



---

# ELECTRICAL FIXED INSTALLATION SAFETY POLICY

Effective Date: [05/2020]

Next Revision Due: [05/2022]

Policy Owner: [Assets & Investments / Compliance Team]

Policy Contact: [Gareth Roberts, Assets Compliance Manager]



---

## **CONTENTS**

- 1. SCOPE/PURPOSE**
- 2. POLICY DETAIL**
- 3. PROCEDURES**
- 4. RESPONSIBILITY AND ARRANGEMENTS**
- 5. DEFINITIONS**
- 6. RELEVANT LEGISLATION AND GUIDANCE**
- 7. RECORD OF REVISIONS TO THIS PROCESS**
- 8. EQUALITY & DIVERSITY**
- 9. DATA PROTECTION**

## 1.0 SCOPE/PURPOSE

- 1.1 This policy sets out how Adra will meet their obligations as a landlord to ensure that the safety of fixed electrical installations is adequately managed, thereby ensuring the safety of their tenants, leaseholders and others.
- 1.2 As a landlord, Adra have a duty of care to ensure that fixed electrical installations are correctly installed, maintained, and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death.
- 1.3 This policy covers the 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. Adra will take specific account of any tenant vulnerability and health and safety requirements during the prioritisation process for these works.
- 1.4 An electrical installation consists of all the fixed electrical wiring, and equipment that is supplied from the point of the electricity meter and beyond. 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).
- 1.5 Examples of installations and systems covered include;
  - Domestic electrical installation;
  - Communal landlord installations;
  - Emergency lighting systems;
  - Fixed fire alarm installations;
  - Door entry system supplies;
  - Electric heating systems (including convectional and sustainable heating systems i.e. air source heat pumps)

## 2.0 POLICY DETAILS

- 2.1 The main objectives of this policy are to:
  - Provide clear lines of responsibility within Adra for the management of fixed electrical installations
  - Ensure that all domestic properties owned or managed by Adra have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR.

- Ensure Adra delivers a comprehensive programme of testing and inspection of all domestic properties on a rolling 5-year cycle
- Promote good practice when reasonably practicable
- Ensure remedial works are carried out within our stated timescales, so that homes remain safe and electrical installations are maintained to a high standard
- Ensure accurate records are held for each property under our responsibility as a landlord
- Ensure a monitoring system is implemented and maintained
- Ensure compliance with all relevant legislation, standards and approved codes of practice
- Provide clear guidance to tenants on their obligations with regards to electrical safety

### **3.0 PROCEDURES**

#### **ELECTRICAL INSTALLATIONS**

##### **3.1 The Building Regulations Part B**

- 3.1.1 All electrical work in dwellings in England and Wales, whether or not the work is notifiable to a building control body (see below), must meet the requirements within the Approved Document Part P of the Building Regulations 2010.
- 3.1.2 The requirements of Approved Document Part P apply to new dwellings and to any alterations or additions to the electrical installations of existing dwellings, including full or partial rewires. Approved Document part B of the Building Regulations 2010 require that *“Reasonable provision shall be made in the design and installation of electrical installations in order to protect persons operating, maintaining or altering the installations from fire or injury.”*
- 3.1.3 Where tenants carry out property alterations and improvements, which include additions / alterations to the electrics, they should seek authorisation from Adra prior to any works being undertaken. If works are approved, tenants are responsible for ensuring appropriate safety checks are carried out and that all relevant certificates are received by Adra following the works/installation as set out in the Tenancy Agreement. Tenants are also responsible for meeting any costs relating to the work.

3.1.4 Adra will ensure that robust processes and controls are in place to ensure that all electrical works are properly notified and approved under Part P of the Building Regulations 2010 where required.

### **3.2 Electrical Installation Testing**

3.2.1 The purpose for testing, inspecting and certifying electrical installations is to determine, so far as is reasonably practicable, and to report on, any factors impairing or likely to impair the safety of an electrical installation.

3.2.2 Adra will aim to ensure that all installations shall have the appropriate EICR Certificate, complete with a schedule of inspections and test results. The documents shall be correctly completed and compliant with the requirements of the current Wiring Regulations, BS 7671.

