

## Electrical Safety Management Policy (ESMP)

1	Introduction
1.1	<p>This policy relates to all members of Epic Housing Limited (EH) The scope of this Policy sets out EH responsibilities to comply with the relevant legislation in regard to Electrical Safety within properties owned and / or managed by EH.</p>
1.2	<p>Epic Housing (EH) ensures health and safety is paramount and we discharge our duties as a landlord in relation to the electricity supply and installations in the housing stock we own. We treat the health and safety of tenants, staff, contractors and other users of its buildings of paramount importance. In fulfilling our health and safety obligations, EH is committed to mitigating risks posed by the use of electrical systems within buildings it owns and controls. The risks include:</p> <ul style="list-style-type: none"> <li>• Electrical shock</li> <li>• Electrical burn</li> <li>• Fires of electrical origin</li> <li>• Electric arcing</li> <li>• Explosion initiated or caused by electricity</li> <li>• Electrical fire</li> </ul> <p>This Policy sets out EH’s responsibilities to comply with the relevant legislation and regulatory guidance on the installation, inspection, repairs, testing and certification of electrical systems in buildings it owns and controls.</p> <p>Application of the Policy also enables EH to meet the requirements of the Regulatory Framework for Social Housing adopted by the Regulator for Social Housing (RSH) as follows:</p> <ul style="list-style-type: none"> <li>• Provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choices to, tenants, and has the objective of completing repairs and improvements right first time</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet the statutory requirements that provide for the health and safety of the occupants in their homes</li> </ul>
1.3	<p>EH policy is to adopt the requirement for private rented housing and test every 5 years The key pieces of legislation are as follows:-</p> <ul style="list-style-type: none"> <li>• Landlord and Tenant Act 1985</li> <li>• Housing Act 2004</li> <li>• Regulatory Reform Fire Safety Order 2005 (England and Wales)</li> <li>• Defective Premises Act 1972</li> <li>• Electricity at Work Regulations 1989</li> <li>• Health and Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999 (as amended).</li> <li>• Building Safety Act 2022 (Parts 1-6 &amp; sub-set schedules 1-11)</li> </ul>
2	Context
2.1	<p>EH will do all that is reasonably practicable to protect tenants, employees, visitors and neighbours from health hazards arising from the risks associated with electrical installations in our premises.</p> <p>Regulatory Electrical Safety enhancements are expected following consultation launched by the Department of Levelling Up Housing and Communities, seeking comments on three proposals to enhance electrical safety for residents in social housing in England and bring greater parity between the rented sectors following the introduction of Electrical Safety Standards in the Private Rented Sector England Regulations in 2020.</p> <p>The consultation seeks views on the proposal to introduce mandatory checks on electrical installations in social housing at least once every five years and mandatory Portable Appliance Testing (PAT) on all electrical appliances that are provided by social housing landlords as part of a tenancy.</p> <p>In addition, a call for evidence has been issued alongside the consultation, requesting views on whether to introduce a mandatory requirement for electrical installation checks in owner-occupier properties within social housing blocks. This is being considered to assist with the overall safety of social housing blocks and the consultation considers whether this requirement should be placed on the owner-occupier leaseholder or on their freeholder and how it should be enforced.</p>

3	Statement of Intent
3.1	This Policy sets out EH's approach in ensuring compliance with its legal obligations and sector best practice.
3.2	The policy outlines the approach to be taken when undertaking the installation and modification of electrical circuits and includes the maintenance, servicing and the periodic inspection of fixed electrical installations. It does not cover the management of electrical equipment owned by contractors and residents.
3.3	EH will comply with all legal and regulatory requirements in meeting its responsibilities to ensure electrical safety in building it owns or manages
3.4	<p>To meet the requirements EH will use its resources to manage a comprehensive electrical safety management system including checking and certification of all electrical systems that EH is responsible for.</p> <p>EH have a target of carrying out 100% of all relevant electrical safety inspections within the time periods recommended by the various British Standards following the previous inspection.</p> <p>It is important to appreciate that the regular inspection and testing of all electrical installations is a requirement of the Electricity at Work Regulations. The time interval concerned will, depend on the type of installation and on the way in which it is used. Legislation requires fixed wiring testing be carried out every five years in most work places. In compliance with the Electricity at Work Regulations of 1989, all work activities and rented accommodation must take precautions to avoid the risk of death or personal injury. BS 7671, IEE Wiring Regulations also suggests time intervals for various electrical installations, which are listed in the following table. We will adopt the recommendations outlined in BS 7671</p> <p>This will include accurate records of periodic checks undertaken on the following:-</p>

No	Type of Installation	Frequency
1	Portable Appliance Testing in offices and other work locations	12-24 Months
2	Portable Appliance Testing in communal areas and furnished tenancies of domestic properties	12 Months
3	Domestic/Residential properties	5 Years/Change of occupancy
4	Communal areas of purpose built blocks of flats/Offices and Commercial premises	5 Years/Change of occupancy
5	Emergency Lighting	3 years (luminaries discharged tested every 12 months)
6	Fire Alarms	Annual

In addition to this we will periodically test and inspect fixed electrical installations when undertaking major modifications e.g. bathroom or kitchen replacement. EH will also conduct a periodic inspection upon properties when they become void before they are let to a new tenant. Our electrical installations will comply with BS7671 IEE Wiring Regulations, including all amendments current at the date of the electrical works.

