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## 1. Purpose and context

- 1.1 In the UK there are approximately 19,300 accidental domestic fires of electrical origin. Each year about 1000 accidents at work involving electric shock or burn are reported to the Health and Safety Executive (HSE). Around 30 of these are fatal.
- 1.2 As owners and managers of property Lewisham Council has a duty of care to ensure that residents, staff, contractors, visitors and other third parties can use the relevant buildings and facilities safely. This extends to ensuring that persons are safe from risks associated with electrical installations and equipment.
- 1.3 Lewisham Councils' aim is that all properties will have a valid NICEIC, (or equivalent) Electrical Installation Certificate (EIC), Electrical Installation Condition Report (EICR) or Minor Electrical Installation Works Certificate (MEIWC) and meet all current statutory requirements.
- 1.4 Lewisham Council is committed to ensuring the safety of its residents, contractors, employees, and others, in regard to electrical installations in properties owned and/or managed by us, and in the workplace. Lewisham Council is committed to complying with the relevant legislation and codes of practice, particularly:
  - BS 7671 2018 Requirements for Electrical Installations, IET (Institute of Engineering and Technology) Wiring Regulations (current edition incorporating amendment 2 2022); and
  - Electrical Safety: The building regulations 2010, Approved Document P: Building Regulation in England covering electrical safety in dwellings, 2013 Edition.



## 2. Scope

- 2.1 Lewisham Council's Housing Service manages circa 19,000 homes and also builds new homes. This policy applies to all parts of Lewisham Councils' managed housing stock. It covers all common areas, as well as tenanted and licenced properties owned and managed by Lewisham Council's Housing Service.
- 2.2 This policy sets the standards required for electrical safety, installations repair and testing within properties where Lewisham Council holds maintenance responsibilities for the electrical installations.
- 2.3 This policy is particularly applicable to the following activities:
  - Maintenance of mechanical and electrical assets.
  - Gathering, storing, and analysis of data relating to maintenance activities.
  - The control of testing and monitoring regimes carried out by Lewisham Council staff and contractors
- 2.4 This policy does include workplace electrical installation safety, but does not cover portable appliance testing (PAT). Lewisham Council have a Facilities Management Team who provide oversight of electrical safety within the workplace.
- 2.5 The Compliance Team will work with operational teams to establish robust procedures to deliver the policy requirements, and will be supported by the Health and Safety Team where required. This policy relates to and supports the Health and Safety policy.

## 3. Responsibilities and Duty Holders

**Responsible Person** - The CEO is deemed to be the 'Responsible Person'. Whilst the CEO has overall accountability for the management of all aspects of health and safety including the management of electrical safety, the day-to-day implementation of this policy is delegated to the Director of Housing Quality and Investment.

**Duty Holders** - The main duty holder will be the Director of Housing Quality and Investment as delegated by the CEO and may nominate competent person(s) to deliver specific duties.

**Landlord Duty** - Lewisham Council is required by law to ensure that:

- the electrical installation in a rented property is safe when tenants move in and maintained in a safe condition throughout its duration,
- any electrical appliance provided is safe and has at least the CE marking.

**Employer Duty** - Lewisham Council, as an employer, is required by law to comply with the provisions of the legislation and regulations where they relate to matters which are within its control.

## 4. Electrical safety competence

- 4.1 Electrical safety competence is provided within the Housing (Quality and Investment) Directorate, with a qualified and competent Electrical Contract Manager in the Compliance Team, and a competent Electrical Manager and Electrical Supervisors within the Repairs Team.



- 4.2 Appropriate staff will receive regular training in electrical safety and in updated regulations and legislation.
- 4.3 Lewisham Council will only use NICEIC or equivalent registered contractors meeting the qualification requirements of The Registered Competent Person Electrical scheme.
- 4.4 For workplace arrangements see 2.4 above.