3.2.3 The intervals between inspections are not absolutely set within any regulations, however, best practice guidance from the Electrical Safety Council and from the current BS 7671 wiring regulations Guidance Note 3 state that electrical installations will be subject to a full electrical condition report test at the following frequencies:

- New build - first inspection carried out 5 years after new installation
- Accommodation (rented houses & flats) - first inspection carried out 5 years after new installation
- Commercial - first inspection carried out 5 years after new installation
- Offices - first inspection carried out 5 years after new installation
- Ongoing testing and inspection - every 5 years for all domestic, communal areas, commercial premises and offices
- Following any major upgrade works where electrical installations may be affected

3.2.4 In addition, Adra will ensure that electrical installation inspection and tests are carried out prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers, and that a satisfactory EICR is issued to the tenant prior to them moving in.

### **3.3 EICR Recommendations**

3.3.1 The EICR Report may make recommendations, which will identify any safety issues or parts of the system that do not meet the current standards. Such recommendation will be reviewed by a competent person and the necessary remedial works prioritised accordingly. The following categories will be noted on the report:

3.3.2 **Code C1 (Danger Present):** Where a real and immediate danger is observed that puts the safety of those using the installation at risk. **Work must be carried immediately to remove the risk.**

3.3.3 **Code C2 (Potentially Dangerous):** 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.

All C2 deficiencies will be risk assessed and categorised below;

- **High Risk** – rectification work will be prioritised for completion based on the level of risk, as identified by the competent person. If major electrical work is required (such as rewiring), then alternative work (such as installation of RCD protection) may be carried out in order to minimise risk or in circumstances where major works cannot be completed within the timescale. All High-risk rectification work will be completed within **6 weeks**.

- **Medium Risk** - rectification work to be completed within **12 months**

- **Low Risk** - rectification work to be completed within **18 months**

3.3.4 **Code C3 (Improvement Recommended):** 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.

3.3.4.1 All C3 deficiencies will be reviewed and assessed to determine if work is required.

3.3.5 **Code F/I (Further Investigation required):** Where an inspection of an electrical accessories or circuits is not possible or anomalies on test readings are recorded further investigation work will be required. Further investigation work to be completed within **30 days**.

3.3.6 Any works required will be undertaken in accordance with the following Adra processes;

- R&Mp55 - Responsive Repairs Process
- HSp84 - Repairable Defects Identified from EICR Process

- In addition, any work highlighted to the Assets Team and to be included to current contracts, including any major electrical works in accordance to HSp80 Electrical Condition Report Process Map.

**3.4 Unsatisfactory Reports Due to Age and Condition:** If the report is classed as 'Unsatisfactory' due to the age and condition of the installation, then the property will be rewired.

3.4.1 The installation will be risk scored by a competent person and given a priority for the electrical works to be undertaken. This will be based on the determined risk.

**3.5 Satisfactory Reports with a Concern to Age and Condition:** If the report is classed as a 'Satisfactory' certificate but the electrical engineer has stated that the installation requires more frequent testing. This may be due to the installation age, cable type or cable material. In this type of scenario, the property is to be rewired.

3.5.1 Using the risk score method, this installation will be categorised as a Low Risk property and will be added to the rewire programme accordingly.

### **3.6 Access to Properties**

3.6.1 Adra will communicate with all tenants via written notice and arrange appointments for the purpose of electrical installation testing, and repairs when necessary. This communication will be supported by a reminder 24 hours prior to scheduled appointments.

3.6.2 The full access process is detailed in process map HSp82 which highlights process to follow when access has not been gained or is denied.

3.6.3 We recognise that in certain cases there may be underlying issues that contribute to access problems. These can be related to a need for support, language issues or a specific tenancy management problem. In these circumstances, where it is reasonably practicable, we will try to overcome or resolve the cause of the problem and be sensitive to the issue before pursuing legal action.

3.6.4 If an EICR identifies that electrical work is required at a property, the work must be completed, and refusal of the work will not be allowed. If a tenant is refusing the work/access to the property, the matter will be passed to Adra's Legal Team who will take appropriate action against the tenant in order to ensure that the work can be undertaken.

3.6.5 Adra recognise that majority of electrical work can be intrusive and that carrying out this essential work can lead to issues for some customers with additional support needs. Our Tenant Liaison Officers and Occupational Therapist are available to visit and agree any necessary adjustments and support that Adra can offer.

