



Ongo Homes

Electrical Safety Policy

April 2024

Lead Officer: Building Compliance Manager

<u>Version No.</u>	<u>Purpose/Changes</u>	<u>Approval Date</u>	<u>Approved By</u>	<u>Suggested Review Date</u>
1.0	New Policy	16/04/2024	ELT	April 2025

1. Our policy is...

1.1 At Ongo, we are committed to maintaining the health & safety of our staff, tenants and other customers. Our Building Compliance Team have been given the delegated authority to act as the Ongo Homes Electrical Administrator.

1.2 This policy supports us to ensure that we meet our obligations as a landlord. We are required by law to ensure all our properties have an electrical installation and wiring that is safe, when tenants move in and that they are maintained in a safe condition throughout the tenancy. We will take all reasonable steps to prevent and control the risk from electricity in the properties that we own.

2. It applies to...

2.1 This policy applies to all our housing stock and corporate premises.

2.2 It applies to all staff and contractors undertaking electrical work on our behalf and anyone likely to be put at risk from work on those properties.

2.3 This policy should be read in line with our Operational Electrical Inspection Procedure, Inspection and Testing Plan and all other relevant policy & procedure documents.

3. Because we want to...

3.1 The aims of this policy are to ensure:

- Our commitment to ensuring our staff, tenants and customers are not knowingly exposed to any risks that could affect their health and/or safety from electricity
- Ongo Homes will meet the requirements for electrical safety under relevant legislation such as the Social Housing (Regulation) Act 2023, Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 2016 and the Housing and Planning Act 2016
- This policy provides assurance that measures are in place to ensure compliance with relevant regulations and to identify, manage and/or mitigate risks associated with electrical installations and electrical portable appliances

4. We will...

4.1 Ongo 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.

4.2 Ongo Homes will deliver a comprehensive 5-year rolling cycle programme of testing and inspection of all domestic properties & all non-domestic (communal areas) properties and corporate buildings 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.

- 4.3 Ongo Homes will ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.
- 4.4 Ongo Homes 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 copy of that satisfactory EICR is issued to the incoming tenant.
- 4.5 Ongo Homes will ensure that all electrical portable appliances in offices and / or that are owned by us are tested periodically in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE) and as per our Inspection and Testing Plan.
- 4.6 Ongo Homes will test and replace as necessary smoke alarms, heat detectors and carbon monoxide detectors which are not covered as part of the annual gas safety check visit (i.e. the property does not have gas), as part of the 5-yearly electrical inspection and testing visit.
- 4.7 Ongo Homes will ensure that robust processes and controls are in place to manage the completion of follow up works identified during inspection and testing of electrical installations and electrical portable appliances.
- 4.8 Ongo Homes will have a process in place to gain access to properties to ensure timely access to any property in order to be compliant with this policy ensuring the Electrical Installation Condition can be checked.
- 4.9 **Compliance Remedial Works**
- 4.9.1 Ongo Homes will as a minimum make safe and/or where possible endeavour to repair all code 1 and code 2 defects identified by a periodic electrical installation inspection and test before leaving site after completing the inspection and testing works. Any further remedial works to code 1 and 2 defects will be completed within 10 working days (except where a rewire is required) and an EICR will be issued stating that the installation is in a satisfactory condition.
- 4.9.2 Ongo Homes will establish and implement programmes of electrical installation upgrading works to improve electrical installations, that have been identified as not meeting current standards (Less than 5 yrs. recommended retest date) but are in a satisfactory condition.

