

Electrical Safety Policy

1. Summary

- 1.1. SHAL has a responsibility to periodically test the electrical installation, hard wired electrical appliances and electrical Heating systems, in all of its homes, and offices in order to ensure that tenants are safe throughout their tenancy. SHAL undertakes a programme of electrical Testing using the prescribed 5 year cycle for all its properties.
- 1.2. Persons responsible for the implementation of the policy are Shal's CEO, Maintenance Manager and Housing Manager
- 1.3. SHAL will ensure that it has an effective electrical Testing programme which enables it to meet its statutory responsibilities

2. Objectives

- 2.1. The objective of this policy is to ensure that no individual, Tenants or visitors to the homes for which SHAL has responsibility is harmed by electricity or fire caused by an electrical fault and that no property is damaged as a result of a fire due to an electrical fault. This includes Shal's offices.

3. Details

- 3.1. SHAL has a formal programme in place for the 5 yearly Test of the electrical systems, Hard wired appliances and electrical heating systems to all its homes.
- 3.2. In September 2018 SHAL appointed SSE since named Enerveo, as our electrical contractor via competitive tender.
- 3.3. Re-Test notifications are raised 2 months before the current certificate is due to expire.
- 3.4. All electrical safety documentation is held on the OMNI property management system.
- 3.5. Electrical certificates are awarded on a Satisfactory / Unsatisfactory (C1 OR C2) classification. Any issues identified at the time of the Test are remedied

immediately. In the past, however, issues were recorded at the time of Test and notified to SHAL using the following priority codes;

- 3.5.1. C1 – Danger present – Safety of users at risk and immediate remedial action required
 - 3.5.2. C2 – Potentially dangerous. – Whilst user safety may not be at immediate risk, urgent remedial action is required
 - 3.5.3. C3 – Improvement Recommended – Test has identified a non-compliance with current safety standard which, while not representing an immediate or potential danger, would be a significant safety improvement if remedied.
- 3.6. SHAL’s policy is that all remedial actions needed to produce a satisfactory certificate are carried out at the time of the test. SHAL’s electrical contractor is not allowed to produce an unsatisfactory certificate. This negates the need for a defects list.
- 3.7. The Health and Safety Committee monitors the electrical Test programme, to ensure all Tests are carried out in accordance with the 5 year cycle, and are made aware of any that are out of date and the reasons why, and the date the test will be completed.
- 3.8. The Health and Safety Committee monitors the failure to gain entry to carry out a test, and will identify any tenants where there is a regular refusal. These addresses are then flagged and compared with the Gas Servicing Test programme where appropriate. The Housing Officer will visit the address to ensure that there are no other tenancy breaches or tenancy fraud.
- 3.9. The Electrical Test Programme follows the same process for gaining access as Gas servicing, attached to this policy as Annex1
- 3.10. SHAL will periodically review a sample of properties to ensure that all EICRs are in place for all properties and that the details of the Test dates and next Test dates have been accurately recorded on the OMNI system.

- 3.11. All vacant homes have that have a Test certificate that is 3yrs old will have a full periodic electrical test prior to letting. All Vacant properties that have a test certificate less than 3yrs old will have a full electrical Test. SHAL will fit all hard wired electrical appliances and will charge the incoming tenant a discounted rate at the time of the Test. All tenant hard wired appliances will be inspected.
- 3.12. Mutually Exchanged, and will have an inspection or full electrical Test carried out no later than the day after the tenant has moved in and no sooner than the day of the move in. SHAL will fit all hard wired electrical appliances and will charge the incoming tenant a discounted rate at the time of the Test. All tenant hard wired appliances will be inspected.
- 3.13. SHAL will periodically review a sample of properties to ensure that all Certificates are in place for all properties and that the details of the dates have been accurately recorded on the OMNI system.
- 3.14.

4. Outcomes

- 4.1. The performance with regards to the Electrical Test programme and remedial actions is monitored by the Health and Safety Committee monthly.
- 4.2. The Health and Safety Committee will from time to time carry out periodic reconciliations to ensure that the data is correct. This will involve taking 10 sample properties and reconciling the Test data held in OMNI with the original EICR certificates. In addition a report will be run on remedial actions to ensure that they have all been carried out by their required deadlines and a new EICR issued.
- 4.3. The performance is reported the Audit and Risk Committee and to the Board at every meeting.
- 4.4. SHAL has to be 100% compliant with the 5 yearly recommended cycle of testing. This means that all properties will have an up to date satisfactory certificate.

5. Consultation

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| Current version | Date agreed/reviewed | Review due | Owner | Pages |
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| <i>SHAL is registered in England and Wales as a Community Benefit Society and an exempt charity (number 27772R).</i> | | | | |

- 5.1. SHAL's performance with regards to the Electrical Test programme will be reported to tenants via the website and the annual report to tenants.

6. Equality and Diversity

- 6.1. SHAL will take account of the circumstances and characteristics of the people who live in our homes when arranging and carrying out electrical safety Tests and when arranging for the repair or replacement of electrical systems within the properties for which we have a maintenance responsibility.
- 6.2. Any unsafe behaviour (e.g. overloaded sockets) will be reported to SHAL and will be investigated by the Maintenance Manager and the Housing Manager.

7. Value for Money

- 7.1. SHAL seeks to ensure that Health and Safety is managed by adhering to the principles of sensible risk management which ensures that employees, tenants, the public, contractors and suppliers and our properties are properly protected, ensuring that everyone understands what they can do to mitigate and manage risk and how to act responsibly in order to do so.
- 7.2. The aim is to protect lives to ensure safe homes and workplaces.
- 7.3. Our programme of electrical safety Tests aims to ultimately reduce costs by preventing death and injury, damage to property and equipment and to reduce insurance premiums.

8. Owner

8.1. Maintenance Manger

9. Version and Revisions

9.1. This policy will be reviewed every 1 year(s).

9.2. Revisions

| New version | Date | Revision details |
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