## **4.0 RESPONSIBILITIES**

### **4.1 Chief Executive**

The Chief Executive will retain overall responsibility for the implementation of this policy.

### **4.2 The Board**

The Board is responsible for monitoring compliance with the Policy. To achieve this, and in accordance to the Scheme of Delegation, the Board (or its nominated sub-committees) will be informed of any relevant changes within the Policy following a review and scrutinization of any performance reports to ensure that issues of significant risk are actioned appropriately.

### **4.3 Deputy Chief Executive**

The Deputy Chief Executive is responsible for ensuring that adequate resources are made available to enable meeting the objectives of this policy.

### **4.4 Assets Compliance Manager**

The Asset Compliance Manager will be responsible for the associated procedures. This includes the responsibility for monitoring, review, policy development and ensuring risks associated with electrical installations and safety are managed effectively.

Responsibility for implementing this policy, includes:

- Ensuring adequate processes and procedures are in place to manage the risks arising from electrical works
- Ensuring sufficient information, instruction is available, and training if required;
- Monitoring the performance of staff and contractors
- Ensuring appropriate risk assessments are undertaken and regular reviews carried out
- Ensuring appropriate inspections are made to assess the condition of electrical installations and equipment
- Maintain property servicing records and any relevant certification
- Maintain an up-to-date knowledge of legislative requirements and current best practice

- Provide regular instruction and refresher training to maintain skills and provide advice on the application of this policy on an individual case by case basis.

#### **4.5 Asset Manager**

The Asset Manager will be responsible for:

- Arranging and managing major work such as rewires and asset replacement. An appointed person from the team will agree an appropriate programme of works based on the risk score of the property and issue formal instruction prior to works commencing
- Ensuring all persons appointed to carry out electrical installation, repair or testing have the necessary skills, knowledge, and experience to deliver the work safely to the required technical standard
- On completion of the works, the appointed person will carry out a sign off visit to the properties and ensure the works are completed to a high standard and meet all criteria as stated in the current wiring regulations. In addition, review and check all certificates
- Once all the work is signed off the appointed person will send the information to the Compliance Team to update the servicing system
- Update the Asset Management System.

#### **4.6 Client Manager**

The Client Manager will be responsible for:

- Arranging and managing major work such as rewires and asset replacement that is not part of the Assets programme. An appointed person from the team will agree an appropriate programme of works based on the risk score of the property and issue formal instruction prior to works commencing
- Ensuring all persons appointed to carry out electrical installation, repair or testing have the necessary skills, knowledge, and experience to deliver the work safely to the required technical standard
- On completion of the works, the appointed person will carry out a sign off visit to the properties and ensure the works are completed to a high standard and meet all criteria as stated in the current wiring regulations. In addition, review and check all certificates
- Once all the work is signed off the appointed person will send the information to the Compliance Team to update the servicing system and to the Assets and Data Team to update the Asset Management System.

#### **4.7 Mechanical and Electrical Operations Manager**

The Mechanical and Electrical Operations Manager will be responsible for:

- Undertaking day to day repairs
- Ensuring membership of a UKAS accredited certification body (NICEIC, ECA or Elecsa etc) is kept up to date

- Undertaking Electrical Installation Condition Reports (EICR) within tenanted and void properties as requested
- Ensuring a process is in place that ensures every EICR is reviewed by the Electrical Supervisor
- Highlighting works required as a result of Unsatisfactory Certificates and risk score the defects identified
- Ensuring all persons appointed to carry out electrical installation, repair or testing have the necessary skills, knowledge, and experience to deliver the work safely to the required technical standard
- Ensuring periodic audit inspections are undertaken on operatives undertaking the periodic inspections, repairs and voids work, and any sub-contractors undertaking electrical work within void properties, periodic inspections and repair work
- Ensuring all sub-contractors and electrical operatives are audited on Health & Safety and individual competency conformance. Performance scores will be reviewed for trend analysis purposes and when necessary, actions such as additional training, supervision or upskilling may be implemented, and tracked to completion.

