

## ELECTRICAL MANAGEMENT STANDARD



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## 1. INTRODUCTION

Cornwall Housing (CHL) accepts responsibility to provide for safety, health and welfare of its employees and others who may be affected by its undertaking as far as reasonably practicable. The department also accepts its responsibilities to ensure, where possible, its activities have no detrimental effect on the environment.

This document needs to be read in conjunction with CHL Corporate Health and Safety Policy and relevant Codes of Practices and Risk Assessments.

The Electricity at Work Regulations 1989 were introduced to protect against the risk of death or injury from electricity in all work activities. In order to comply with the Regulations work should not normally be undertaken on live systems and special precautions must be taken where a system cannot be isolated to prevent danger.

The Regulations apply to all electrical systems, not just mains electricity and cover work near electrical equipment.

It is essential that any person engaged in any work on an electrical system where technical knowledge or experience is necessary to prevent danger or injury has sufficient technical knowledge, skills & experience.

All electrical work carried out within CHL controlled premises shall comply with the current edition of BS7671 (*IEE wiring Regulations*), Part P of the Building Regulations and any other current legislation, standards & guidance plus the CHL electrotechnical specification.

The Mechanical, Electrical & Water Hygiene Manager will review this performance standard annually.

Further advice or guidance on the contents of this management standard can be provided by the wider mechanical and electrical team.



## 2. PERFORMANCE STANDARD STATEMENT

All reasonable and practicable steps shall be taken to secure the health and safety of employees, contractors and tenants in relation to reducing the risk posed by electricity, as described in The Electricity at Work Regulations 1989 and other relevant legislation.

All new installation, modification and remedial works will be completed in accordance with CHL electrical installation specification and comply to the current of BS 7671 and other relevant legislation, standards & guidance.

CHL is committed to a rolling 5 year programme of undertaking Domestic Electrical Condition checks and 5 year electrical testing for communal areas. At this time the electrical installation will require a satisfactory test certificate as with the requirements of BS 7671 or other relevant legislation or regulations. Code 3 work shall be completed on electrical refurbishments or at CHL's discretion.

CHL will arrange day-to-day repairs on electrical installations in accordance with the right to repair legislation and the relevant electrical legislation and regulations.

The implementation of this performance standard requires the total co-operation of all members of management, staff, and tenants as well as any contractors hired to carry out work involving electrical equipment.

## 3. LEGISLATION, REGULATION AND GUIDANCE

### 3.1 Health & Safety at Work Act (HSAWA)

Sections 2, 3 and 4 of the Health and Safety at Work Act 1974 place duties on employers to ensure the welfare of employees and non-employees, so far as reasonably practicable and to ensure that any premise, plant and machinery does not endanger the people using them.

### 3.2 Regulations

- Electricity at work regulations 1989  
This regulation provides a technical and legal framework requiring that precautions are taken to safeguard against the risk of death or injury from electricity through work.



- The Management of Health and Safety at Work Regulations 1999  
The management regulations account for placing explicit requirements on employers in what they have to do to manage health and safety under the health and safety at work act.
- Provision and Use of Work Equipment Regulations 1998  
PUWER requires that work equipment is fit for the intended purpose and is in a safe condition and regularly inspected.
- BS 7671 Requirements for electrical installations  
Are non-statutory regulations which relate to the design, selection, erection, inspection and testing of electrical installations. The code of practise is widely recognised and compliance with the standard is likely to achieve adherence to the Electricity at Work Regulations 1989.

### 3.3 Guidance Documents

- IET On Site Guide  
Provides guidance and expands on the installation requirements to achieve compliance in BS 7671.
- IET Guidance note 3  
Provides further guidance on inspection and testing activities prescribed in BS 7671.

### 3.4 Manufacturer's Installation and Servicing Instructions (MIS)

Products and equipment on the market in the UK shall comply with the requirements of The Electrical Equipment (Safety) Regulations 2016 and carry associated 'CE' marking as a declaration of conformity. At all times installers shall comply with the requirements of any manufacturer's instructions and specifications for compliance installation and safe ongoing operation, background and purpose.

## 4. RESPONSIBILITIES

CHL is responsible for ensuring that all electrical installations are maintained in a safe condition.

The following positions within the organisation fulfil the organisational requirements of the regulations, standards and guidance allowing CHL to provide ongoing building safety and compliance.



