



PLYMOUTH COMMUNITY HOMES ELECTRICAL SAFETY POLICY

Version:	1
Lead Directorate:	Homes and Communities
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1. Purpose

1.1 The purpose of this policy is to outline Plymouth Community Homes' (PCH) approach to managing Electrical Safety in properties under the organisation's management and control. This policy provides a framework within which electrical safety will be managed and sets out key roles and responsibilities for delivery of this policy.

1.2 The Electrical Safety Management Plan (ESMP) will provide PCHs' operational approach to managing electrical safety including monitoring and accountability and electrical safety access procedures and emergency protocols.

1.3 The operational procedures in the ESMP set out how PCH will meet the statutory obligation outlined in this policy, and therefore the ESMP is enforceable through this policy.

2. Introduction

2.1 PCH recognises that it has a duty of care towards employees, residents, contractors, visitors, and others who may be at risk from hazards arising from electrical installations in premises managed and controlled by the organisation.

2.2 This policy supports PCH to ensure that our obligations as a landlord, tenant management organisation and employer are being met, and seeks to provide assurance that risks associated with electrical installation are appropriately managed.

3. Policy Statement

3.1 PCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from electrical installations exists in PCH owned and managed properties. PCH accepts that it is the legal Duty Holder for its premises, and has a responsibility to protect its residents, employees, those who work in PCH premises and others from risks arising from electrical installations.

3.2 The Regulator of Social Housing and Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of residents in their homes, including electrical safety management.

3.3 To meet our statutory duties in relation to Electrical Safety Management PCH will comply with our duties under Health and Safety at Work etc. Act 1974 and Requirements for Electrical Installations - BS 7671 IET Wiring Regulations 18th Edition. To comply with the duties in these regulations PCH will:

- Ensure all planned and re-active works is carried out to approved standards in line with the Electrical Work Regulations 1989 and BS 7671: 2018 (as amended).
- Ensure that all planned and re-active electrical work is carried out by a suitable qualified and skilled person.

- Ensure that an Electrical Installation Condition Report (EICR) is carried out every 5 years. Domestic properties and commercial properties will also receive a new EICR when there is a change in occupancy.
- Ensure that an annual EICR is carried out on laundries.
- Ensure that detailed records are kept and administered for all electrical inspections.
- Ensure that all non-domestic electrical appliances are serviced and maintained in accordance with the manufacturers' requirements and with the relevant legislation.
- Portable appliances are the responsibility of the nominated duty holder of each area. Duty holders for this purpose includes as an example Office manager, supervisors etc.
- Ensuring equipment provided by PCH are safe and in good working order by testing office and communal equipment as per risk assessments.
- Ensure at least one smoke alarm is equipped on each storey of properties where there is a room used as living accommodation on existing stock as a minimum. Where feasible, PCH properties will be fitted with fire detection and fire alarm systems in accordance with the recommendations outlined in the British Standard BS 5839 6 or the standard relevant at the time of installation.
- All new developments and properties being refurbished will be fitted with fire detection and fire alarm systems in accordance with the recommendations outlined in the British Standard BS 5839 6 relevant at the time of installation.
- Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).
- Develop access procedures which support the implementation of this policy.

4. Related Documents

- Electricity at Work Regulations 1989 (HSR 25)
- Health & Safety at Work etc. Act 1974
- Housing Act 2004
- Landlord & Tenant Act 1985
- The Electrical Equipment (Safety) Regulations 1994
- Regulatory Reform (Fire Safety) Order 2005
- BS 7671 2018 (IET Wiring Regulations) 18th Edition (as amended)
- Part P Building Regulations (England and Wales)
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

5. Scope of Policy

5.1 This policy applies to all PCH staff, contractors, and others carrying out works in PCH premises.

5.2 This policy applies to all buildings owned or occupied by PCH or its subsidiary companies. This includes the following location: -

- Rented properties.
- Communal areas.
- Offices, commercial lets, and storage facilities.

5.3 Leaseholders are responsible for electrical installations within their properties as outlined in the terms of the lease agreements. PCH will remind leaseholders of their obligations in writing annually.

5.4 We will undertake consultation as required with ‘variable service charge payers’, such as Leaseholders, on a works or contract specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

6. Roles and Responsibilities

6.1 Board Members

The Board has the overall governance responsibility for ensuring that PCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Establishing key H&S policies.
- Awareness of risks and risk controls in place.
- Agree performance targets and a performance monitoring framework.
- Ensuring availability of adequate resources and competencies for delivering policy commitments.
- Ensuring appropriate reporting and auditing activity.
- Hearing the voice of residents.

6.2 Under this policy, PCH has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors.

6.3 Duty Holder

Duty Holder	Chief Executive
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The Chief Executive has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the risk posed by electrical installations.

6.4 Policy Management and Assurance

Responsible Person	Position:	Executive Director of Homes and Communities
	Responsibilities:	<p>Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met.</p> <p>To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties</p>
Deputy Responsible Person	Position:	Head of Repairs, Voids and Compliance
	Responsibilities:	<p>Ensuring the Electrical Safety Management Plan is implemented, relevant, current, and practical.</p> <p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports to the Board as part of the monitoring framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.</p>
Appointed Competent Person:	Position(s):	Snr Compliance Manager and M&E Manager
	Responsibilities:	<p>Administer associated contracts and act as the first point of contact for electrical safety and policy related queries.</p> <p>Ensure effective management of PCH electrical safety programmes.</p> <p>Ensure that electrical safety information is available for relevant persons.</p> <p>Liaising between the employees, contractors, and residents about matters pertaining to electrical safety for locations within the scope of this policy.</p>

7. Equality, Inclusion and Diversity Statement

7.1 PCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise we have a duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff to

share these values and treat all residents with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

7.2 PCH will apply a zero-tolerance response to acts of discrimination.

7.3 PCH recognises that residents have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.

7.4 PCH it meets its duties under the Equality Act 2010 to take into account the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity
- Foster good relations between different parts of the community

7.5 All contractors employed by PCH or carrying out works on PCH or managed premises are required to adhere to the commitments we have made to valuing and promoting equality and diversity and inclusion across our services.

8. Communication

8.1 PCH will ensure that appropriate Electrical Safety information is provided to relevant persons on our website and upon request.

8.2 PCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

8.3 PCH will promote awareness of the risks from electrical installations through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

8.4 To ensure that appropriate and suitable training is provide to staff, PCH will carry out training needs where appropriate.

8.5 PCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with out contractors delivering services.

8.6 PCH will ensure that any relevant tenant information is handed to the operatives / contractors carrying out any works within the premises to ensure their safety.

Document Control – Change History

Version	Date	Created/Amended By	Purpose
1	April 2024	Head of Repairs, Voids and compliance	Policy to outline PCH's approach to managing electrical safety in properties under the organisation's management.