

Electrical Safety Policy

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Purpose

1. This document details Windrush Alliance UK CIC's policy on the safe management of electrical inspection, servicing and repair work undertaken across their portfolio. It also sets out how they will meet their duties and responsibilities as a Registered Provider (RP) and responsible landlord.
2. Windrush Alliance UK CIC is committed to providing an environment which ensures the health, safety and wellbeing of tenants, employees, and visitors to its properties. Windrush Alliance UK CIC embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.
3. The success of this policy depends on the positive working relationships between the Windrush Alliance UK CIC teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.
4. This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by Windrush Alliance UK CIC.
5. It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

Policy Objectives

6. The objectives of this policy are to:
 - Set out key principles relating to the safe provision, servicing and maintenance of fixed electrical installations and portable appliances
 - Ensure Windrush Alliance UK CIC provides a safe environment for tenants, staff, third parties and any other party visiting or working within any of their properties across their portfolio
 - Provide a platform from which to develop working practices to help ensure risk from delivering electrical related services is minimised

Corporate Responsibilities

7. Windrush Alliance UK CIC has a duty of care to ensure that tenants, employees, and visitors can safely use their buildings and facilities. As a Registered Provider (RP), Windrush Alliance UK CIC are dutybound to meet the requirements set out in the Regulator of Social Housing's (RSH) framework of Consumer Standards,

specifically the Safety and Quality Standard that requires RPs to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

8. Overall and final responsibility for meeting the Safety and Quality Standard and ensuring property compliance is delivered across all relevant properties and buildings is vested in Windrush Alliance UK CIC 's Board Members. As such, the Board will formally approve this policy and review periodically.
9. Board Members have chosen to delegate the operation and facilitation of this policy to the Property Director. It is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed.
10. The Regulator of Social Housing will be informed should any failure to comply with this policy results in a potential breach of the Consumer Standards.

Statutory Responsibilities

11. Windrush Alliance UK CIC specifically acknowledges its responsibilities regarding electrical safety under the Landlord and Tenant Act 1985, the Housing Act 2004, the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016.
12. Under the Health & Safety at Work Act 1974, all employers, and individuals with any measure of control over the business premises are classed as Duty Holders.
13. The wider regulatory framework under which this policy is set can be found in Appendix I.

Policy Detail

14. Windrush Alliance UK CIC will provide for the testing of fixed, portable, and transportable equipment and installations at intervals prescribed by statute and best practice for which it has responsibility.
15. Electrical systems will be repaired, renewed, upgraded, and tested in accordance with industry guidance and manufacturers' recommendations. Typical installations and systems covered include:
 - Domestic electrical installation
 - Communal landlord installations
 - Emergency lighting systems

- Fixed fire alarm installations
- Door entry systems
- Electric heating systems
- Portable equipment owned by Windrush Alliance UK CIC

16. Where any electrical system or equipment is installed, Windrush Alliance UK CIC will ensure it is checked and maintained regularly by a competent person in accordance with the manufacturer's instructions.

Domestic Properties

17. The Landlords and Tenants Act 1985 requires that the electrical installation in a rented property be safe when a tenancy begins and is maintained in a safe condition throughout the tenancy.

18. Windrush Alliance UK CIC will test the fixed electrical installation of all domestic properties in its portfolio as a minimum every 5 years. An Electrical Installation Condition Report (EICR) will be produced and provided by a competent person.

19. Upon re-let of a property or change of tenancy in other circumstances, the property shall receive a visual electrical check.

20. Windrush Alliance UK CIC will work with contractors and tenants to ensure that electrical inspections and any associated remedial works, or repair works in general, are carried out at the required intervals and within required timescales.

21. Windrush Alliance UK CIC will consider individual circumstances and the support needs of tenants residing on their properties when arranging appointments for testing and electrical works.

22. Domestic testing every 5 years is non-negotiable, and Windrush Alliance UK CIC will have a clear escalation policy in obtaining access to complete any necessary testing or electrical work. Windrush Alliance UK CIC will use a variety of approaches to gain access to properties.

