

Electrical safety management policy	
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1.0 Introduction

- 1.1 Electrical installations and equipment are intrinsically hazardous and can present a risk to the health and safety of colleagues, contractors, customers and visitors if not correctly installed or maintained. Electrical installations and equipment can also pose risks due to deterioration as a result of everyday use or as a result of unauthorised modification or wilful tampering.
- 1.2 Beyond Housing is responsible for the maintenance and repairs to its homes and other buildings, all of which will contain electrical installations and appliances. The Landlord and Tenant Act 1985 and the Housing Act 2004 place duties on landlords to ensure that these electrical installations are safe at the start of any tenancy and are maintained in a safe condition throughout the tenancy.
- 1.3 Beyond Housing is also responsible for maintaining electrical installations and equipment in non-domestic (communal blocks) and 'other' properties (offices, depots, etc.) under the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 2016.
- 1.4 The electrical safety management policy outlines the arrangements for managing the risks to health and safety and sets out the responsibilities that together underpin the commitment to managing electrical safety and legislative compliance.

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2.0 Statement of intent

- 2.1 Beyond Housing is committed to providing a safe environment for its colleagues, contractors, customers and visitors, by conducting its business in a way that protects the health, safety and welfare of each individual.
- 2.2 As an employer and responsible landlord, Beyond Housing recognises the potential risks associated with the installation, maintenance and use of electrical installations and acknowledges its statutory obligations with regards to electrical safety implied by the Electricity at Work Regulations 1989, the Landlord and Tenant Act 1985, the Housing Act 2004, and the Electrical Equipment (Safety) Regulations 2016.
- 2.2 Beyond Housing will ensure that measures are established to:
- Prevent the exposure of colleagues, contractors, customers and others to health and safety risks associated with electrical installations and equipment, so far as is reasonably practicable.
 - Implement an effective management structure is established which defines clear roles and responsibilities for the management of electrical safety.
 - Maintain compliance with statutory obligations relating to the management of electrical safety.
 - Implement systems to effectively plan and manage the delivery of electrical safety compliance programmes.
 - Provide adequate strategic and operational resources to ensure the effective management of electrical safety.
 - Promote awareness of the risks posed by electrical hazards via the provision of information, instruction and training for all relevant colleagues, customers and other stakeholders
 - Engage appropriately trained, qualified, and competent persons to undertake any work upon electrical installations and equipment.
 - Regularly monitor compliance with statutory obligations and the electrical safety management policy



Signed:

Date: 22 November 2022

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Rosemary Du Rose, Chief Executive

3.0 Policy objectives, key performance indicators (KPI) and reporting

3.1 The implementation of the electrical safety management policy will ensure Beyond Housing meets its statutory obligations in terms of electrical installation, appliances and portable electrical equipment.

3.2 The objectives of the electrical safety management policy are to ensure that:

- Competent 'responsible persons' are appointed to take day-to-day responsibility for managing and controlling compliance with statutory obligations for electrical safety.
- Organisational roles and responsibilities to support the delivery of the of electrical safety programmes are clearly defined.
- Procedures are established detailing specific actions and responsibilities for effective management of electrical safety.
- Mechanisms are established to effectively deliver electrical safety compliance programmes and maintenance of associated records for domestic and commercial electrical installations.
- Robust processes are established to gain access to carry out essential electrical safety related inspection and remediation works.
- Processes are in established to make sure that any repairs or follow-on works are carried out and associated records are maintained.
- All domestic, commercial and other premises are inspected and tested and have a valid EICR within a five-year period.
- Domestic electrical installations are tested and inspected prior to the commencement of a new tenancy.
- Fixed electrical appliances and equipment are tested and inspected as part of the periodic electrical inspection and testing programme.
- Domestic smoke, heat and carbon monoxide detection is tested and inspected on an annual basis.
- All portable electrical equipment provided for use by colleagues, customers (where applicable) or visitors is inspected and tested in accordance with predetermined frequencies.
- Lightning protection systems are inspected and tested on an annual basis.
- Any colleagues or contractors who may undertake work upon or may be exposed to electrical hazards are adequately trained and have the necessary qualifications to be able to undertake the work safely in accordance with statutory obligations.

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- Proactive monitoring of electrical contractors is undertaken to ensure the performance standards meet regulatory and policy compliance.
- Customer awareness regarding the potential risks from electrical installations and equipment is provided via the Beyond Housing website.
- Regular review of electrical safety compliance is undertaken in accordance with Beyond Housing's health and safety reporting framework.
- Periodic auditing the electrical safety management policy and supporting electrical safety management procedures is undertaken.