#### **4.8 Tenants**

Tenants affected by electrical installations, repairs or testing, will be responsible for:

- Allowing access for electrical safety checks to be carried out
- Allowing access and agreement for all essential electrical works required following electrical safety checks. Refusal of such work will not be permitted.
- Not undertaking any alteration work without seeking authorisation as highlighted in the Tenants Alterations and Improvement Policy
- Reporting any electrical issues, damage or faults as soon as possible.

#### **4.9 Leaseholders**

The leaseholder of any property or commercial unit will be responsible for:

- Ensuring that permission is obtained for any major electrical work carried out in the property or commercial unit
- Ensuring that all persons appointed to carry out electrical installation, repair or testing have the necessary skills, knowledge, and experience to deliver the work safely to the required technical standard and are a member of a UKAS accredited certification body (NICEIC, ECA or Elecsa etc)
- Ensuring that the electrical installation is tested and inspected in accordance with the IET Guidance Note 3
- Ensuring that electrical certificates will be available to view upon request of the building owner
- Ensuring that the electrical installation is maintained, and repairs are dealt with in the correct timescales

---

## 5.0 DEFINITIONS

- APPOINTED PERSON – Every team managing electrical works required following being identified by an EICR will require an Appointed Person to manage the works. There is no specific electrical qualification required as the work has already been identified following information with the EICR.
- COMPETENT PERSONS - Adra will ensure that only suitably competent approved Electrical Contractors who are members of a UKAS accredited certification body e.g. NICEIC, ECA or Elecsa etc are procured and appointed to undertake electrical inspection, testing, installation and repair works. The operational team with responsibility for delivery will check the relevant accreditations for the work that they are carrying out.
- EICR – Electrical Inspection Condition Report (also referred to Periodic Inspection)
- UKAS – United Kingdom Accreditation Service
- NICEIC – National Inspection Council for Electrical Installation Contracting
- ECA – Electrical Contractors Association

## 6.0 RELEVANT LEGISLATION AND GUIDANCE

- The Housing (Wales) Act 2014 (Including the Housing, Health and Safety Rating System – HHSRS)
- Building Regulations Parts P and M
- The Electricity at Work Regulations 1989
- The Construction, Design and Management Regulations 2015
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Landlords and Tenants Act 1985
- The IET 18<sup>th</sup> Edition of the Wiring Regulation 2018:BS7671
- The IET Guidance Note 3 Inspection & Testing

### 6.1 Associated Adra Documentation

- HSp80 - Electrical Condition Report Process Map
- HSp82 - Electrical Condition Report Access Process Map
- HSp84 – Repairable Defects Identified from EICR Process Map
- HSp85 - Void Mop up Electrical Certificate Audit Process Map
- RMp55 – Responsive – Electrical Repair/Maintenance (Pre Works)
- HSf74 - Electrical audit assessment form
- LfP09 – Tenants Improvement and Alteration Policy



- Welsh Housing Quality Standards
- Service Standards

## 7.0 RECORD OF REVISIONS TO THIS PROCESS

The Electrical Fixed Installation Safety Policy will be reviewed at intervals of 2 years or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Adra policy.

| Issue | Date       | Comments (What has been revised?)   | Written By | Approved for Content |
|-------|------------|---|------------|----------------------|
| 0     | 01/05/2020 | First Issue   | GR         | MR                   |
| 1     | 27/07/2020 | Policy updated in 4.3. 'Director of Assets and Infrastructure' changed to 'Deputy Chief Executive'. | GR         | ITJ                  |
|       |            |   |            |                      |
|       |            |   |            |                      |
|       |            |   |            |                      |
|       |            |   |            |                      |

## 8.0 EQUALITY & DIVERSITY

Adra recognizes the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy. It is committed to the elimination of discrimination and equal treatment in employment and therefore strives to ensure there are no inequalities for any member of staff regardless of gender, colour, ethnic origin, religious denomination or disability. The need for individual needs and vulnerability will need to be considered as a matter of course considering any potential inequalities. This policy has been through an initial screening and has been deemed not suitable for a full equality impact assessment.

## 9.0 DATA PROTECTION

As part of its development, this document and its impact on data privacy has been assessed via a Data Protection Screening, and actions will be implemented as required. Any data gathered for the use of this policy shall be treated with the utmost confidentiality.