5. Making sure we do what we say...

- 5.1 The Chief Executive is responsible for:
- The effective operation of this policy across Ongo Homes
 - Adequate resources being made available to develop and implement appropriate procedures
 - Enabling responsibilities to be effectively delegated
- 5.2 The Director of Property is responsible for:
- Interface with the Executive Management Team

- Making sure this policy is applied across all our housing stock and corporate premises
- Making sure electrical management systems and procedures are in place, maintained, monitored and reviewed across the organisations domestic rented accommodation
- The implementation of the policy and to make sure sufficient resources are available to support this implementation

5.3 The Head of Property is responsible for:

- Interface with the Heads of Service Team
- The financial provision and budget for repairs and planned maintenance
- The final approval for tender lists

5.4 The Head of Landlord Services is responsible for the effective management of:

- Problematic access
- Legal injunctions
- Actioning identified vulnerability issues
- Mutual exchanges

5.5 The Building Compliance Manager is responsible for:

- Reporting on performance to the Executive Management Team
- Developing effective management information systems and establishing, monitoring and reviewing performance indicators for electrical inspections and repairs which ensure compliance with this policy
- Assisting in the procurement, management and monitoring of electrical contracts

5.6 The Electrical Compliance Lead is responsible for:

- The management of Electrical related performance and monitoring through auditing both on site and desktop reviews
- NICEIC registration
- Assisting in the procurement, management and monitoring of electrical contracts
- The verification of contractors and operatives
- Ensuring property and appliance lists are up to date for EICR programmes and PA Testing schedules (where applicable)
- Working with Tenancy Teams to ensure access is gained to carry out the electrical checks required in a timely manner in line with this policy
- Communication with other services to make sure the services requirements are dealt with

6. Other things to bear in mind...

6.1 The main pieces of legislation and regulation relevant to this policy include:

- The Electricity at Work Regulations 1989
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

More in depth information on the above can be found in Appendix 1.

6.2 This policy also links to our:

- Health & Safety Policy & Framework
- Maintenance Policy
- Mutual Exchange Procedure
- Operational Electrical Inspection Procedure
- Inspection and Testing Plan

7. We'll look at this again...

7.1 This policy will be reviewed every three years unless it has been identified that an earlier review is required. We will also review earlier if any regulatory or legislative changes occur and have an impact on this policy.

The Electricity at Work Regulations 1989

Systems, work activities and protective equipment

4.—(1) All systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger.

(2) As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.

(3) Every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

(4) Any equipment provided under these Regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided, be maintained in a condition suitable for that use, and be properly used.

Strength and capability of electrical equipment

5. No electrical equipment shall be put into use where its strength and capability may be exceeded in such a way as may give rise to danger.

Adverse or hazardous environments

6. Electrical equipment which may reasonably foreseeably be exposed to—

- (a) mechanical damage;
- (b) the effects of the weather, natural hazards, temperature or pressure;
- (c) the effects of wet, dirty, dusty or corrosive conditions; or
- (d) any flammable or explosive substance, including dusts, vapours or gases,

shall be of such construction or as necessary protected as to prevent, so far as is reasonably practicable, danger arising from such exposure.

Insulation, protection and placing of conductors

7. All conductors in a system which may give rise to danger shall either—

- (a) be suitably covered with insulating material and as necessary protected so as to prevent, so far as is reasonably practicable, danger; or
- (b) have such precautions taken in respect of them (including, where appropriate, their being suitably placed) as will prevent, so far as is reasonably practicable, danger.

Earthing or other suitable precautions

8. Precautions shall be taken, either by earthing or by other suitable means, to prevent danger arising when any conductor (other than a circuit conductor) which may reasonably foreseeably become charged as a result of either the use of a system, or a fault in a system, becomes so charged; and, for the purposes of ensuring compliance with this regulation, a conductor shall be

regarded as earthed when it is connected to the general mass of earth by conductors of sufficient strength and current-carrying capability to discharge electrical energy to earth.

Integrity of referenced conductors

9. If a circuit conductor is connected to earth or to any other reference point, nothing which might reasonably be expected to give rise to danger by breaking the electrical continuity or introducing high impedance shall be placed in that conductor unless suitable precautions are taken to prevent that danger.

Connections

10. Where necessary to prevent danger, every joint and connection in a system shall be mechanically and electrically suitable for use.

Means for protecting from excess of current

11. Efficient means, suitably located, shall be provided for protecting from excess of current every part of a system as may be necessary to prevent danger.

