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# Electrical Safety Policy

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**Version 2.0 January 2024**

# Electrical Safety Policy

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# Electrical Safety Policy

## 1. Statement of Intent

- 1.1. Rykneld Homes Ltd (RHL) manages approximately 7,800 Council properties on behalf of North East Derbyshire District Council (NEDDC/the Council) and owns and manages approximately 170 properties as a Registered Provider of Social Housing.
- 1.2. This Policy sets out RHL's approach to ensure that all electrical systems within our properties are properly managed and operate safely. All new installation, maintenance and safety check work is carried out in accordance with our duties as landlords and as a minimum to the requirements of the Institution of Engineering and Technology (IET) Wiring Regulations Eighteenth Edition (BS 7671).
- 1.3. This Policy is intended to cover all properties owned and managed by RHL, including housing stock, offices, and other buildings. The Council, as owners, hold the responsibility for the electrical installation within our head office at 2013 Mill Lane, Wingerworth. Rykneld Homes will work with the Council to assist them to discharge their duties. The Policy will cover the following works:
  - New or replacement electrical installations
  - Domestic Electric Installation Condition Report (DEICR) inspection
  - Smoke and Carbon Monoxide detection systems
  - Electrical repairs and maintenance work
  - Void property DEICR safety check and remedial work

## 2. General Principles

- (a) To ensure all NEDDC/RHL electrical installations that RHL are responsible for and appliances are operated and maintained in a safe and useable condition.
- (b) To provide a prompt, efficient and effective service which is also sympathetic to the customer's needs.
- (c) To ensure compliance with all relevant legislation and regulations and to ensure our electrical installations are maintained in accordance with the landlord responsibilities set out in the Tenancy Agreement.
- (d) To ensure that NEDDC/RHL properties have the correct system of smoke and CO detection installed in order to comply with the Smoke and Carbon Monoxide Detection Regulations 2022.
- (e) To clearly define the levels and standards of service for the installation and maintenance of electric installations and appliances.
- (f) To ensure that the works carried out through this Policy are undertaken safely, and in compliance with recognised good practice.

- (g) To have in place an effective quality monitoring system of both staff and contractor's work to ensure compliance with this Policy taking into account customer feedback.
- (h) To have appropriate procedures in place to ensure the requirements of this Policy are implemented.
- (i) To report regularly to the Senior Management Team (SMT) on electrical safety, quality performance, costs, and other relevant issues.

### **3. Legal Framework**

- 3.1. The Electricity at Work Regulations 1989 set out the requirements for duty holders to maintain and repair electrical installations in accordance with BS 7671 IET Wiring Regulations. These sit within the wider context of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 3.2. Under the terms of this legislation, RHL's specific responsibilities are as follows:
  - Have electrical systems constructed in a way that prevents danger
  - To maintain electrical systems to prevent danger
  - Carry out work on electrical systems in a way that prevents danger
  - To ensure that all properties have a satisfactory DEICR prior to occupancy
  - To ensure that every property complies with the smoke and CO Alarm Regulations 2022
  - To ensure that any work carried out on the behalf of RHL is carried out by individuals who have suitable training, knowledge, experience and supervision.

### **4. Electrical Maintenance, Repairs, Testing and Installations**

- 4.1. Only approved electrical engineers or contractors can carry out maintenance, repair, testing and installation works.
- 4.2. Rykneld Homes is responsible for ensuring that electrical installations are tested in accordance with the guidelines set out in IET Wiring Regulations (BS 7671). In addition, they are responsible for ensuring the condition of the electrical installation is satisfactory.
- 4.3. Rykneld Homes will ensure that, where regulations require, it receives a signed installation certificate for all electrical work undertaken to the properties it manages. The certification must confirm that the installation has been:
  - Installed as per the manufacturer's instruction and in accordance with the IET Wiring Regulations (BS 7671)
  - Installed by a skilled person (electrically)
  - That the following checks have been carried out and recorded:

- That the installation is safe for continued use
  - That the installation has a satisfactory DEICR
  - Recommended retest date.
- 4.4. Rykneld Homes will as best practice undertake a rolling 5-year DEICR testing programme for the electrical installations in the properties it manages. At this stage, the smoke and CO detection will be checked and if necessary, rectified.
- 4.5. During the annual gas safety check, smoke detection and CO systems will also be checked and any issue passed to the Electrical team and rectified.
- 4.6. Each DEICR will identify the condition of the electrical installation including any defects and smoke and CO detection system at the property will be tested. Rectification of any defects will be completed in accordance with guidelines based on the severity of the defect identified. The recognised guidance on timescale for rectification are set out below:
- C1: Danger Present: Immediate action is required
  - C2: Potentially Dangerous: Action should be taken usually within 30 days
  - C3: Improvements Needed: No time limit provided
  - FI: For Further Investigation: The issue should be investigated as soon as possible.