## 5. Domestic electrical installations

- 5.1 All new electrical installations will comply with the current edition of BS 7671 (IET Wiring Regulations including all amendments) and Approved Document P: Building Regulation in England covering electrical safety in dwellings, 2013 Edition, resulting in the issue of an Electrical Installation Certificate and a Building Regulations compliance certificate.
- 5.2 Existing domestic installations will be subject to an inspection by a competent electrical engineer and issued with an Electrical Installation Condition Report (EICR) every five years. **N.B.** on 1 June 2020 legislation made this a legal requirement for private landlords.
- 5.3 All actions arising from the EICR inspection will be discharged according to the following priority:
  - C1 actions will be completed the same day
  - C2 actions will be completed within 3 weeks (or 4 if a rewire is required)
  - FI (Further Investigation) will be completed within 3 weeks
  - C3 actions, which are recommendations only, will be given an appropriate priority status
- 5.4 Electrical upgrade works will be completed to comply with the current edition of BS 7671 (IET Wiring Regulations) and Approved Document P: Building Regulation in England covering electrical safety in dwellings, 2013, resulting in the issue of a "Satisfactory" Electrical Installation Condition Report (EICR), an Electrical Installation Certificate and/or a Building Regulations compliance certificate.
- 5.5 Properties included in a Decent Homes program that have electrical works included will have a new electrical certificate provided, to replace the existing EICR, regardless of the validity period remaining on the previous report.
- 5.6 The electrical installation in a rented property will be inspected and a satisfactory Electrical Installation Condition Report (EICR) will be issued before tenants move in. This will apply to lettings and exchanges.
- 5.7 Any electrical defects reported by tenants or other third parties will be evaluated before monitoring or being assigned to a competent electrical contractor for rectification.
- 5.8 Where lightning conductors are fitted to domestic premises, they will be tested every 11 months and any defects rectified by competent electrical contractors.

## 6. Domestic electrical appliances

- 6.1 Lewisham Council will be responsible for any hard-wired appliances that it owns and will develop, and maintain, a complete and updated register of electrical appliances.
- 6.2 Appliances will be subject to regular safety checks by a competent person - as a minimum in accordance with manufacturer's instructions.



- 6.3 Residents' appliances which have been installed by the previous resident will be removed before re-letting.
- 6.4 Any electrical defects affecting fixed appliances reported by tenants or other third parties will be evaluated before monitoring or being assigned to a competent contractor for rectification.

## 7. Electrical safety workplaces

- 7.1 The electrical installations at Laurence House (workplace) are maintained by LBL Facilities Management Team (FM) team. This is maintained by an external facilities management contractor (FMC) on behalf of Lewisham Council. The electrical installations will be inspected by the FMC every five-years, or less if stated on the certification. The FMC will also conduct an annual service to switch gear and distribution boards. All certificates and work sheets are stored on LBL CAFM System.
- 7.2 The FM Team will liaise with the FMC and obtain and retain Electrical Installation Condition Reports to confirm the electrical installations are maintained in a safe condition.
- 7.3 Any defect or unsafe condition of the workplace electrical installation will be reported immediately to the FM Team via [Fmhelpdesk@lewisham.gov.uk](mailto:Fmhelpdesk@lewisham.gov.uk). Where safe to do so, meanwhile, the defective/unsafe elements of the installation will be isolated and/or cordoned off to prevent injury or further damage.
- 7.4 Portable appliances are tested annually by LBL FM. Any appliance that fails the test is either repaired or removed from the office.
- 7.5 Emergency lighting is tested monthly by LBL FM in-house team, which consists of a flick test. Annually a 3-hour discharge is completed throughout the building. Test certificates are located on LBL FM CAFM system.
- 7.6 Where lightning conductors are fitted, they will be inspected 11-monthly, and any defects rectified by competent electrical contractors.

### Caretaker welfare facilities & remote offices

- 7.7 Portable appliances are tested annually by a Lewisham Council Contractor. Any appliance that fails the test is either repaired or removed from the location.
- 7.8 The electrical installations will be inspected by Lewisham Council's Electrical Repairs Team every 5-years. Lewisham Council's Compliance Team will obtain and retain Electrical Installation Condition Reports, to confirm the electrical installations are maintained in a safe condition.

## 8. Incidents

- 8.1 All electrical incidents must be reported to the Health and Safety team, via an internal electronic incident reporting form. The Health and Safety team will ensure that all such incidents are investigated and, where required, that the reports are issued to the Enforcing Authority under RIDDOR.
- 8.2 The Electrical Contract Manager will be informed of the incident by the Health and



Safety team<sup>1</sup>, and will arrange for a prompt investigation into the cause and circumstances of the incident.

- 8.3 In the event of a major injury or fatality, the premises will remain isolated and secured until the Health and Safety Executive (HSE) has completed their investigations.