The Mechanical, Electrical & Water Hygiene Manager is responsible for ensuring Gas & heating Safety is maintained throughout CHL HRA managed portfolio.

## Mechanical Supervisors

- Ensure property and appliance lists are maintained and updated.
- Undertake quality-control inspections of electrical operatives.
- Review and maintain register of all contractor operatives and competencies.
- Investigate electrical-safety issues and provide technical advice as required.
- Manage rewires and/or significant works such as consumer replacement.
- Manage and supervise contractors delivering compliance/installation works.
- Provide technical advice as required.
- Provide industry training requirements to the people and HR team.
- Review electrical accreditations of contract operatives.
- Review returns from the document checking software 'TCW' / Morgan Lambert ensuring any actions are addressed with the approved contractor.

## No Access Team

- Schedule appointments for the 'Electrical Installation Condition Report' (EICR) to ensure compliance with associated regulation, standards and guidance.
- Manage access issues and provide robust evidence with clear audit trails to allow for possible legal action.
- Liaise with the appointed contractor to plan and undertake a rolling programme of EICR's
- Work with tenants and housing and legal teams to complete EICR's before the anniversary.

## Building Safety Team

- Liaise with the appointed contractor to fulfil the programme of EICR's and wider installation programmes.
- Liaise with Void and Allocations teams to refer electrical safety checks to the appointed contractor in a timely manner that ensures void turn-around times are kept to a minimum.
- Complete suitable and sufficient actions associated to procedures and/or work instructions to deliver a compliant electrical inspection & testing programme.



If specialist equipment is being installed which requires future maintenance, the ordering officer must ensure that there is sufficient budget and resources available to facilitate these works.

Any person requesting or undertaking electrical works must ensure that ...

- Competent persons undertake any work.
- All works comply with Electricity at Work Regulations 1989
- All works comply BS7671 (IEE wiring regulations)
- Works in Special locations comply with Part P of the Building Regulations.
- All completed works must be tested, inspected and certified.
- All certificates accepted on behalf of Cornwall Housing must be correct.
- All works comply with the relevant Housing Service's specification.
- All works on Specialist Electrical Equipment conform to the relevant British/European Standards and/or relevant regulations.
- Any officer granting permission to a tenant allowing work on the electrical installation must ensure that the work is undertaken by *skilled person, registered with an electrical self-certification scheme authorised by the Secretary of State, all works comply with the 'Alterations to Homes' policy and that all works are tested, inspected and certified. Copies of the completed certificates must be placed on the tenancy files.*

## 4.1 Definition of a Skilled Person (Electrical)

A skilled person (Electrical) in accordance with BS7671 must have such technical knowledge or experience as is required to work safely without risk to themselves or others, defined as:

- Adequate knowledge of electricity.
- Adequate experience of electrical work.
- Adequate understanding of electrical installations.
- Adequately trained to undertake electrical related works.
- An understanding of the hazards which may arise during the work and the precautions which need to be taken to deal with them.
- Knowledge of the current electrical standards necessary for the work in hand and other relevant legislation.
- Must be physically able to undertake the works required of them.



***Person who possesses, as appropriate to the nature of the Electrical work to be undertaken, adequate education, training and practical skills and who is able to perceive risks and avoid hazards which electricity can create. This can in some cases be substantiated by completion of C&G 2391 and AM2 or equivalent.***

## 4.2 Supervision, Training and Information

CHL's Mechanical, Electrical & Water Hygiene Manager and Supervisors, manage the contractual day-to-day delivery of the electrical inspection/testing & servicing compliance programme.

EICR's and associated remedial actions are supervised by the mechanical team at CHL with a close working relationship with contract supervisors.

Weekly mechanical meetings are held between the primary compliance provider and CHL to review performance KPI's and discuss issues and opportunities for improvement.

The CHL supervisory team receive regular updates from manufacturers on products and associated training on service and installation.

## 5. PERMISSIONS

CHL acknowledges that residents may wish to make alterations and improvements to their homes.

The alterations to homes policy sets out the requirements and what is included and what is not permitted.

Link to Policy : [Alterations to Homes Policy.docx](#)

## 6. SELECTION OF CONTRACTORS

Officers issuing electrical works to contractors or sub-contractors must ensure compliance with CHL standing orders and financial regulations.

