

# Electrical Safety policy

## 2017 – 2020

Policy Owner		Policy Manager	
Asset Maintenance Manager		Facilities Co-ordinator (Electrical)	
Next Review Date			
December 2019			

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## 1 Purpose of the Electrical Safety Policy

This policy sets out:

The purpose for which it will be used
The line management responsibility
River Clyde Homes Statement of intent
How River Clyde Homes will review the policy

The purpose of this policy is to ensure River Clyde Homes (RCH) fully complies with the requirements set out in the electrical installation regulations 18<sup>th</sup> edition of the IEE Wiring Regulations BS7671:2018 and the Health and Safety at Work Act 1974.

The main aim of River Clyde Homes electrical safety policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) within properties owned, leased and factored by River Clyde Homes.

River Clyde Homes recognises its responsibility to comply with the current legislation and implement a plan for all installations within properties owned and managed by RCH. These installations will be installed, maintained and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death. We are committed to ensure our tenants' homes remain safe and fit for purpose.

- RCH Electrical Safety Policy:

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Operation of the Policy ensures RCH meets its legal requirements in the management of electrical installations. The principle legislation and guidance in this area is as follows:

The Management of Health & Safety at Work Regulations 1999
18 <sup>th</sup> Edition of the IEE Wiring Regulations BS7671:2018
The Provision and Use of Work Equipment Regulations 1998
The Health & Safety at Work Act 1974
Electricity at Work Regulations 1989
Workplace(Health, Safety and Welfare) Regulations 1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
HSG85 (Third edition, 2013) Electricity at work (Safe working practices)
HSG107 3 <sup>rd</sup> Edition- Maintaining portable electrical equipment

## 2 Line management responsibilities

River Clyde Homes is a housing association. It is considered to be a duty holder under the 18<sup>th</sup> edition of the IEE wiring regulations BS7671:2018 and the Chief Executive is responsible for undertaking or delegating the duties under these regulations.

Directors are responsible, as far as is reasonably practicable for ensuring the health and safety and welfare at work of all employees in their respective departments. In particular where they are responsible for staff or operatives who may be required to deal with electrical safety they will:

- Ensure that adequate resources are made available to ensure suitable arrangements for the management of Electrical Safety.
- Ensure appropriate training, information and instruction is provided for relevant staff and operatives in the form of training courses, seminars, information leaflets and booklets and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to Electrical Safety is not available within the Department, suitable arrangements are in place to obtain any necessary information as required.
- RCH will appoint a suitable qualified person to set up and manage an Electrical Safety Management System.
- The system will allow RCH's competent person to keep an accurate log of all electrical appliances within the association's assets, service records, and contractor monitoring arrangements, electrical incidents and other issues as required. The competent person will be provided with appropriate training to carry out their duties effectively.
- Processes are in place for monitoring the day to day implementation of operational procedures related to this policy.
- Processes are in place for resolving all performances issues.
- Ensure that RCH complies with the Electrical Safety Policy.

### 3 Statement of Intent

River Clyde Homes has a duty of care to ensure all tenants, staff and others can use their buildings and facilities safely. This extends to taking all reasonable steps to mitigate any risks associated with electrical installations and appliances in all River Clyde Homes properties.

To comply with its legal duties RCH will provide clear responsibility for the management of electrical safety by:

- Ensuring adequate resources are available to ensure suitable arrangements for the management of Electrical Safety.
- Ensuring appropriate training, information and instruction is provided for appropriate staff.
- Ensuring where specialist technical expertise in relation to Electrical Safety is not available within the directorate, suitable arrangements are in place to obtain any necessary information as required.
- Undertaking electrical testing and inspection of RCH properties to ensure that suitable management procedures are implemented for the management of Electrical Safety.
- Liaising with suitable consultants to ensure that suitable management arrangements are in place for the monitoring of RCH properties.

- Liaising with other RCH departments to identify voids and other programmed properties that require to be tested and inspected.
- Ensuring all RCH Electrical staff are suitably qualified for their role with respect to Regulations, testing and inspection.
- Ensuring that all records are completed in accordance with Electrical regulations and Codes of practice.
- Ensure lightning protection systems are adequately maintained.

#### 4 Policy and how it will be reviewed

River Clyde Homes will ensure a comprehensive Electrical Safety Management system is in place and maintained. This includes safe working electrical procedures for testing in all River Clyde Homes properties including but not limited to electrical installation condition reports, emergency lighting testing and portable appliance testing (PAT).

Electrical equipment will be selected to ensure it is suitable for its intended use and will carry a CE (or equivalent standard) mark.

These measures will ensure compliance with all current legislation relating to Electricity.

The Asset Maintenance Manager is responsible for ensuring the effectiveness of the Electrical Safety Management Plan and will ensure it is maintained and current.

The Policy will be reviewed annually and updated, and approved by the Performance and Service committee every 3 years, or sooner in light of any new legislation or regulation change impacting on electrical safety or through any issues requiring alteration from RCH system audits.

## 5 Access and Communication

RCH is committed to ensuring that our services are accessible to everyone. RCH will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

In accordance with the tenancy agreement, rights of access must be given at all times to any works being carried out in relation to compliance.

## 6 Equality, Diversity and Human Rights

RCH is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Gender Re-assignment, Sexual Orientation, maternity, pregnancy, marital status and Religion and/or Belief.



RCH will also ensure that all services and actions are delivered within the context of current Human Rights legislation. Staff and others with whom RCH works will adhere to the central principles of the Human Rights Act (1998).

This Policy should be read in conjunction with:

River Clyde Homes Health and Safety Policy- Revision 1

## 7 Complaints

Any complaints in regard to Electrical Safety will be dealt with in line with the RCH Complaints Policy. Complaints can be submitted:

**Online:**

[www.riverclydehomes.org.uk](http://www.riverclydehomes.org.uk)

**Mail:**

102-112 Roxburgh Street,  
Greenock,  
PA15 4JT

**E-mail:**

[customerexperience@riverclydehomes.org.uk](mailto:customerexperience@riverclydehomes.org.uk)

**Telephone:**

0800 013 2196

## 8 Implementation

Customer Experience staff will receive training to ensure awareness of the RCH Electrical Safety Policy to be able to direct any customer enquiries they may receive.

The Executive Director Property Services has ultimate responsibility for the operation and effective implementation of the policy and for ensuring it is reviewed in line with the schedule outlined below in Section 4.

## 9 Consultation

River Clyde Homes Health and Safety team have been consulted in the development of this Policy.

## 10 Approval, formulation and review of policy

Responsible committee for approving and monitoring implementation of the Policy and any amendments to it	P&S Committee
Responsible person for formulating Policy and reporting to committee on its effective implementation	RCH – Executive Director
Responsible person for formulating, reviewing and monitoring implementation of procedures	RCH – Head of Asset Planning & Development

## 11 Amendment Log

Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
12/12/2017	Major Change Review	See section 9	Not applicable
23/1/2019	<b>REGULATIONS CHANGE FROM 1/1/2019 17<sup>TH</sup> EDITION HAS BEEN REPLACED BY 18<sup>TH</sup> EDITION.</b>		