3.3 The electrical safety management policy is applicable to all fixed electrical installations within all buildings and properties that Beyond Housing has a defined maintenance and repair responsibility for. This includes residential dwellings, communal areas of multiple occupied properties, specialised housing such as sheltered, retirement living, extra care, supported housing and workplaces.

3.4 In addition, the policy outlines Beyond Housing's approach to:

- Undertaking Portable Appliance Testing (PAT) on appliances provided by colleagues, customers (where applicable) and visitors.
- Maintenance of Lightning Protection Systems (LPS)
- Maintenance of domestic smoke, heat and carbon monoxide detection.

3.5 The board will receive regular updates at each board meeting on the implementation of the electrical safety management policy and electrical safety performance along with notification of any non-compliance issue which is identified. This is so they have assurance that the policy is operating effectively in practice.

3.6 Leadership team will receive monthly reports in respect of electrical safety management performance and ensure compliance is being achieved. They will also be notified of any non-compliance issues identified.

KPI	Owner (job role)	Policy objective alignment
100% domestic property EICR's within 5 years	Director of Asset Management and Sustainability	Compliance with recommended frequency for testing and inspection of domestic electrical installations from ten year to five years as proposed change of frequency as proposed by the social housing white paper

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100% commercial and other property EICR's within 5 years	Director of Asset Management and Sustainability	Compliance with recommended frequency for testing and inspection of commercial electrical installations as defined within the requirements of BS7671 (IET) Wiring Regulations
100% commercial leaseholder EICR's within 5 years	Director of Asset Management and Sustainability	Compliance with recommended frequency for testing and inspection of commercial electrical installations as defined within the requirements of BS7671 (IET) Wiring Regulations
Compliance sampling of domestic, commercial and other electrical installations	Health and Safety Manager	Random weekly sample of domestic and commercial EICR's to provide additional mechanism for determining compliance with statutory obligations. Reported through health and safety framework.
Biennial internal audit of policy and supporting procedures by health and safety team	Health and Safety Manager	Auditing the electrical safety management policy, supporting systems and procedures to identify areas of strength and areas for improvement.
Biennial (internal audit) of policy and supporting procedures by an external auditor	Risk Manager	Auditing the electrical safety management policy, supporting systems and procedures to Identify levels of assurance and risk.

4.0 Definitions

- 4.1 An **electrical installation** comprises all the fixed electrical equipment that is supplied through the electricity meter. It includes the cables that are usually hidden in the walls and ceilings, accessories (such as sockets, switches, and light fittings), and the consumer unit (fuse box) that contains all the fuses, circuit-breakers and residual current devices (RCDs).
- 4.2 **Portable electrical equipment** refers to any equipment that is handheld or can be moved whilst connected to an electricity supply via a lead and plug.

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- 4.3 **Electrical Installation Condition Report (EICR)** is a formal document that is produced following assessment of an existing electrical installation within a property. The document records the results of the inspection and testing undertaken and confirms whether the electrical installation is safe to be used until the next inspection. The document also records any defects that are required to be rectified to make the installation safe.
- 4.4 **Electrical Installation Certificate (EIC)** is a formal document indicating that a new electrical installation is safe to use at the time at it was put into service.
- 4.5 **Minor Electrical Works Installation Certificate (MEWIC)** is a record that is required to be completed for certain types of electrical work i.e., the installation of additional circuits or sockets to an existing installation. The replacement of electrical accessories such as light switches or sockets do not require a MEIWC to be issued.
- 4.6 **C1** is an observation code which means there is a danger present with a risk of injury and Immediate remedial action required.
- 4.7 **C2** is an observation code which is not as severe as a C1 but is still a potentially dangerous defect. They may not pose an immediate threat but are likely to become a danger in the future. A C2 is described as 'Potentially dangerous - urgent remedial action required.
- 4.8 **C3** (improvement recommended) is an observation code used to indicate that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to a significant enhancement of the safety of the electrical installation.
- 4.9 **FI** (Further Investigation) is an observation code indicating that further investigation required without delay.
- 4.10 **Lightning Protection Systems (LPS)** – refers to a system of external earthing and internal surge protection designed to prevent damage to building from a lightning strike.
- 4.11 **Photovoltaic (PV)** systems utilise solar technology that converts sunlight into electrical energy.
- 4.12 **Mutual Exchange** is where two tenants swap each other's property and tenancy. The tenancy does not legally end. Practically it means both tenants must move out of their property and into the new one on the same day.
- 4.13 **Immediate Re-let** is where a tenancy ends on the Sunday and a new tenant moves in on the Monday. Practically the outgoing tenant has until 12 noon on the Monday to vacate the property.

