



Electricity Safety Policy

1. Introduction

This policy sets out how Citizen will meet its obligations under the requirements of relevant regulation and legislation in respect of the management of electricity safety.

This policy outlines Citizen's approach to the management of the risk of unsafe electricity. The service is one of our most important functions as a landlord and we want to provide a service that we can take pride in, that achieves high satisfaction from our customers and enables customers to be safe in their homes.

This policy should be read in conjunction with customers' individual tenancy, licence and leasehold agreements which further define responsibilities. There are also instances where we are responsible for undertaking maintenance where we have managing agents. The agreements we have with those agents define our specific responsibilities.

This policy supports our vision of "home is our foundation for life" by defining our commitment to providing an efficient and effective electricity safety service ensuring we are adhering to our pledge to be "looking out for our citizens".

This policy and its supporting procedures and guidance ensure that we meet the requirements of the following regulation and legislation:

- Group Health & Safety Policy
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Housing Health & Safety Rating System (23)
- Construction Design and management Regulations 2015
- Electrical equipment (Safety) Regulations 2016
- Electricity at Work Regulations 1989
- The Waste Electric and Electronic Equipment (WEEE) Regulations 2013.
- Approved Document Part P.
- Electricity Safety, Quality and Continuity Regulations 2002 (as amended)
- BS 5266-1:2011 Emergency lighting. *Code of practice for the emergency escape lighting of premises.*
- BS 5839-1:2018 Fire detection and fire alarm systems for buildings. *Code of practice for design, installation, commissioning and maintenance of systems.*
- BS 7671:2018+ A2:2022 Electrical wiring regulation

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Version: V2.0

Date: March 2022

Policy Owner: Ruth Heyes

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Approved at/by: Board

Date of review: May 2025

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- BS 5839-6:2019+A12020 Domestic Fire Alarms
- All Current and future British Standards that have an impact on electrical safety.

2. Scope

This policy extends to all properties, including void and occupied properties owned by us; properties we manage on behalf of others; leasehold and shared ownership properties to which we have a contractual or statutory duty. This includes communal areas of our properties and garage sites, communal areas of residential blocks of flats, houses in multiple occupation (HMO's) including non-licensed converted houses, properties managed by and for others including workplaces.

3. Policy detail

All maintenance, inspection and fire standards will be delivered in line with information set out in Standard Operating Procedures in order to deliver the requirements of this policy.

3.1 Electrical Management Responsibilities structure

<p>The person with the: - Overall responsibility for Electrical Safety:</p> <p>Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of electrical safety performance standards</p>	<p>Position: Chief Executive</p>
<p>The person with responsibility for developing and reviewing the: -</p> <p>Electrical Safety Management Policy: Electrical Inspection & Testing Plans:</p> <p>Which sets out the details and procedures to be taken by all staff, visitors, and members of the public, service users and all relevant persons.</p>	<p>Position: Director of Building Safety</p>
<p>The person with responsibility for: - Deputising</p>	<p>Position:</p>

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In the absence of the Electrical Qualifying Manager for electrical safety management.	Head of Compliance & Building Safety
The person with responsibility for: - Workplace Occupational Safety: - Carrying out Periodic Testing & inspection of office areas. - Review of electrical safety in Offices.	
	Position: Head of Facilities Responsibilities Workplace Occupational Safety
The person with responsibility for: - Maintenance programme: - Repairs and Maintenance - Planned and reactive repairs - Void properties - Elemental renewals	
	Position: Director of Maintenance Operations
The person with responsibility for: - Investment Programme: - Large scale refurbishment - Elemental renewals	
	Position: Director of Asset Management and Safety
The person with responsibility for: - Staff training: - What to do to manage electricity safely - What to do in the event of an emergency - The reason for good housekeeping practices etc.	Position; Head of Health & Safety
	Responsibilities: Health & Safety

3.2 Electrical Works

Electrical work must only be carried out by people who have the necessary knowledge, skill and experience needed to avoid danger to themselves, others, and damage to property and the installed equipment. All electrical works will be carried out in accordance with the current Institution of Engineering and Technology (IET) wiring regulations and all current amendments, to BS:7671:2018+A2:2022.

