

Paragon Asra Housing Limited

Electrical Inspection and Testing Policy

October 2017

Owning Manager

Department

Approved by

Next review date

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Maintenance Team

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Paragon Asra Housing Limited (PA Housing) is committed to equality and diversity. This policy has considered the Equality Act 2010 and its protected characteristics which are: race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage, civil marriage and partnership, and pregnancy and maternity explicitly.

We will make sure that all of our communication is fully accessible and to achieve this if a policy or document needs to be available in other formats we will provide them.

AUDIT LOG

Date of Change	Who updated	Details of the change

1. Introduction

- 1.1 Ensuring that properties are safe and in good repair is an essential part of Paragon Asra Housing's (PA Housing) obligations as a social landlord and employer and this includes electrical safety. To achieve this, PA Housing will be subject to a programme of periodic electrical inspection and testing which includes the provision of completed Electrical Installation Condition Reports (EICR), portable appliance testing and remedial works where necessary.
- 1.2 Records will be kept of the inspection and testing programme and remedial works undertaken, as well as any other work which involves electrical inspection and testing, such as in void properties and capital works.
- 1.3 This policy applies to all parts of PA Housing and the organisations that PA Housing provides services to.

2. Objectives

- 2.1 PA Housing has a responsibility to ensure that the necessary measures have been taken to protect the health and safety of its employees, residents, visitors and contractors when electrical inspection and testing is undertaken in PA Housing properties. This will be delivered through:
 - Ensuring that suitable and sufficient risk assessments have been completed and necessary measures implemented to mitigate risks to both operatives (whilst undertaking the works) and occupants (whilst work is being undertaken).
 - Having suitable management systems in place including record keeping.
 - Having competent persons appointed to manage and administer the systems and measures in place.
 - Providing suitable training to employees responsible for the service.

3. Legislation and guidance

- 3.1 The key legislative requirements are contained within the:
 - Construction (Design & Management) Regulations
 - Management of Health & Safety Regulations
 - Relevant Building Regulations, in particular, Approved Document Part P
 - Industry good practice including the Institute of Electrical Technology (IET) (formerly IEE) Wiring Regulations (BS: 7671: 2008 including latest amendment) and IEE Guidance Note 3: Inspection and Testing.

4. **Key points of policy**

- 4.1 PA Housing will undertake planned electrical inspection and testing through their in-house electrical operatives and or suitably qualified contractors. These contractors and PA Housing will be registered with a scheme provider such as NICEIC, NAPIT, ELECSA, ECA to enable the appropriate notification in line with all relevant parts of the Building Regulations, in particular Part P.
- 4.2 PA Housing contractors will demonstrate that they are aware of directives such as Waste Electrical and Electronic Equipment (WEEE), Waste Disposal, Asbestos and Control of Hazardous Substances.
- 4.3 There will be a minimum competency requirement by the contractor/ PA Housing staff as follows:

Qualified Supervisor

- City & Guilds, 2365 or equivalent
- City & Guilds, 2391 or equivalent
- City & Guilds 2382 (Latest Edition)
- Qualified electrician for at least 5 years
- At least 1 year's testing and inspection experience
- Able to demonstrate an understanding of Health and Safety policy procedures and risk assessments for operatives and occupants and the Electricity at Work Regulations 1989.

Electrical Engineers undertaking EICRs

- City & Guilds, 236, Parts 1 and 2 or equivalent
- City & Guilds 2391 or equivalent
- City & Guilds 2382 (Latest Edition)
- Qualified electrician for a minimum of 3 years

- 4.4 A customer focused service will be provided to residents by minimising the inconvenience caused by the inspection and testing programmed and any associated works.
- 4.5 Inspection and testing works will be undertaken in accordance with industry good practice guidance, in particular, the Electrical Safety Council's Best Practice Guide for Electrical Installation Condition Reporting, No 4 Latest issue.
- 4.6 The fixed wiring inspection and testing will be undertaken on a five yearly basis for all dwellings, communal electrical installations and shared accommodation.
- 4.7 PA Housing's electrical rewire or major upgrade programme is generally triggered from the remedial works identified following the electrical testing programme, rather than a rewiring programme based on installation age alone.
- 4.8 Electrical inspection and testing will also be undertaken as part of improvement works to dwellings (e.g. kitchen and bathroom replacements) mutual exchanges and each time there is a change of tenancy.

4.9 The Electrical Installation Condition Report (EICR) will be completed, as follows:

- A full external visual inspection of the electrical installation. *Note: it is acknowledged that a visual inspection of the cables concealed within the fabric of the building or enclosed in conduits or trunking cannot be undertaken.*
- A limited internal visual inspection. This will begin at 20% of all electrical equipment and enclosures for each circuit and will increase accordingly if problems and issues are observed.

4.10 A full sequence of tests will be undertaken on each circuit in accordance with Guidance note 3 Latest amendments.

4.11 The report will either state the outcome as 'satisfactory', or 'unsatisfactory'. Supporting information will be provided where the report is 'unsatisfactory' stating the remedial works required and will be supported by:

- Minor Works Electrical Installation Certificate or Electrical installation certification.
- Appropriate Building Compliance Certificate for works notified under Approved Document Part P and other approved documents as appropriate.

4.12 The award of a particular code for a departure (C1, C2 or C3) will be in accordance with the Electrical Safety Council's Best Practice Guide for Electrical Installation Condition Reporting No.4 Latest issue.

- All C1 departures will be rectified immediately
- All C2 departures will be rectified within one month
- C3 departures are recommendations and will be considered on a case by case basis.

4.13 All certification and reporting documentation will be reviewed and confirmed by the contractor's qualified supervisor and audited by PA Housing's qualified supervisor or external quality assurance advisors.

4.14 PA Housing retains all EICR certification for a minimum of ten years electronically from the date of the certificate. The electrical contractor will retain electronic copies of the EICR certificates for a minimum of five years.

5. Failure to allow access

5.1 If the electrical contractor cannot access the property to carry out the service, we will explore the reasons for this and ascertain other appropriate and reasonable ways to gain access. However, this will not delay PA Housing in applying to Court for an Injunction ordering access pursuant to the tenancy agreement. The legal process will stop only when the EICR and all associated works has been completed.

6. Portable appliance testing

- 6.1 Portable appliance testing will be carried out for all PA Housing owned electrical equipment within premises that are managed by PA Housing. This will include all equipment provided to customers as part of their tenancy together with any electrical appliances used by employees and customers in shared areas. The frequency should be determined by risk assessment, but generally we test portable appliances annually.
- 6.2 Electrical equipment provided for the use of PA Housing employees, volunteers or to customers as part of a tenancy package or in independent or supported housing, must be used in accordance with the instructions and never wilfully misused. The person using the equipment should check that the electrical equipment is in a safe condition before use.

7. Training

- 7.1 Employees will receive suitable instruction and awareness training in this policy, appropriate to their job role and place of work. A record of the training will be kept.

8. Monitoring and reporting

- 8.1 Residents will be consulted whenever possible to help monitor that the services provided are appropriate and delivered to a high standard.
- 8.2 Service standards will be published and performance indicators developed and used to monitor our performance, as well as the performance of our contractors. We will compare our performance within PA Housing and with other landlords. We also report to the executive management team, our boards and to residents.

9. Linked policies

Policy	Approval date
Estate and Communal Areas Management	2015
Fire Safety	2015
Health and Safety	2017
Maintenance	2015