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5.0 Legislative, regulatory and strategic alignment

5.1 Implementation of the electrical safety management policy will ensure Beyond Housing meets its statutory obligations in respect of:

- Health and Safety at Work etc. Act, 1974.
- Electricity at Work Regulations, 1989.
- Provision and Use of Work Equipment Regulations, 1998.
- Electrical Equipment (Safety) Regulations, 2016.
- Building Regulations for England and Wales (Part P), 2013.
- Landlord and Tenant Act, 1985.
- Housing Act, 2004.
- **Regulatory Standards** - the application of this policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by Regulator of Social Housing (RSH).

5.2 In addition, the principle approved codes of practice applicable to the electrical safety management policy are:

- Institution of Engineering and Technology (IET) Wiring Regulations, Requirements for electrical installations, British Standard 7671: 2018 (18th edition).
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE), 2012.
- Maintaining portable electrical equipment in low-risk environments (HSE INDG236), as amended 2013.
- Code of Practice for the Management of Electrotechnical Care in Social Housing, January 2019.
- Grid connected PV systems – minimum requirements for system documentation, commissioning tests, and inspection specifies the minimum requirements for system documentation, commissioning tests and inspections, IEC 62446: 2009.
- Protection against lightning, (BS EN 62305).

6.0 Responsibilities

6.1 This section defines the overarching management structure and the designated roles and responsibilities for the implementation of the electrical safety management across Beyond Housing.

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6.2 The **Chief Executive** has overall responsibility for the management of electrical safety within Beyond Housing and shall:

- Ensure that the electrical safety management policy is maintained across Beyond Housing.
- Allocate responsibilities within the senior leadership team to ensure that Beyond Housing effectively discharges its statutory obligations.
- Ensure that adequate resources are made available to administer, co-ordinate and implement the electrical safety management policy.
- Ensure electrical safety performance is reviewed on a regular basis and reported to the Board.

6.3 The **director of asset management and sustainability** has delegated responsibility to ensure that robust arrangements are established for the management of electrical compliance relating to domestic and commercial electrical installations. The **director of asset management and sustainability** will ensure that:

- Sufficient departmental resources are available to administer, co-ordinate and implement the electrical safety management policy.
- Robust management systems, arrangements and organisational support exist to effectively manage asset information and electrical safety compliance programmes.
- Compliance KPI's are established to report and monitor performance.
- Reports regarding the application and performance of the electrical safety management policy are prepared and brought to the attention to the Senior Leadership team and the Board on a regular basis via the health and safety reporting framework
- Any issues regarding the effective application of the electrical safety management policy are immediately brought to the attention of the Senior Leadership team.

6.4 The **director of property** has delegated responsibility for strategic allocation of operational resources and overall management of the operational teams delivering planned, responsive repair, voids and electrical installation / testing works. The **director of property** will ensure that:

- The electrical safety management policy is brought to the attention of all **colleagues** under their control.
- Sufficient resources are allocated to deliver planned preventative maintenance, cyclical inspection and remedial works programmes for electrical installations and equipment.
- Operational procedures for effective management of all electrical related works are developed and implemented.
- Monitoring mechanisms are established to ensure compliance with operational procedures.

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- Programmes are established for testing and inspection of portable electrical appliances associated which are used by operational colleagues to carry out work activities.
- Arrangements are established to ensure that persons undertaking electrical works are suitably qualified.
- Performance against agreed electrical safety programmes is regularly reported to the **director of asset management and sustainability**.

6.5 The **director of development and regeneration** is responsible for leading development and regeneration activities whilst ensuring compliance with regulatory requirements and corporate policy. The Director of Development and Regeneration will ensure that:

- The electrical safety management policy is applied effectively to development and regeneration activities.
- The specification, design and construction of all new electrical installations meet statutory requirements.
- All new that electrical installations are tested and inspected in accordance with statutory obligations prior to handover.
- Mechanisms are established to ensure that new build properties and associated electrical compliance records are captured within the housing management system.