#### **Frequency of Inspection of Communal Installations**

We will periodically test and inspect emergency lighting systems and Fire Alarm systems in accordance with the relevant British Standards. We will test emergency lighting systems functioning monthly and do a full drain down test annually.

#### **Contractors**

We will take reasonable steps to ensure that contractors, working on our behalf, have safe systems in place for use and maintenance of electrical items brought onto our premises. We will take reasonable steps to ensure that all operatives undertaking installation or maintenance works to electrical equipment, systems and/or appliances owned by us are suitably qualified and experienced.

#### **Access**

We will make three documented attempts to gain access prior to legal action and clearly explain the reasons why access is required. Where tenants refuse us access to undertake our legal obligations in conducting periodic safety inspections, services or tests or where a possible fault is reported or suspected we will take appropriate action. This includes the utilisation of robust legal proceedings and/or the cutting off or isolation of the supply if we suspect an installation or the actual supply may be unsafe.

	<p><b>Communication</b> We will publicise the dangers of electrical installations to customers in a clear and accessible way. Principally we will use of website as the method of keeping customers informed. We will ensure that tenants are aware of our key standards and approach to servicing smoke detection and electrical systems and the legal responsibilities applicable.</p> <p><b>Mutual Exchanges</b> When properties become empty or are part of a mutual exchange, we will undertake a fixed wired electrical periodic inspection on the property</p>
3.5	EH will provide electrical conditions reports to tenants (on all domestic properties where they are undertaken) and ensure any remedial works required will be completed within a 28 day period
4	<b>Policy Outline</b>
4.1	Detailed procedures are in place to support the delivery of this policy and its objectives.
4.2	EH will have in place an ongoing training programme for all employees responsible for Electrical safety at a level which is appropriate to ensure that potential risks are identified within the business.
4.3	EH will ensure all documentation and Reports are in place and kept up-to-date to ensure we meet all the requirements of HSG/264 for electrical safety.
4.4	EH will self- audit our systems regularly to ensure they are meeting the requirements of this policy and that our Electrical Safety procedure is robust
4.5	EH will agree an inspection protocol with all contractors and ensure a minimum of 5% of all inspections are audited for compliance
4.6	EH will provide general information for tenants, where necessary, regarding electrical installations at tenancy sign up. Tenants will be advised to contact EH to obtain guidance on any electrical related issues

5.0	<b>Responsibilities</b>
5.1	The roles and responsibilities for key stakeholders across EH is detailed below.
5.2	<p><b>The Board</b></p> <ul style="list-style-type: none"> <li>• review reports and/or performance indicators to assure themselves that the measures detailed in the policy are met,, thus ensuring that EH is meeting its legal requirements</li> <li>• approve major amendments and revisions of the Asset Management Strategy</li> <li>• monitor and review compliance</li> <li>• Ensure legal requirements are met</li> </ul>
5.3	<p><b>The Chief Executive (Duty Holder)</b></p> <ul style="list-style-type: none"> <li>• ensure that resources are made available to allow for the appropriate management of this EMSP</li> <li>• accountable for the implementation of this policy</li> <li>• ensure that their responsibilities as the duty holder under the policy is managed to ensure full compliance</li> </ul>
5.4	<p><b>Executive Management Team</b></p> <ul style="list-style-type: none"> <li>• ensure that operational activities are complaint</li> <li>• ensure that statutory duties are discharged and meet monthly to review progress and review operational risk to the policy</li> <li>• approve changes to the Electrical Safety Policy</li> <li>• approve changes to the Electrical Safety Procedures</li> <li>• ensure landlord compliance and relevant monitoring within this policy</li> <li>• set out audit requirements to ensure this policy is compliant</li> </ul>
5.5	<p><b>Asset Management and Building Safety Director</b></p> <ul style="list-style-type: none"> <li>• will work closely with the operational compliance team to implement this policy</li> <li>• ensure that legal obligations and policy measures are being adhered to and in line with budget</li> <li>• ensure that a comprehensive Electrical Safety Policy document is in place to ensure safe working practices are paramount across all sections of the company.</li> <li>• take responsibility for compliance with this Policy.</li> <li>• implement a policy review annually</li> <li>• ensure that financial accounting expenditure relating to Electrical Safety issues is monitored and included in future budget</li> </ul>