Means for cutting off the supply and for isolation

12.—(1) Subject to paragraph (3), where necessary to prevent danger, suitable means (including, where appropriate, methods of identifying circuits) shall be available for—

- (a) cutting off the supply of electrical energy to any electrical equipment; and
- (b) the isolation of any electrical equipment.

(2) In paragraph (1), “isolation” means the disconnection and separation of the electrical equipment from every source of electrical energy in such a way that this disconnection and separation is secure.

(3) Paragraph (1) shall not apply to electrical equipment which is itself a source of electrical energy but, in such a case as is necessary, precautions shall be taken to prevent, so far as is reasonably practicable, danger.

Precautions for work on equipment made dead

13. Adequate precautions shall be taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work if danger may thereby arise.

Work on or near live conductors

14. No person shall be engaged in any work activity on or so near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless—

- (a) it is unreasonable in all the circumstances for it to be dead; and

- (b) it is reasonable in all the circumstances for him to be at work on or near it while it is live; and
- (c) Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

Working space, access and lighting

15. For the purposes of enabling injury to be prevented, adequate working space, adequate means of access, and adequate lighting shall be provided at all electrical equipment on which or near which work is being done in circumstances which may give rise to danger.

Persons to be competent to prevent danger and injury

16. No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.

Health and Safety at Work etc. Act 1974

There are two sections of the Health and Safety at Work etc. Act 1974 relevant to this context:

Section 2 (1)

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”

This is supported by specific reference to maintaining the workplace in a condition such that it is safe, and does not put employees at risk.

Section 3 (1)

“It shall be the duty of every employer to conduct his undertaking in such a way so as to ensure, so far as reasonably practicable, that person not in his employment who may be affected thereby, are not thereby exposed to risks to their health or safety”.

This can be interpreted to mean, the organisation shall (as far as is reasonably practicable) ensure its housing stock (its business activity) does not cause harm to its tenants (non-employees).

Section 3 (1) is clearly a very broad duty and is a section increasing in use in prosecutions.

The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 were introduced to reinforce the Health and Safety Act 1974. They explicitly outline what employers are required to do to manage

health and safety and apply to every work activity. The regulations place a set of duties on employers and employees to maintain a safe and healthy workplace.

Employer duties – risk assessment

The main duty placed on employers by the Management of Health and Safety at Work Regulations is to undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity. Employers with five or more employees must record any significant findings.

Separate risk assessments should be conducted for young people (under the age of 18) – taking their inexperience and immaturity into consideration – and new and expectant mothers.

As a result of conducting a risk assessment, employers must then make arrangements for implementing health and safety measures to control the hazards identified by the risk assessment. The General Principles of Prevention, also known as the Hierarchy of Risk Control, should be applied.

Where the risk assessment has identified that health surveillance of an employee is needed, it is necessary for a system of regular checks to be carried out. These are used to detect ill-health due to working conditions such as noise, vibration, solvents or dust early to prevent severe damage or deterioration caused by the workplace.

Finally, the risk assessment should determine the procedures required to manage serious and imminent danger. For example an evacuation procedure in the event of a fire or other emergency situations. It also needs to advise how and when an employee should contact the emergency services.

Employer duties – general

Employers are required to appoint at least one competent person (preferably from within the organisation) to oversee, supervise and assist in all matters of health and safety and complying with legislation.

Employees must be provided with all necessary safety information in an understandable format. Similar appropriate health and safety information also needs to be provided to temporary and non-employees (e.g. contractors).

Adequate health and safety training must be received by every employee. In addition, workers should not be given tasks beyond their competence or physical capabilities.

Where employers are sharing premises with another employer, it is necessary for the employers to co-operate and co-ordinate health and safety activities. Information from risk assessments – and the resulting preventative measures – must be exchanged between employers.

Employee duties

Although the regulations are largely aimed at employers, they do stipulate certain duties for employees:

- Report any health and safety shortcomings

- Report dangerous situations as well as actual incidents and accidents
- Use equipment in accordance with training and instruction
- Take reasonable care of their own health and safety and the safety of anyone affected by their work

These duties supplement and support the employee's duties under section 7 of the Health and Safety at Work Act.