

Electrical Safety at Work Policy

1.0 SCOPE

Purpose

- 1.1. This document sets out whg's policy towards ensuring the health and safety of all colleagues, customers, residents and members of the public that may be at risk from work activities involving electricity and to ensure compliance with the relevant legislation.

Legal and regulatory framework

- 1.2. whg's legal responsibility regarding electrical safety is laid out in the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Electricity at Work Regulations 1989. Compliance with the Regulations requires whg to provide proof that electrical systems are safe through proper inspection, testing and maintenance by appropriately qualified, electrically skilled individuals including the creation and maintenance of records and qualified supervision.
- 1.3. whg will adhere to Section 1.2 of the Regulator of Social Housing's Housing standard which states:
'Registered Providers shall meet all applicable statutory requirements that provide for health and safety of the occupants in their homes'.

2.0 POLICY STATEMENT

Working Practises

- 2.1. Electrical equipment is a common part of working practice in whg. However, working on, near, or with electrical equipment, appliances and installations without taking proper precautions can lead to the damage of property and equipment, serious injury and/ or death. whg recognises its responsibility to install, service and maintain electrical equipment, appliances and installations to appropriate standards and to inspect them at regular intervals to minimise the risk they pose.

- 2.2. whg will provide information, instruction, equipment and training for all relevant colleagues to enable them to carry out their duties without putting either their or others health and safety at risk. An in-house technical team who carry out electrical works are trained to the level required to be defined as electrically skilled and instructed in accordance with the BS7671 IET wiring regulations. From this point on, 'appropriately qualified' will refer to persons who meet these criteria.
- 2.3. To minimise the risk of damage, injury or death, whg has a management plan that requires:
 - that all electrical installations, appliances and equipment is installed in accordance with the BS7671 Institute of Engineering and Technology (IET) Wiring Regulations.
 - fixed electrical installations to be maintained in a safe condition by carrying out routine visual inspections and periodic electrical safety testing.
 - That any equipment, appliance or installation that is discovered to be faulty should be immediately reported and repairs carried out only by those authorised and qualified to do so.
 - Personal protective equipment is not to be routinely used in the place of other risk reduction strategies. However, where necessary, whg will provide suitable equipment and ensure it is maintained in a good condition.
 - Portable and transportable electrical equipment must have regular inspections by a qualified contractor or qualified person and must be inspected visually by the user before each use.
 - Where portable and transportable equipment is used outside it should preferably be battery operated. If this is not possible, it should be rated 110 volts or supplied by a 30mA residual current device (RCD). The use of long extension cables should be avoided where possible.
 - Portable appliances and any other in service electrical ancillary equipment will be formally inspected and tested periodically by an appropriately qualified person.
 - The wiring in temporary installations must be designed, installed and tested to ensure it is as safe as that in a permanent installation and should be replaced by a permanent one as soon as possible.
 - In the event of being notified about an electrical emergency whg will follow our emergency electrical procedures, which may require us to immediately call the Midland Electrical Network Providers emergency number who will attend to make safe as required in conjunction with whg electrical engineers. We will ensure customers remain safe.

Safe Systems of Work

- 2.4. Only appropriately qualified colleagues are authorised to work on certain types of electrical equipment, appliances and on low voltage installations:
 - Up to 1000 volts a.c. between live conductors.

- Up to 600 volts a.c. between live conductors and earth.

2.5. All electrical equipment, appliances and installations must be switched off, isolated and secured. whg colleagues are not authorised to carry out work on systems that fall outside of the above categories.

3.0 PERFORMANCE MEASURES

- 3.1. Serious incidents will be reported to the Health and Safety Executive (HSE) in line with RIDDOR Regulations 2013 and to the next meeting of whg Board.
- 3.2. All Incidents including near misses will be reported via the SHE Health and Safety portal. General health and safety data such as accident statistics, training records and lessons learnt will also be discussed and monitored by the Health and Safety Committee.
- 3.3. We will regularly monitor, audit and report our Electrical performance in line with our performance and risk management frameworks.

4.0 TRAINING AND DISSEMINATION

- 4.1. To ensure compliance and quality, all electrical trade and supervisory colleagues will receive training and information on the Policy. The training will be provided through the following formats:
 - How the policy connects with BS7671 Wiring Regulations. This will be done through team briefs and internal communications.
 - Communicate relevant and new Housing Regulatory information and standards through emails, Repair Team Leader (RTL) meetings and electrical team briefs.
 - A copy of the policy will be provided to all electrical trade colleagues to ensure the policy has been understood. Colleague understanding of the policy will be verified through the on site quality control procedure carried out by the electrical RTL's.

5.0 MONITOR AND REVIEW

- 5.1 This Policy will be monitored by the Director of Home Maintenance Services and reviewed every three years by the Policy Group.

6.0 ASSOCIATED DOCUMENTS, POLICIES AND PROCEDURES

- 6.1 Documents, policies and procedures associated with this Policy are:
 - Electrical Condition Report (ECR) procedure
 - QC processes and method statements

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- whg Electricity at Work Procedure
- Fixed Wiring Periodic Inspection Process
- Emergency Electrical Procedure
- BS7671 IET Wiring Regulations

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