work and will be subject to routine inspections from the Electrical Supervisor.

5. Contractors

The following checks will be completed when requesting that a contractor complete Electrical Works for Derby Homes.

- The Contractor and their employees go through the same induction process as a new employee. Their qualifications and certificates are checked at both the pre contract meeting and at the regular contract meetings.
- Qualifications are saved under the contract file along with all relevant information including H&S training relevant to the works requested.
- Site Audits will be completed on a sample basis by an Electrical Supervisor. Any issues identified will be dealt with immediately and all findings will be documented under the contract file.

6. Electrical Qualified Supervisor (QS)

Derby Homes have 5 NICEIC Electrical Qualified Supervisors. These supervisors are assessed annually in order to continue the role of QS.

The Electrical Qualified Supervisor duties will include:

- Overview of the Company's Electrical Safe Systems of Work requirements.
- Assessment criteria for Authorised Persons to ensure that they are competent to undertake electrical works.
- To ensure that managers are aware of the company procedures that should be followed.
- That all persons authorised to work on electrical systems have a thorough understanding of the Company's Electrical Safe Systems of Work.
- Ensuring that Authorised Persons appointed to carry out electrical works are supplied with the appropriate information, instruction, and training.
- Investigating electrical incidents.
- Reviewing and approving Certification.
- To maintain a CPD record as per NICEIC EAS assessment requirements.

7. Performance

Derby Homes are to ensure team and individual Performance are regular monitored and recorded. The following measures are monitored for DH employees and Contractors.

- Tests Completed.
- Tests Completed that have been handed back for repair.
- Repairs Completed.
- No Access

The Manager, Electrical Supervisor and Works planner have monthly progress meetings.

8.1 Performance Reporting

For the purpose of demonstrating compliance Derby Homes report:

- Total number of properties that hold an EICR dated within the last 5 years.

Properties with Electrical Certification / Total properties with electrical wiring (domwire) X 100

- Total percentage of properties that do not hold an EICR dated within the last 5 years that have followed the no access procedure.

Performance measures are documented by

- Inputting data onto DORIS
- Inputting Data onto the monthly Compliance Sheet for Executives
- Inputting data for the operational board

8. Record Keeping

Derby Homes will establish and maintain a core asset register of all properties that have an active electrical supply. This register should identify electrical installations within all domestic properties and electrical installations within non-domestic (communal) properties and offices.

Derby Homes will establish and maintain a register against each property asset of any electrical portable appliances and portable appliance testing (PAT).

Derby Homes will establish and maintain accurate records of all

- Electrical Installation Condition Reports (EICRs)
- Electrical Installation Certificates (EIC)
- Minor Electrical Works Certificates (MEW)
- Building Regulation Part P notifications
- Portable Appliances Test Reports
- Smoke Alarms Service Reports
- Solar PV Service Report

9. New Properties, Acquisitions, Voids and Mutual Exchanges

Each new property Derby Homes/ DCC acquire either that is purchased or built will have a Property Control Sheet (PCS) Stage 1 and 2 completed.

Asset management will add the relevant components to the property on Derby Homes asset management software.

All new properties will have an Electrical Inspection Condition Report or and Electrical Installation Certificate before the property is let.

Every property that becomes Void must have an Electrical Safety Check carried out before the property is let.

Every property that goes through the Mutual Exchange process, must have an Electrical Safety Check carried out before the exchange is completed.

All Category 1 **and** Category 2 observations on the Electrical Installation Condition Report are completed at the time of test and the report must be deemed satisfactory before new

occupancy. The EICR will be reviewed and signed by the Qualified Electrical Supervisor, who will then confirm the property is electrically safe for a new occupant to be moved into.

Electricians in all teams carrying out these checks are audited for quality purposes.

10. Quality Control, Management Review and Training

The Electrical Regulations place responsibilities upon Derby Homes to ensure that all Installations are left in a safe condition. It would therefore follow that we exercise a legitimate interest in the manner that work is undertaken. This will be carried out in a meaningful and structured way i.e. the monitoring of Electrical work and the visual inspection of all completed work documentation.

Quality Control

Quality of Works will be assessed by

- Each QS will audit their work areas. The frequency and quantity of Quality Assurance checks will be proportional to the type, scope and volume of Electrical work undertaken, how much QA to carry out will be based on risk assessment findings.
- Documentation – Visits will be documented, and any issues identified will be discussed and monitored.
- Post inspection/Physical Work Checks will be recorded.
- Customer Satisfaction.

Training

Managers will identify training requirements. Training will entail

- Product training will be ongoing and provided where necessary.
- On site tuition will be provided where considered necessary i.e. skills update on product changes technical updates etc.
- In house training will be provided where necessary to ensure engineers are kept informed of technical skills knowledge, awareness to changes in Regulation, product updates etc.
- Apprentices will receive one to one tuition through job shadowing with trained Electrical Engineers.
- All training will be ongoing to suit the needs of the service and current regulations.
- Engineers are given updates to the Electrical and Building Standards, technical updates issued by the IET and the accrediting body.
- Toolbox talks are also held bimonthly for Electrical updates and discussions

11. Risk Management

The keys Risks identified that will contribute to the failure of this policy are

Electrical Objective	Risk
To ensure all properties with an electrical supply have an EICR dated within the last 5 years	Failure to comply with Landlord responsibilities resulting in Health and Safety, Compliance and Regulatory Breaches

Risk	Mitigation
Health and Safety	Training Quality Checks RAMS
Poor Quality Works	Training Quality Checks Performance Management Audits
Access	Letters Communication Housing officer Intervention Robust Process Awareness
Overdue Dates	Reporting Access Planning process Performance Management
Data Storage	Reporting Back Up Data Training Audits

12. Safe Isolation Procedure

Before any work is undertaken on an electrical system Derby Homes Safe Isolation Procedure (Appendix A) must be followed. Circuits must be isolated from the supply and proven dead.

Testing to establish whether electrical conductors are live or dead should always be done on the assumption that they may be live until such time as the conductors have been proven dead.

On occasion during testing working live maybe required, Risk Assessments must be followed.