



# ELECTRICAL SAFETY POLICY

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<b>Executive Summary:</b>
<p>This policy sets out our approach to electrical safety in all our homes. It provides reassurance that all regulations and best practices are being delivered to the highest possible standard to ensure the safety and welfare of all our tenants and residents. The policy details the continuous safety checks we undertake using professional qualified electricians to provide reassurance that all our homes and other assets are maintained to the highest electrical standard.</p>

<b>Policy Grouping/Directorate(s)</b>	Customer & Communities	
<b>Author Name / Job Title</b>	Travis Leonard	
<b>EIA Completed</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Publication</b>	Intranet <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>Notes:</b>		

## **1 Introduction**

- 1.1 This policy sets out RBH's responsibilities for electrical safety to all assets which are owned or managed by RBH to ensure the safety and welfare of all persons using these facilities.
- 1.2 RBH's approach to electrical safety involves planned programmes of investment, cyclical maintenance, inspection and testing and reactive repairs.
- 1.3 RBH deliver services to the highest standard which meets the needs of our customers and delivers outcomes which are compliant with the Electricity at Work Regulations and industry and sector best practice.
- 1.4 This policy has been jointly developed by the repairs, asset management and risk and compliance teams within RBH.

## **2 Context**

- 2.1 The Electricity at Work Regulations established precautions against the risk of death or injury from activities associated to the use of or working with electricity. RBH in their capacity as a landlord are responsible for the safety of electrical systems and associated working activities within their homes.
- 2.2 This policy applies to all buildings owned, managed and occupied by RBH tenants, colleagues and visiting members of the public.

## **3 Aims & Objectives**

- 3.1 The aims of the policy are to ensure that RBH's approach to delivering electrical safety associated to all assets owned and managed to maintain electrical safety is to the highest recognised standard. This covers the safe use of electrical equipment, a regular inspection regime and investment and reactive maintenance.
- 3.2 The policy fits with the mutual values of RBH:  
**Responsibility** - We take responsibility for ensuring electrical safety is delivered to the highest recognised standards.

## **4 Policy Statement**

- 4.1 RBH will deliver the highest standards of electrical safety in the following ways
- 4.2 RBH's National Inspection Council for Electrical Installation Contractors (NICEIC) Principal Duty Holder alongside the NICEIC Qualifying Supervisors are all responsible for the statutory compliance associated to all aspects of reactive and cyclical maintenance.
- 4.3 RBH's NICEIC Principal Duty Holder and Qualifying Supervisors are assessed on an annual basis to ensure that they are competent and capable of meeting the relevant technical and safety standards, codes of practice and rules of the scheme they are registered to.

- 4.4 RBH's Asset management and appointed contractors are responsible for electrical investment work (rewires) associated to RBH's capital replacement program during the installation and defect period.
- 4.5 RBH's Development and Regeneration team and appointed contractors are responsible for electrical safety associated to new RBH homes during the build and defect periods.
- 4.6 All RBH's empty homes receive an EICR prior to the commencement of every new tenancy. All RBH homes will have a satisfactory Electrical Installation Condition Report (EICR) on a 5-year rolling program.
- 4.7 RBH colleagues will ensure they have read and follow the electrical safety procedures relevant to their roles as outlined in **appendix one** of this policy. The appendix also summarises RBH's commitments for each area.
- 4.8 RBH asks that tenants report repairs promptly and allow RBH representatives access to their homes to carry out property inspections, routine and emergency repairs and any work that RBH consider necessary to ensure that our properties do not put tenants, employees, or members of the public at risk. This includes allowing us prompt access for essential safety checks including Electrical inspections.

## **5 Monitoring**

- 5.1 This policy will be monitored throughout the year by RBH's Home Safety Assurance Group.

## **6 Review**

- 6.1 All RBH strategies, policies, service standards and procedures are reviewed on a regular basis to ensure that they are 'fit for purpose' and comply with all relevant legislation and statutory regulations.
- 6.2 This policy will go through the full policy approval process every 3 years and will undergo a desktop review annually. This is to ensure that it is fit for purpose and complies with all relevant and statutory regulations.

## **7 Links with Other RBH Documents**

- 7.1 This policy links to the following policies and strategies:
- Procedures as laid out in appendix one
  - Health and Safety Framework
  - Lone Working Policy

## Appendix one – Relevant Procedures

1.1 RBH's electrical safety procedures come under 10 specific work activities -

### **Electrical Installation Condition Reports (EICR) to all RBH homes**

#### **EICR's to all RBH empty homes & communal areas**

**Servicing to automatic doors** - A cyclical servicing program is conducted on an annual basis to all automatic doors which operate without the assistance of a person.

**Portable appliance testing (PAT)** - Portable appliance testing (PAT) is undertaken annually to all applicable electrical equipment used within the office environment and on site associated to repairs and maintenance, caretaking and grounds maintenance.

**Inspection of lightning protection** - The inspection of lightning protection to all applicable buildings owned by RBH is undertaken annually by approved and competent specialist contractors.

**Testing and inspection of smoke alarms (hard wired)** - The testing of hard-wired smoke alarms is undertaken at the same time as the annual gas servicing visit, homes without a gas supply are also checked annually. Where no interlinked system is in place RBH will take measures to ensure the system will be upgraded to include this.

**Electrical rewiring** - Electrical wiring is replaced within RBH homes upon the production of an UNSATISFACTORY EICR where remedial repairs are uneconomical, and deterioration of the installations deems it necessary.

**Fire safety systems** - Fire safety systems including emergency lighting, fire panels and emergency evacuation systems are serviced annually in addition to regular testing throughout the year.

**Stair lifts and hoists** - Stair lifts, hoists and domestic vertical lifts installed during disabled adaptation projects are checked and service annually by RBH appointed specialist contractors.

**Passenger lifts** - All the mechanical elements of passenger lifts in RBH buildings are serviced annually or more frequently in specific locations and any electrical faults are recorded and repaired by specialist contractors appointed by RBH.