	<p>forecasts at Board meetings, so all Board members are kept advised.</p> <ul style="list-style-type: none"> <li>auditing the scheme as instructed by the executive management team and reporting to the board</li> </ul>
5.6	<p><b>Capital and Compliance Manager</b></p> <ul style="list-style-type: none"> <li>responsible for the overall implementation, and regular review of this policy and ensuring its objectives are achieved.</li> <li>lead on the writing and implementation of the EMSP and annual reviews.</li> <li>responsible for compliance performance reporting to the Director of Assets &amp; Building Safety, Board, and the Chief Executive.</li> <li>ensure that any compliance and/or H&amp;S related issues are brought to the attention of the Director of Assets &amp; Building Safety and provide regular updates on service delivery against budget.</li> <li>Developing and implementing operational procedures to deliver the policy objectives.</li> <li>Embedding the policy through staff training, learning and development.</li> <li>Monitoring the overall effectiveness of the policy in terms of cost, quality and time</li> <li>Reporting to the management team on the operational effectiveness of the policy.</li> <li>Ensuring that there are adequate checks and controls in place to ensure that this policy is enacted effectively.</li> <li>Evaluating, amending and enhancing the delivery of the policy.</li> <li>The arrangement of inspections and maintenance of electrical equipment.</li> <li>Auditing the policy and procedural adherence as instructed by the Management Team.</li> <li>Reporting to the Management Team on the policy and procedural compliance and contractor performance. Employees</li> <li>Each employee is responsible for maintaining a safe electrical environment within EH premises that they enter in their course of carrying out their duties.</li> </ul>
5.7	<p><b>Tenants</b> The tenancy agreement requires tenants to allow EH access to the property for the purposes of testing electrical installations. The tenant is responsible for immediately reporting any concerns with electrical systems and turning them off until they are checked / repaired by a qualified electrician.</p>
6.0	<p><b>Training, Awareness and Competence</b></p>

6.1	<p>We will ensure that staff who are accountable for the management of electrical safety receive all relevant information, instruction and training and are competent and have the necessary equipment to carry out their duties safely and adequately. EH will carry out our duties to our employees in the following way:</p> <ul style="list-style-type: none"> <li>• At the induction stage for new employees.</li> <li>• Employee's being exposed to new or increased risks as a result of being transferred or given a change of responsibilities.</li> <li>• The introduction of new work equipment or a change to equipment already in use.</li> <li>• The introduction of new technology.</li> <li>• The introduction of a new or revised system of work.</li> <li>• Refresher training.</li> <li>• Legislative updates</li> </ul> <p>All training needs will be structured in such a way as to assess the resulting levels of competency at the point of delivery.</p> <p>All staff with operational involvement with electrical testing will need to have and maintain suitable and sufficient system training.</p> <p>The Manager responsible for the day-to-day operational delivery of electrical testing and safety will be required to have a working knowledge of the management of electrical safety in occupied buildings</p> <p>They will also be expected to proactively maintain their Continued Professional Development to keep up to date and abreast of relevant industry and legislative changes.</p>
7.0	Data Validation, Review and Monitoring
7.1	EH will ensure we have accurate and up-to-date records of all servicing and safety checks carried out to properties, including remedial actions and that copies of relevant certificates / reports are held electronically.
7.2	EH will ensure that on completion of all new installations, we receive a commissioning certificate and properties are included in ongoing servicing and maintenance contracts
7.3	EH will maintain an auditing schedule which will specify the minimum percentage of electrical installations that are required to be audited.
7.4	EH will review all electrical reports and certificates received to ensure that they are completed correctly and that any follow up work is completed and records updated.



7.5	EH will monitor performance on a monthly basis in relation to the percentage of properties with valid electrical test and inspection certificate.
8.0	<b>Equality and Diversity Implications</b>
8.1	We are committed to ensuring and promoting equality of opportunity for all. We are opposed to discrimination on any grounds, including race, religion, gender, marital status, sexual orientation, disability, age, or any unjustifiable criteria. We are committed to developing a culture that values people from all sections of society and the contribution which each individual can make. We will ensure our approach to accessing properties is considerate to people's individual needs. We also adhere to the Equality Act 2010.
8.2	EH recognises that some people experience disadvantage due to their socio-economic circumstances and will strive to ensure no person or groups of persons is treated with injustice due to their personal circumstances. EH will also ensure that all services and actions are delivered within the context of current Human Rights legislation and will make sure the central principles of the Human Rights Act (1998) will be adhered to.
9.0	<b>Monitoring / Review</b>
9.1	This policy will be reviewed annually from the date of approval to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation that impacts on electrical safety management obligations of EH. Reviews may be conducted in between this time if there are significant changes to EH operating practices.
10.0	<b>Associated Documents / Policies</b>
10.1	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• EPICs Electrical Safety Procedure</li> <li>• EPICs Asset Management Strategy</li> <li>• Landlord and Tenant Act 1985</li> <li>• Electricity at Work Regulations 1989</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Institution of Engineering and Technology (IEE) Wiring Regulations 18th Edition, BS 7671(2018)</li> <li>• Reform (Fire Safety) Order 2005</li> <li>• Consumer Protection Act 1987 &amp; 2015</li> <li>• Control of Asbestos Regulations 2012</li> <li>• The Construction Design Management Regulations 2015</li> <li>• Homes (Fitness for Human Habitation) Act 2018</li> <li>• Building Safety Act 2022 (Parts 1-6 &amp; sub-set schedules 1-11)</li> </ul>

11	Document Control		
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