

Cornwall Rural Housing Association

Electrical Safety Policy

1.0 Policy Statement

1.1 The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) in properties Cornwall Rural Housing Association (CRHA) own and manage.

1.2 Installations in dwellings owned and managed are to be installed, maintained and serviced to required standards and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury and/or death.

1.3 The policy provides assurance to customers, staff, contractors, stakeholders and the general public on how CRHA meet our obligations for electrical safety.

2.0 Legislation

2.1 The Landlord and Tenant Act 1985 and the Regulator of Social Housing Safety and Quality Standard places duties on landlords to ensure that electrical installations in rented properties are:

- Safe when a tenancy begins
- Maintained in a safe condition throughout the tenancy

2.2 CRHA aim to achieve compliance with the Institution of Engineering and Technology Wiring Regulations (BS 7671:2008), which came into effect on 1st July 2008. All domestic wiring installations must now be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671:2008.

2.3 Other key legislation requirements are drawn from the following:

- Housing Act 1988
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- The Construction (Design and Management) Regulations 2015
- Building Regulations (including Part P requirements)
- Right to Repair Scheme (introduced 1994)
- The Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989

- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2008 (including all amendments)
- Guidance Note 3 – Inspection and Testing
- The Electrical Equipment (Safety) Regulations 1994
- Defective Premises Act 1972

3.0 Scope

3.1 This policy covers repair, upgrading, testing and inspection of all electrical installations. All electrical repairs, upgrades and renewals will be categorised to ensure that the correct levels of priority are given. CRHA will take specific account of any vulnerability or health and safety requirements during the prioritisation process for these works.

3.2 An electrical installation is made up of all the fixed electrical wiring and equipment that is supplied beyond the electric meter of a property. It includes the cables that are usually hidden in the fabric of the building (walls, floors, and ceilings), accessories (sockets, switches, and light fittings), and the consumer unit (fuse box) that contains all the fuses, circuit-breakers and residual current devices (RCDs).

3.3 Electrical systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations.

3.4 Typical installations and systems covered include;

- Domestic electrical installation;
- Fixed fire or carbon monoxide alarm installations;
- Electric heating systems (including sustainable heating systems i.e. air and ground source heat pumps);
- Extraction and positive pressure ventilation systems;
- Portable equipment owned by CRHA.

4.0 Electrical Testing, Certification, Remedial works

4.1 CRHA will hold and retain accurate records against each property they manage or own identifying when the electrical installation was last inspected and tested.

4.2 Domestic properties owned or managed will have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR. A comprehensive programme of testing and inspection of all domestic properties on a rolling 5-year cycle will be run indefinitely or until reviewed.

4.3 All electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.

4.4 Electrical installation periodic inspection and tests are to be carried out prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers. A satisfactory EICR is to be issued to the tenant prior to them moving in.

4.5 On completion of an electrical installation periodic inspection and test, an EICR will be issued. This will make recommendations which will be reviewed by the Property Services Manager and the necessary remedial works prioritised accordingly.

4.6 Electrical works identified on certification will be recorded using the following categories:

- Code C1: Where a real and immediate danger is observed that puts the safety of those using the installation at risk. The contractor will contact CRHA immediately, of the urgent work necessary to remedy the deficiency. Any C1 (Danger Present) observation identified during an Electrical Installation Condition Report (EICR) shall be made safe immediately. The inspecting electrician must take appropriate action prior to leaving the premises, including isolation of the affected circuit where necessary. Permanent remedial works shall be completed as a matter of urgency.
- Code C2: An observed deficiency not considered to be dangerous at the time of inspection but would become a real and immediate danger if a fault or other foreseeable event was to occur. The contractor will contact CRHA immediately, of the remedial work necessary to remedy the deficiency;
- Code C3: Used to indicate that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to an enhancement of the safety of the electrical installation. CRHA will assess C3 recommendations on a case-by-case basis and include recommendations within existing repair programmes.
- Code F1: when the contractor/electrician cannot confirm the safety of an installation without additional investigation. It does not automatically mean it is dangerous, but there is sufficient concern that it could be unsafe. The contractor will contact CRHA immediately, of the remedial work/further testing necessary to remedy any deficiencies;

4.7 Contractors will be required to make safe as a minimum all C1 and C2 defects whilst on site. Where possible contractors will repair C1 and C2 defects whilst on site. All C1 and C2 defects are to be rectified within 7 days of notification to CRHA.

4.8 CRHA will supply a copy of the EICR to the existing customer within 28 days of the inspection and test.

4.9 Supply a copy of the EICR to a new customer before they occupy the premises.

4.10 Supply a copy of the EICR to any prospective within 28 days of receiving a request for it.

5.0 Portable Appliance Testing

5.1 All equipment owned/managed by CRHA that may be loaned out to customers will be subject to a bi-annual portable appliance test (PAT). Appropriate labelling of equipment and recording of all equipment will be undertaken in accordance with the Electrical Equipment (Safety) Regulations 1994.

6.0 Installation and repairs

6.1 All electrical works are to be properly notified and approved under Part P of the Building Regulations for England and Wales where this is required.

6.2 In the case of a rewire of the whole installation or a new circuit CRHA will receive an installation certificate and following minor works, a minor works certificate.

7.0 Electricians and Electrical Contractors

7.1 CRHA will ensure that only suitably competent electrical contractors and electricians undertake electrical works.

7.2 All appointed electrical contractors shall be registered with the NICEIC, ECA, NAPIT or other accredited body.

7.3 Contractors shall make appointments to undertake inspections and to carry out remedial works. In cases where access is denied on a number of prearranged occasions and following several written notifications, CRHA will consider using legal action to gain access.

8.0 Records and Monitoring

8.1 CRHA will maintain an asset register of all properties that have an active electrical supply and electrical installation. This register should identify electrical installations within all domestic properties.

8.3 Accurate records will be maintained of all completed Electrical Installation Condition Reports (EICRs), Minor Electrical Works Certificates, Building Regulation Part P notifications and Electrical Installation Certificates and keep these for a period of not less than 10 years.

8.4 Accurate records will be maintained of all completed electrical Portable Appliance Test reports and details of associated completed remedial works and keep these for a period of not less than 5 years.

Date Reviewed	Changes to the policy	Date to be Reviewed	Approved By	Author
May 26	The policy has been reviewed with the following changes: Sections 4.8, 4.9 & 4.10 have been added to reflect	May 29	The Board	SA

	current regulations and CHRA practices.			
	Section 4.6 (C1 findings) has been expanded. Code F1 also added to this section.	May 29	The Board	SA