## **5. Responsive Electrical Repairs and Maintenance**

- 5.1. Only approved electrical engineers or contractors will be used to undertake this work. Responsive repairs required to electrical installations include the replacement of parts, where required, but exclude large scale works such as rewires and consumer unit upgrades.
- 5.2. The repairs will be completed using one of the following four categories:
- Priority 0 – Emergency – same day response
  - Priority 1 – Next working day
  - Priority 2 – Three working days
  - Priority 3 – 15 working days.
- 5.3. Where an electrical system may present a risk to customers, staff or third parties and it is safe to do so, the system should be isolated at the incoming service point to remove the risk until suitable repairs can be undertaken.
- 5.4. Delays and exemptions to the above timescales may occur in circumstances out of the control of RHL, such as extreme weather or non-availability of parts and materials, or where the extent of the work is so large that the timescale cannot realistically be achieved.
- 5.5. Flexibility may also be introduced in respect of the above categorisation of work or the timescales, particularly in the case of vulnerable customers with particular needs.

## **6. Change of Tenancy DEICR**

- 6.1. A DEICR will be carried out on the electrical installation at the end of each tenancy, when the property becomes void or at the point of a mutual exchange of homes.
- 6.2. Any remedial work identified in the DEICR will be completed prior to a new tenancy commencing.
- 6.3. The remedial work will include upgrading the installation to the RHL current Electrical Specification.
- 6.4. Every property will have a mains powered Smoke and Carbon Monoxide detection LD2 system installed at void stage if one is not in place.

## **7. Electrical Systems – Data Collection and Storage**

- 7.1. Rykneld Homes will retain electronic records, certificates and relevant information relating to the electrical installation in all the properties it manages. These will be held centrally on the housing management system and contain the following information:
  - A copy of all DEICRs undertaken
  - A copy of all minor works certificates
  - A copy of the smoke detection installation certificate
  - A description of any electrical equipment installed in a property (extractor fans, electrical showers, fire suites) etc
  - The make, model and location of such equipment
  - Date of installation of such equipment.
- 7.2. Any other information required to ensure that reports, recommendations and programmes of works can be provided from the system.
- 7.3. When electrical equipment is installed (for example, new build) or replaced, the data system will be updated accordingly.

## **8. Selection and Appointment of Electrical Engineers and Contractors**

- 8.1. Only approved competent electrical contractors and engineers will be allowed to work on or install any electrical systems and appliances to properties managed by RHL. These companies and engineers must be registered with a recognised accredited body such as NIC EIC, NAPIT etc.
- 8.2. All electrical engineers and contractors are required to provide written evidence of their training, knowledge, experience and that this is current and maintained.

## **9. Quality Control**

- 9.1. A system of quality assurance and inspection procedures are in place to enable verification of all electrical work undertaken to properties managed by RHL.
- 9.2. Quality checks include:
  - Documentation (DEICR's, Electrical Installation Certificates (EIC) etc)
  - Post-inspection quality inspections
  - Tenant Satisfaction Surveys.
- 9.3. Electrical work undertaken by RHL employees and contractors will be surveyed for quality and compliance with both RHL requirements and the legal requirements for electrical installations by a suitably qualified person on a regular and systematic basis.

## **10. Electrical No Access Policy**

- 10.1. Rykneld Homes have an obligation to carry out Electrical Repairs and Electrical Condition reports; we work with customers to gain access to complete this essential service by offering late appointments and Saturday appointments. Occasionally, we have difficulty to access properties and as a last resort we will apply for a Court-ordered Injunction to force entry to allow the essential check to go ahead.
- 10.2. By adhering to the Electrical Access procedure below, RHL will have demonstrated that all reasonable steps have been taken to gain access in order to carry out Electrical Repairs and Condition reports.
- 10.3. Any disabilities, vulnerabilities or access restrictions are identified and input on the system for the Electricians information.
- 10.4. Once the Court hearing grants an Injunction to enter the premises, forced access is gained to ensure the Electrical system within the property is safe:
  - Rykneld Homes will send a letter with appointment date
  - First no access – RHL's Electrician will attend and if no access will post another appointment date with seven days' notice. A copy is returned to file
  - Second no access – RHL's Electrician will attend and if no access will post another appointment date with seven days' notice. A copy is returned to file and final letter before legal action is sent from RHL
  - Third no access – RHL's Electrician will attend and if no access will post another appointment date with seven days' notice. A copy is returned to file and the preparation for the legal paperwork for Injunction, Equality Impact Statement and Exhibits will be completed
  - Rykneld Homes will continue to visit property until either gaining access to undertake safety checks or the Court hearing date and an Injunction to gain access is granted.

## **11. Roles and Responsibilities**

- 11.1. The Managing Director of RHL has overall responsibility for electrical safety. The responsibility for the overall provision of resources and the monitoring of the safety and quality of the electrical systems is delegated to the Director of Property Services and Development.
- 11.2. The operational management and administration of electrical works and systems associated with these, as set out in the Policy, is the responsibility of the Senior Operations Manager (Compliance) in conjunction with the relevant appointed competent person for electrical systems.
- 11.3. The Senior Operations Manager (Compliance) will ensure that contractual arrangements are made with approved contractors to carry out electrical installations, DEICR's and reactive repairs that comply with all current legislation and good practice. The Senior Operations Manager (Compliance), in conjunction with the relevant appointed competent person, will be responsible for ensuring that each property is maintained, and a DEICR is carried out within its recommended retest date or at change of occupier, and that there is compliance with the BS7671 IET Wiring Regulations.

## **12. Contact**

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