6.6 The **asset management team** are responsible collation of asset related data and planning works undertaken within the properties owned or managed by Beyond Housing. The **asset management team** will ensure that:

- Robust mechanisms are established to ensure that the asset information remains accurate and up to date.
- All properties requiring periodic electrical testing and inspection are captured within electrical compliance programmes.
- Programmes for electrical remediation works are established.
- Programmes are established for testing and inspection of portable electrical appliances associated with workplaces or premises which may be used by visitors.
- Programmes of inspection and testing are established for maintenance of LPS.
- Arrangements are established to periodically monitor the delivery of electrical related compliance programmes.
- Mechanisms are established for the maintenance of documentation relating to electrical installation, testing, inspection and remedial works.
- Any incidents or significant issues which pose a potential risk of injury or statutory non-compliance are reported to the health and safety team.

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6.7 The **compliance operations team** is managed by the gas and electrical manager and are responsible for leading and managing operational teams to deliver cyclical electrical safety checks, planned and responsive work associated with electrical installations. The **compliance operations team** will:

- Ensure that all relevant **colleagues** are made aware of the requirements of the electrical safety management policy.
- Develop, implement and review procedures to ensure the robust management and delivery of cyclical, planned and responsive electrical works.
- Ensure that access management arrangements are established and implemented to enable electrical compliance programmes to be delivered.
- Ensure that Colleagues and contractors appointed to undertake electrical works hold the relevant qualifications and accreditations.
- Monitor the performance of appointed electrical contractors on a regular basis and report performance against determined targets to the **director of property**.
- Regularly report performance against electrical safety compliance programmes to the **director of property**.
- Escalate incidents or significant issues, which pose a potential risk of non-compliance or the safety of persons to the **health and safety team**.
- Ensure that documentation relating to electrical installations is suitably audited to verify the content meet statutory obligations.
- Ensure that electrical related testing, inspection and remediation documentation is stored within the Electronic Document and Records Management System (Documotive).

6.8 The **Health and Safety team** is responsible for:

- Advising and contributing to the development of electrical safety policies and procedures which could have an impact on electrical safety, ensuring that documentation is legislatively compliant.
- Undertaking periodic operational electrical safety audits to ensure that Beyond Housing are compliant with policy, procedures, processes and statutory requirements.
- Providing advice and guidance in relation to the management of electrical safety and relevant statutory requirements.
- Ensuring that appropriate electrical safety compliance sampling is carried out on a regular basis and the findings reported via the health and safety reporting framework.
- Reviewing and reporting electrical safety management performance and compliance via the health and safety reporting framework.

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7.0 Policy delivery

7.1 Electrical safety management arrangements

7.1.1 The following sections of the electrical safety management policy detail the Beyond Housing's arrangements for managing and controlling the risks posed by electrical installations and equipment.

7.2 Domestic properties

7.2.1 The Landlord and Tenant Act, 1985 places duties on landlords to ensure that electrical installations in rented properties are:

- Safe when a tenancy begins, Section 8 (1a)
- Maintained in a safe condition throughout the tenancy, Section 11 (1b)

7.2.2 BS7671:2018 states that domestic electrical installations should be tested at intervals of no longer than ten years, however, the sector is moving towards a five-year cycle following Government proposals outlined by the Department for Levelling Up, Housing and Communities within the social housing white paper.

7.2.3 Beyond Housing are committed to delivery of this requirement and have commenced with a programme of electrical inspection and testing to ensure that all domestic properties have a valid EICR in place, dated within the last five years (unless a competent person recommends the next test must be done sooner).

7.2.4 Beyond Housing aims to complete this programme and be compliant with the five-year requirement by 31 August 2023.

7.2.5 Beyond Housing will ensure that in the instance that a property becomes void or there is a change to the occupancy of a property either via the commencement of a new tenancy, immediate re-let or mutual exchange, an electrical inspection and test will be undertaken to verify that the installation is safe prior to occupation by a new customer. A new EICR will be issued following completion of the test.

7.2.6 Fixed appliances such as electrical storage heaters will be included within the remit of periodic inspection and test programmes.

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- 7.2.7 Properties with photovoltaic systems installed will be periodically inspected and tested every five years to ensure that the risk of fire and/or electrocution as a result of damage or deterioration of these systems is mitigated.
- 7.2.8 Access to properties for the completion of an EICR will be managed in line with a documented access procedure, with access attempts starting at a predetermined period ahead of the existing EICR expiry date. All reasonable and practicable efforts will be made to gain access to complete the test before the expiration date, with a full and detailed audit trail maintained.
- 7.2.9 In the instance of a new building property (which has not been occupied following handover), a visual inspection will be undertaken three months from the date that the property was originally handed over. An EICR will subsequently be undertaken if the property is not occupied within 6 months from the original handover date.