All contractors must be on the Authority's approved list of contractors.

All operatives working on electrical installations must be a minimum of a Joint Industries Board registered electrician or have comparable qualifications or experience to demonstrate competency.



The officer must also ensure that all works are undertaken by a National Council for Electrical Installation Contractors (NICEIC) approved contractor or other equivalent competent person scheme body.

The ordering officer must take all reasonably practical steps to ensure that the contractor complies with health and safety legislation as well as specialist electrical regulations and this document.

## 7. DELEGATED AUTHORITY

A Statutory Duty Holder must be appointed in writing; this is normally a Chief Executive or person with sufficient authority and budgetary control to ensure that maintaining electrical systems remains a key corporate priority for CHL.

## 8. LIVE WORKING

There shall be no live working on electrical installations within CHL controlled premises.

Supplies will be isolated in accordance with Regulation 12 of the Electricity at Work Regulations. Appropriate safe systems of work must be compiled and adhered to including a 'Permit to Work' arrangement, where required.

## 9. PART OF THE BUILDING REGULATIONS

The ordering officer must ensure compliance with Part P of the Building Regulations and that copies of Part P notification are placed on the tenancy files, if applicable.

## 10. INSPECTION, TESTING AND CERTIFICATION

All electrical works must be inspected, tested and certified.

All inspection, testing and certification must comply with the current edition BS 7671 as described in the latest edition of I.E.E. Guidance Note 3 'Inspection & Testing'.

Copies of all electrical certificates must be kept on tenancy files.



## 10.1 Frequency of Periodic Inspection, Testing and Certification

As described in table 3.2 of in the latest edition of I.E.E. Guidance note 3 'Inspection & Testing' domestic properties should be periodically tested every 5 years, or when there is a change of occupancy.

All reasonably practicable steps will be taken to gain access to test a property. If it is not possible to gain access, then Housing Services will seek to take possession of a property as the tenant has failed to comply with the current tenancy agreement.

## 10.2 Mutual Exchanges

A full periodic inspection will be undertaken prior to the housing officer approving the mutual exchange.

A further visual inspection of the installation will be undertaken upon completion of the transfer.

## 10.3 Void Properties

A full inspection and associated remedial actions to gain a satisfactory EICR certificate shall be completed at the void stage before the new tenant moves into the property.

## 10.4 Blocks & Communal Areas

Full periodic inspections to communal electrical installations shall be completed at five year intervals on landlords supplies and where applicable lighting circuits. All associated C1&C2 rectification shall be completed to gain a satisfactory test certificate.

## 10.5 Portable Appliance Testing

All portable electrical equipment in communal blocks and corporate offices shall be tested in accordance with the suggested frequencies in Table 1 of the IET Code of Practice for in-service Inspection and Testing of Electrical Equipment.

Records shall be maintained by the building safety team and the contract delivery supervised by the Mechanical & Electrical Supervisors.



## 10.6 Specialist Electrical Equipment

All specialist electrical equipment must be designed, installed, maintained and certified in accordance the relevant specific regulations or legislation.

Specialist electrical equipment includes fire alarms, emergency lighting, CCTV, submersible pumps and passenger lifts.

## 11. DISTRIBUTION BOARDS

Any distribution board that requires replacing must be replaced, as described in CHL electrical specification.

## 12. ACCESS

In line with the five year service intervals identified in Guidance Note 3 contractors working on behalf of CHL to undertake periodic inspection and testing activities shall make sufficient arrangements to ensure that all reasonable attempts have been made to gain access to the property at least 60 days before the cyclical expiry of the previous EICR. The access attempts required shall as a minimum follow the below format.

- Appointment letter 1
- No access card 1 (where applicable)
- Appointment letter 2
- No access card 2 (where applicable)

When access has not been granted the No Access Officers (NAO) shall follow the No-Access process for gaining entry. NAO work closely with customers, legal teams, Housing Officers, external agencies, charities and relatives. Records and photographs of attempted visits are held as evidence to assist in any potential criminal or civil action.

## 13. HARD WIRED SMOKE DETECTORS

CHL are committed to fitting hard-wired smoke detectors in accordance with the relevant British/European Standards, as part of the 5-year testing programme or where properties are being completely refurbished. The CHL electrotechnical specification makes further provision for types and locations, installation standards.



