

electrical safety policy

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1. Policy statement

- 1.1. believe housing as both an employer and a landlord has responsibilities towards its staff, tenants and others from the risks associated with electrical installations in properties it controls, owns and/or manages. This policy recognises the legal obligations in relation to electrical safety and demonstrates how believe housing will comply in accordance with current legislation and approved codes of practice.

2. Policy aims

- 2.1. As a business responsible for domestic properties, workplaces, communal areas and other premises, we aim to ensure that our legal responsibilities summarised below are met:

- All installed electrical equipment and materials are of the correct type and comply with applicable British Standards.
- All parts of the fixed electrical installation are correctly selected and erected.
- No part of the fixed electrical installation is visibly damaged or otherwise defective.
- We carry out and record all electrical checks, inspections and tests including test results, keeping them throughout the working life of an electrical installation.
- In conducting our business, we meet our health and safety obligations to our staff, tenants and others.
- Ensure NICEIC registration is maintained for believe housing.
- To meet our statutory and regulatory obligations, ensuring customers are kept safe in their homes.

3. Scope

- 3.1. This policy applies to any building that is owned, occupied or managed by believe housing which has an electrical installation, and for which believe housing has responsibility for such installations.

4. Roles and responsibilities

- 4.1. The board is responsible for ensuring this policy is implemented through the Chief Executive and the Executive Management Team.
- 4.2. The Electrical Manager is the responsible person for the organisation and will act as the Duty Holder for electrical safety. Additional duties include:
- Implementing, managing and monitoring this policy, its aims and associated procedures.
 - Ensuring that any changes to the law, technical guidance or best practice are assessed and implemented to ensure legal obligations and policy aims are met.
 - Promoting awareness of the importance of electrical safety throughout the organisation.
 - Liaising with all stakeholders on matters of electrical compliance.
 - Ensuring all staff working within electrical procedures are aware of their responsibilities.
 - Ensuring processes are in place for communicating with customers regarding electrical appointments.
 - Collating management information and preparing reports for EMT and Audit Committee.

4.3. The Compliance Team is responsible for:

- Liaising with the Electrical Team to ensure that this policy and associated procedures are audited effectively.

4.4. The Health and Safety Team is responsible for:

- Providing competent health and safety advice as stipulated in regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Investigating accidents and incidents involving electrical practises with a view to highlighting opportunities for improvement.
- Liaising with the Electrical and Compliance teams to ensure that this policy and associated procedures are audited effectively.

4.5. All employees are responsible for:

- Ensuring that the policy and procedures are followed.
- Reporting any concerns relating to electrical safety immediately to the Electrical Manager and in the event of absence, no-response or failure to action, to raise directly with the Executive Management Team and the Chief Executive. Concerns can also be raised through the organisation's Whistleblowing Policy.

5. Monitoring and review

5.1. This policy will be reviewed every three years, unless there is a significant electrical incident, important change in circumstances or legislation, which would warrant a review being carried out at an earlier date.

6. Links to other policies and procedures

6.1. This document should also be read in conjunction with:

- Health and Safety Policy Statement
- Electrical Safety Procedure
- Whistleblowing Policy.