7.3 Communal blocks and other properties

- 7.3.1 BS7671:2018 states that communal and commercial electrical installations should be tested at intervals of no longer than five years.
- 7.3.2 Beyond Housing will carry out a programme of electrical inspection and testing to all communal blocks and 'other' properties (including offices, depots, community centres and buildings managed by other, i.e., supported schemes.), where there is a landlords' electrical installation (and Beyond Housing) has the legal obligation to do so.
- 7.3.3 This inspection and test will be carried out at intervals of no more than 5 years (unless the competent person recommends the next test must be done sooner) and will include the issuing of a new satisfactory EICR.

7.4 Properties managed by commercial leaseholders

- 7.4.1 Beyond Housing will ensure records are maintained of valid EICR's where properties are managed by commercial leaseholders. These properties will be included on the electrical inspection and testing programme, so a new EICR can be requested from the commercial leaseholder or managing agent prior to the existing one expiring.
- 7.4.2 If the commercial leaseholder fails to conduct the electrical inspection and test, Beyond Housing will carry out the test and re-charge the cost of this work.

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7.5 Defects and remedial work

- 7.5.1 Beyond housing will ensure there is a robust process in place for the management of any defects and/or remedial works required following the completion of a periodic inspection and test of an electrical installation.
- 7.5.2 In the instance that a C1 or C2 observation is identified during a periodic electrical test and inspection, Beyond Housing will make every endeavour to ensure that the faults are rectified immediately following the inspection and test and a satisfactory EICR is issued following completion of the remedial works.
- 7.5.3 Where a C1 observation cannot be rectified at the time of the inspection, the specific circuit pertaining to the fault will be isolated and an unsatisfactory EICR will be completed.
- 7.5.4 Where a C2 observation cannot be rectified at the time of the inspection an unsatisfactory EICR will be completed.
- 7.5.5 Where a C1 or C2 observation is identified that needs the requestion of parts or equipment to be able to rectify the fault or an FI code is recorded these will be completed within 28 days and a satisfactory EICR issued.
- 7.5.6 Where a C1 or C2 observation requires a rewire to be completed, the property will be referred into the planned works rewire programme. The require will be completed within a six-month period. In the instance that a rewire cannot be completed within the six-month period, a further inspection and test will be undertaken to determine whether there has been any deterioration of the installation that could pose a risk to occupants.

7.6 Portable electrical equipment

- 7.6.1 The Electricity at Work Regulations, 1989 require Beyond Housing to ensure that any portable electrical equipment used by colleagues within the working environment is maintained in a safe condition and is safe to use.
- 7.6.2 Beyond Housing is not responsible for the maintenance of electrical appliances which have been supplied by customers within domestic dwellings, however, in some instances appliances have may be supplied by Beyond Housing, e.g., integral white goods installed in a new development or

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as part of Government incentives (for example, the rough sleeping initiative). In such circumstances Beyond Housing will retain responsibility for their maintenance.

7.6.3 Where Beyond Housing is responsible for electrical appliances a Portable Appliance Test (PAT) will be carried out in line with IET Code of Practice for In-service Inspection and Testing of Electrical Equipment.

7.6.4 Programmes of PAT and associated records evidencing completion will be maintained electronically by respective teams.

7.7 Smoke, heat and carbon monoxide alarms

7.7.1 Beyond Housing will test hard-wired smoke/heat detectors and carbon monoxide alarms as part of the annual gas safety check visit.

7.7.2 Properties that are not included on the gas safety programme will have the smoke, heat and carbon monoxide alarms tested on a separate electrical safety compliance programme.

7.7.3 In addition, detectors will be inspected and tested as part of the five-year periodic inspection and testing electrical compliance programme.

7.7.4 Any detectors which are found to be defective or are within 1 year of the manufacturer's replacement date will be replaced at the time of the inspection and test.

7.8 Lightning protection systems (LPS)

7.8.1 Where LPS are installed to buildings that Beyond Housing has a maintenance and repair responsibility, an annual safety inspection will be carried out by specialist contractor in line with BS EN 62305.

7.9 Electrical safety management systems and record keeping

7.9.1 Beyond Housing will implement a robust process to deal with all changes to its property portfolio, including new property acquisitions, disposals and stock transfers, in order to ensure that properties are not omitted from the electrical compliance programme and to ensure the electrical testing and inspection compliance programme remains valid and up to date.