Non-Domestic Buildings (including tenanted blocks with common or shared spaces)

23. The Electricity at Work Regulations 1989 places a duty on employers to conduct electrical work safely and minimise foreseeable risks. This includes ensuring electrical equipment has undergone all necessary safety checks before use.

24. Windrush Alliance UK CIC will test the fixed electrical installation of all non-domestic properties in its portfolio as a minimum every 5 years. An Electrical

Installation Condition Report (EICR) will be produced and provided by a competent person.

25. Windrush Alliance UK CIC will work with contractors to ensure that electrical inspections and any associated remedial works, or repair works in general, are carried out at the required intervals and within required timescales.

Portable and Transportable Equipment (PAT Testing)

26. Windrush Alliance UK CIC will ensure that all portable and transportable equipment, for which they have a responsibility, is tested every two years by a competent person.
27. It is the responsibility of the care provider, appointed by the relevant local authority, to ensure that portable and transportable equipment in individual tenant accommodation and shared spaces, that has not been provided by Windrush Alliance UK CIC, is appropriately maintained, and tested in accordance with each care provider's health and safety (or relevant other) policy. Windrush Alliance UK CIC will ensure the care provider or local authority are aware of their responsibilities.
28. Windrush Alliance UK CIC will work with contractors to ensure that PAT Testing and any required follow-up actions, are carried out at the required intervals and within required timescales.

Fire Detection and Emergency Light Installations

29. Windrush Alliance UK CIC will ensure that Fire Detection and Emergency Lighting Installations will be regularly serviced by a suitably qualified approved contractor as set out below:

Servicing Program	Frequency	Guidance
Emergency Lighting	Annually	BS: 5266
Fire Alarm Systems	6-Monthly	BS: 5839

30. Additional information is included in the Fire Safety Policy.

Documentation and Record Keeping

- 31. Windrush Alliance UK CIC will ensure documentation such as EICRs are fully completed and processed in a timely, accurate manner.
- 32. A copy of all relevant documentation from contractors is required when testing or works are completed, including EICRs and Minor Works Certificates.
- 33. Associated documentation relating to electrical works and testing shall be kept and clearly linked to the correct property in the portfolio.
- 34. Certification and any other relevant documentation must be completed in accordance with the associated statutory regulations and available for inspection where required.

Qualifications and Training

- 35. Windrush Alliance UK CIC will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to electrical safety.
- 36. Windrush Alliance UK CIC will ensure that only suitably competent persons undertake electrical works in their buildings and are registered with a recognised trade body, e.g. NICEIC or NAPIT.
- 37. Windrush Alliance UK CIC will ensure all staff undertaking roles within this area of compliance will have the appropriate training and support required for their role.

Performance and Risk Monitoring

- 38. Property compliance risks are recorded on the risk register, which is reviewed quarterly by the Board.
- 39. Activity and performance relating to Electrical Safety is included as a standard agenda item at every Board meeting. Board Members are updated at least quarterly with performance information relating to all areas of property compliance.
- 40. The [INSERT JOB ROLE] has day to day oversight of performance and risk monitoring in relation to Electrical Safety.

Equality, Diversity & Inclusion

41. Windrush Alliance UK CIC will ensure the requirements of the Equality Act 2010 are met.
42. Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
43. Vulnerabilities of Windrush Alliance UK CIC tenants and their individual circumstances will be considered when enacting this policy.

Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board

Appendix 1: Legal Framework

This policy operates within the wide context of a regulatory legal framework. This framework includes, but is not exclusive to:

- The RSH Regulatory Safety and Quality Standard
- Health & Safety at Work Act 1974
- Landlord and Tenant Act 1985
- Housing Act 1988
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- Electrical Equipment (Safety) Regulations 1994
- The Construction (Design and Management) Regulations 2007
- Building Regulations (including Part P requirements)
- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020