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3.3 Recognised Accreditation

The service provider shall be a registered NICEIC or ECA, Competent Person Scheme.

The contractor must also be Part P registered with the above organisations, for the purposes of carrying out, supervising and accessing the quality of works in connection with the electrical installation,

Where remedial works are required that are covered under Part P of the Building Regulations, the service provider and/or personnel employed shall be certified Part P domestic installers and certify this work with Building Control.

3.4 Portable Appliance Testing (PAT)

Portable appliance testing or PAT testing, is the process of checking electrical appliances for safety. PAT testing should establish the safety and suitability of all Citizen Housing Group's portable electrical appliances ensuring they are safe for use. Each appliance will have a Portable Appliance Test carried out on them, by people who have the necessary knowledge, skill and experience. Citizen housing groups intervals for checking portable electrical equipment can be found in Table 1 within the appendix.

3.5 Electrical Installations

Every electrical installation both new and existing, shall, during erection and on completion before being put into service, be inspected and tested to verify, so far as is reasonably practicable, that the requirements of BS7671:2018+A2:2022 Regulations have been met.

3.6 Electrical Periodic Inspections and Testing

In domestic premises it is presumed that the occupier will soon notice any breakages or excessive wear and arrange for precautions to be taken and repairs to be carried out.

Commercial and industrial installations come under the Electricity at Work Regulations 1989 and formal arrangements are required for maintenance and interim routine checks (as well as periodic inspections); there should also be facilities to receive wear-and-tear reports from users of the premises.

The frequency and type of these routine checks will depend entirely upon the nature of the premises. Citizen Housing Group are committed to routine checks, Inspection and Testing of both domestic and communal areas. We operate on a 5-yearly domestic cycle or change

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of occupancy which falls in line with current BS7671: IET wiring regulations (see Table 2 within the appendix).

As part of our 5 year testing cycle all C1s and C2s will be completed at the point of the inspection, unless it is not possible to complete the C2 at that time. All C1s and C2s should be completed prior to a satisfactory certificate. C3s will be recorded, and a list maintained.

3.7 Houses in multi-occupation

Local authority conditions of license, the person carrying out subsequent inspections may recommend that the interval between future inspections be increased or decreased because of the findings of their inspection.

The Landlord & Tenant Act 1985 requires that properties under the Act have their services maintained. Periodic inspection and testing are the IET recognized method of demonstrating this and must be complied with.

3.8 Communal Areas

3.8.1 Containment

All electrical containment installed in communal areas shall be of dual compartment metal trunking or metal conduit. If existing PVC conduit or trunking is installed, there needs to be provision of fire retaining clips or saddles in the event of fire/premature collapse.

3.8.2 Lighting

All new lighting installations within communal areas shall be light emitting diode [LED], all existing light fittings will be changed on a “like for like” basis during repair activities when they have reached the end of life.

3.8.3 Legends

All distribution panels will have a comprehensive and up to date key to identify circuits present and their respective controls.

3.9 Dwellings

3.9.1 Smoke Detectors

Each property should have a minimum of two mains powered detectors, or one on each floor level that forms the escape route in the property.

Where extensive electrical works are being carried out i.e. Re-wiring of a property, the smoke detection will be upgraded to an LD2 system to fall in line with BS5839-6 2019.

During replacement, where 9v battery smoke and heat detectors are install, these shall be replaced with mains powered heat and optical smoke detectors with a concealed 10yr lithium cell battery life to prevent failure.

3.9.2 Consumer Units

Metal clad consumer units with RCBO's for individual circuits shall be installed in domestic dwellings in addition AFDD circuit protection devices for socket outlet circuits when there is a requirement to change it. Following this installation, an electrical installation certificate shall be issued after being fully tested.