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- 7.9.2 Data pertaining to the current property portfolio will be held within the electronic housing management system (Orchard) and the electrical domestic and commercial compliance programme will be driven from the asset management system (Pro master).
- 7.9.3 Beyond Housing will hold accurate and up to date records against each property it owns and/or manages, identifying when the electrical installation was last inspected and tested. Inspection and re-inspection dates will be held electronically within the asset management system.
- 7.9.4 All records and documentation pertaining to new electrical installations (EIC), inspection and testing of domestic and commercial electrical installations (EICR), electrical remedial works (MEIWC) and LPS will be stored within the electronic document and record management system (Documotive).
- 7.9.5 Records of PAT for electrical items will be stored electronically by respective teams responsible for maintenance regimes.

7.10 Electrical safety management procedures

- 7.10.1 Beyond Housing's Asset management and operational electrical services team have developed management and operational procedures which are detailed in appendix 1. These procedures support the policy and detail the specific arrangements for the management of electrical safety and roles and responsibilities.

7.11 Approved electrical contractors

- 7.11.1 All electrical installation and periodic testing works required to be undertaken to Beyond Housing's property portfolio or equipment within, will be conducted by Beyond Housing's electrical operational services team or an electrical contractor who are approved via the Beyond select list of contractor's procedure.
- 7.11.2 Beyond Housing will ensure that any person appointed to undertake works on electrical installations or equipment holds the relevant accreditations, qualifications and training.
- 7.11.3 Beyond Housing will carry out regular site audits of appointed electrical contractors to ensure that performance standards meet regulatory and policy compliance during works.
- 7.11.4 Regular contract meetings will be held with all external contractors to review and monitor key performance indicators.

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7.12 Information, instruction and training

7.12.1 Beyond Housing shall provide the following information, instruction and training for relevant colleagues relating to electrical safety:

- Safe isolation training
- Safe use of work equipment

7.13 Information for customers

7.13.1 To ensure that customers are aware of the risks posed by electrical installations and portable electrical equipment, Beyond Housing will publicise information relating to electrical safety, via our website.

8.0 Consultation

8.1 This policy has been created with a multi-disciplinary team from across the Beyond Housing business include feedback from asset management, property and commercial operations, development and health and safety. Furthermore, impact assessments have been completed looking at data governance, equality, diversity and inclusion and considering the impact against the customer experience framework. Consequently, this feedback has helped shape the delivery of the policy and will be used to help inform underpinning procedures.

9.0 Approval and revision

9.1 This policy will be subject to a review every three years or in the instance that:

- Changes to existing or the introduction of new legislation
- Changes to existing or the introduction of new Approved Codes of Practice / guidance
- Changes to the Beyond Housing's organisational structure
- Results of monitoring or audit findings which suggest that a review may be required
- The findings of a major incident investigation
- A request by the enforcing authorities (Health & Safety Executive, Fire and Rescue Service).

9.2 It will be the responsibility of the **director of governance and business assurance** to:

- Assess any request for the review of the policy and associated procedures

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- Consult with stakeholders regarding the proposed changes
- Undertake a review and update the policy and procedures as required
- Retain records of changes to the policy and procedures for future reference and audit as required.

Approval and revision Criteria	Information
Document written by:	Paul Teece
Document approved by:	Paul Smith
Version No.	5.0

Version no	Revision date	Reason for revision
5	September 2022	Policy migrated to new format, roles and responsibilities updated to reflect current structure, policy delivery arrangements outlined and details of procedures added as appendices.
5.1	April 2023	Amended to reflect change of job titles to director of assets and sustainability and director of property

Appendix 1 – Supporting Procedures

Asset Management

Reference	Procedure	Procedure owner
AM-PR-006	Asset Compliance Servicing Data Reconciliation Procedure	Director of asset management and sustainability

Property & Commercial Operations – electrical services team

Reference	Procedure	Procedure owner
CP 012	Electrical Safety Procedure	Director of Property
MO-PR-020	Landlords Electrical Safety Check Access Procedure	Director of Property

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MO-PR-012	Safe Electrical Isolation Procedure	Director of Property
MO-PR-013	Calibration of Electrical Test Instruments Procedure	Director of Property
PO-PR-024	External Contractor Access Procedure	Director of Property

Health and Safety

Reference	Procedure	Procedure owner
HSP44	Compliance Sampling Procedure	Health and Safety Manager