## 13.1 Hard Wired Smoke Detector Maintenance

CHL will take all reasonably practicable steps to undertake an annual maintenance check on all smoke detectors. This shall be completed whilst overarching services take place such as the annual landlords gas safety check or heating appliance servicing. The appointed contractor shall record the findings and make CHL aware of any deficiencies or issues.

## 14. ACCESS CONTROL SYSTEMS

Access control systems shall be maintained in accordance with the respective manufacturers recommendations and reactive repairs completed on a priority basis where identified by a customer call to the contact centre, colleague site visits, planned maintenance inspections, fire risk assessments

## 15. COMMUNAL TV AERIALS

The department will be responsible for providing Communal TV aerials for multi-occupancy blocks. The association will only provide an aerial outlet point. The provision of 'digi boxes' will be tenants responsibility.

It is the tenant's responsibility to provide TV aerials in all non- multi occupancy buildings.

## 16. QUALITY INSPECTIONS

Electrical Mechanical Supervisors inspect the quality of electrical work carried out by contractors working within CHL domestic premises, this includes:

- 100% of all rewires,
- Targeted inspection of significant works including consumer replacement
- targeted inspections of Inspection and testing work

Information and documentation generated by the above inspection regime is also held on the building safety sharepoint site

External contractors Morgan Lambert currently complete 100% EICR checks manually however CHL is currently moving to TCW a document checking software.

The above measures provide assurance that work carried out is to the correct standards, guidance, policy, process and CHL specification.



## 17. PROCEDURE FOR STORAGE AND RETRIEVAL OF ELECTRICAL CERTIFICATION

The EICR's EIC's & Minor Works Certification associated to electrical works completed in CHL homes require landlords to retain electrical compliance documentation to demonstrate compliance to current standards and guidance.

All associated records shall be retained for a further five years once superseded by a subsequent safety check or installation giving due diligence to the requirements of the General Data Protection Regulations.

Certification shall be loaded onto the CHL document retention system Docuware for further organisational access.

## 18. PRODUCTS, MATERIALS AND EQUIPMENT

All materials and products used in or on CHL properties must comply with the relevant British Standard. Electrical engineers and contractors working on behalf of CHL must ensure the products and materials used are of the correct type and appropriate standard. Substitutions or alternatives shall not be made without the prior agreement of CHL. The CHL electrotechnical specification referenced manufacturers, products, materials and equipment shall be used where stipulated.

Electronic test equipment used to record safety-critical readings must have a valid certificate of calibration. The equipment must be of the correct type, fit for purpose and comply with the requirements of the relevant British Standard. Any work undertaken using equipment that does not have a valid certificate of calibration will be considered as unreliable and will therefore require repeating.

## 19. REVIEW

This Electrical Management Standard shall be reviewed - as a minimum - on an annual basis or if circumstances dictate, for example after a change of regulation, policy, related procedure, ACOP, British standard, industry guidance or following an electrical safety incident or significant near-miss.



## DIVERSITY AND INCLUSION

CHL are committed to treating all people with fairness and respect. CHL aim to create an inclusive environment where people are treated with dignity, inequalities are challenged, and CHL anticipate and respond positively to different needs and circumstances to enable individuals to achieve their potential and foster good relations within the communities CHL serve. CHL want to be recognised as an organisation delivering fair, inclusive, accessible services and an employer and partner of choice.

When applying this policy, CHL act sensitively towards the diverse needs of individuals and to reduce discrimination and harassment by making reasonable adjustments such as:

- eliminating discrimination – by providing support to those who need it and information in accessible formats and languages on request.
- tailoring the policy to meet both the specific needs of the individual, including those with additional support needs, and the diverse needs of the wider community.
- advancing equality of opportunity – treating all tenants fairly
- fostering good relationships – listening to customers and responding appropriately
- compliant with all aspects of Equality & Diversity legislation, and specifically the Equality Act 2010.



## Contact us:

Email: [info@cornwallhousing.org.uk](mailto:info@cornwallhousing.org.uk)

Telephone: **0300 1234 161**

By letter: **Cornwall Housing, Chy Trevail, Beacon Technology Park, Bodmin, PL31 2FR**

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

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[info@cornwallhousing.org.uk](mailto:info@cornwallhousing.org.uk)