3.9.4 Solar Photovoltaic

Where installed, the supply cable to the isolator will be tested. The system itself will need to be inspected by skilled persons that are solar PV trained. The frequency of inspection and testing to the solar PV system will be every 5 years by a skilled MCS accredited installer or contractor.

3.9.5 EV Charging Points

Where installed, the supply cable to the isolator will be tested. The system itself will need to be inspected by skilled persons that are EV trained. The frequency of inspection and testing to the EV system will be every 5 years by a skilled MCS accredited installer or contractor.

3.10 Labelling

We will ensure that appropriate and durable labels are securely fixed on or adjacent to installed equipment.

3.11 Certification

We will ensure that the correct certification is obtained for all electrical work completed. Fundamentally, there are two types of forms recognised by BS 7671, certificates, and reports. Certificates are issued for new installation work and reports are issued for

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inspections of existing installations.

3.12 Audit of Contractors and certification

A technical audit shall be carried out on contractor's reports/certification to ensure they are accurately completed and reflect the true condition of the electrical installation and works carried out.

Periodic audits will be carried out by a competent person, visiting site to inspect and validate the works completed by our electrical contractors.

4. Roles, Responsibility and Governance

It is the responsibility of the Board to seek assurance that this Policy is successfully implemented. The Senior Leadership Team and Heads of Service are responsible for ensuring the effective implementation of this Policy and that all staff understand the importance of this Policy, the related procedures and that they comply with them.

Managers are responsible for ensuring that their reports have undertaken the appropriate policy eLearning by utilising reports produced by Learning and Development

Any changes to this policy must be made in line with the requirements set out in Citizens Standing Orders and our Policy framework.

5. Monitoring and review

This policy will be reviewed every 3 year/s, unless legislation, service delivery or sector developments require otherwise ensuring the policy continues to meet its objectives and take account of good practice developments.

Legal advice will be taken to ensure compliance with legal, regulatory and contractual responsibilities.

Where appropriate service delivery reports in respect of this policy as incorporated into our quarterly reporting suite.

6. Equality impact assessment

This policy has been subject to an Equality Analysis. Staff working across Citizen have considered the impact of this policy on different groups and communities that we work with. In framing this policy, our staff are committed to not discriminate adversely against any group and will respect the diversity of the communities we are working within.

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The EIA and any actions identified as needing to be implemented are in the Appendix.

7. Version control

Every change made must be logged in the version control and ALL boxes completed.

VERSION	DATE	AMENDMENTS	APPROVED AT/BY	NEXT REVIEW
V 1.0	03/22	New policy created from existing protocol	Board	05/25
V2.0	Jan 2024	Light touch policy review. Dates for emergency lighting, fire alarm and electrical regulations have been updated.	Policy Owner	May 2025

Appendix

Table 1

Equipment	Interval
Desktop computers, VDU screens.	2 Years
Photocopiers, fax machines: [Not hand-held]. Rarely moved.	2 Years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	2 Years
Double insulated (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	6 months not exceeding 1 year
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons.	6 months not exceeding 1 year
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment.	6 months not exceeding 4 years, depending on the type of equipment it is connected to

Table 2 below outlines the frequency of testing and inspection of electrical installations.

Frequencies of Inspection of Electrical Installations		
Domestic accommodation - rented houses and flats.	Change of occupancy, 5 years or defined by inspection.	Electrical Installation Condition Report (EICR) certificate.
Residential accommodation (Houses of Multiple Occupation)	Change of occupancy, 5 years or defined by inspection.	Electrical Installation Condition Report (EICR) certificate.
Commercial	Change of occupancy, 5 years or defined by inspection.	Electrical Installation Condition Report (EICR) certificate.
Low and High-Rise blocks (communal).	5 years	Electrical Installation Condition Report (EICR) certificate.
Offices	5 years	Electrical Installation Condition Report (EICR) certificate.