## 9. Monitoring and continual improvement

- 9.1 Lewisham Council's Housing Executive Team will monitor the implementation of, and compliance with, this policy. The risk associated with electricity will be recorded and assessed through the Council's risk register.
- 9.2 Electrical safety performance indicators will be reported regularly to the Executive Leadership Team, together with any significant issues that arise.
- 9.3 A health and safety audit framework will be in place to include auditing arrangements for compliance with the electrical safety policy and procedures. Audits and reviews provide opportunities to reflect the effectiveness of the policy and can also identify opportunities to achieve continual improvement in the management of electrical risk.

## 10. Legislation and regulation

- 10.1 The primary legislation is the Health and Safety at Work etc. Act 1974 which imposes on Lewisham Council a general duty of care.
- 10.2 Under The Housing Health and Safety Rating System (England) Regulations 2005 (HHSRS), Lewisham Council should inspect a property to check for hazards (as defined) and decide on remedial work to be done to reduce risks. In this case Hazard 23: Electrical hazards.
- 10.3 Specific regulations to comply with are:
- The Electricity at Work Regulations 1989
  - Electrical Safety: Approved Document P: Building Regulation in England covering electrical safety in dwellings, 2013 edition
  - The Landlord and Tenant Act 1985
- 10.4 Other legislation and regulations applicable to this policy include, but are not limited to:
- The Management of Health and Safety at Work Regulations 1999
  - Electrical Safety: The building regulations 2010, Approved Document P: Building Regulation in England covering electrical safety in dwellings, 2013 Edition
  - Defective Premises Act 1972
  - Landlord and Tenant Act 1985
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Homes (Fitness for Human Habitation) Act 2018
- 10.5 The following installation-specific standards will apply in certain circumstances:

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<sup>1</sup> In some circumstances it may be the Electrical Manager that had informed the H&S team



### **Emergency Escape Lighting**

Building Regulations 2010 Approved Document B 2019 Edition incorporating 2020 and 2022 amendments, British Standard BS 5266-1 2016 Emergency Lighting.

### **Disabled Adaptations**

Part M Building Regulations 2016 (section 8 of the Approved Document details mounting heights of electrical outlets for defined “habitable” rooms)

### **Fire Alarms**

British Standards BS 5839-1 2017 and BS 5839-6 2019+A1:2020 LD2 standard as a minimum (Sheltered Scheme accommodation will have BS 5839-6 2019+A1:2020 LD1 as a minimum)

### **Efficient Lighting**

Part L1 Building Regulations 2021, incorporating 2023 amendments.

## 11. Terms and Definitions

### **NICEIC**

The National Inspection Council for Electrical Installation Contracting (NICEIC) provides assessment and certification services for contractors working across the building services sectors. It assesses electricians, renewable energy installers, plumbers and gas and heating engineers. <http://www.niceic.com/privacy-policy>

### **IET**

The Institution of Engineering and Technology (IET) is a multidisciplinary professional engineering institution, formed in 2006 from two separate institutions: the Institution of Electrical Engineers (IEE) and the Institution of Incorporated Engineers (IIE). The IET represents the engineering profession in matters of public concern and assists governments to make the public aware of engineering and technological issues. <https://www.theiet.org/>

### **ECA – Electrical Contractors Association**

The ECA is made up of organisations involved with design, installation, monitoring, testing, inspection and maintenance within the electrotechnical and engineering services sector. <https://www.eca.co.uk/join-the-eca.aspx>

### **Electrical Safety First**

Electrical Safety First campaign on behalf of consumers and electrical trade professionals to improve safety regulation and ensure safety messages are appropriate, up to date and well communicated. They are recognised by government and industry as the leading campaigning charity and technical authority on electrical safety. <https://www.electricalsafetyfirst.org.uk/>

## 12. Equality, diversity, and inclusion

The safety of our residents and workforce is of the utmost importance. This policy has been written to protect all concerned taking into account all protected characteristics. We will ensure that relevant information is communicated in an accessible and understandable way with the aim of keeping people safe.



### 13. Communication and consultation

- 1.1 The policy can be found on Lewisham Council's website. Along with the Repairs policy, the Required Access policy, and the tenancy agreement, these provide further detail regarding resident responsibilities.
- 1.2 New tenants will be given electrical safety advice at sign-up.
- 1.3 Other electrical safety information and awareness raising may periodically be made available on Lewisham Council's website, as well as other communications or events, which may be in conjunction with other agencies, or signposting to external information.
- 1.4 Access to rooms and risers containing electrical hazards will be secured to prevent unauthorised access and suitable signs and notices will be fitted to warn of electrical hazards.
- 1.5 The Electrical Safety team is located within the Housing Compliance Service. This Service will liaise with other relevant teams throughout the Council to ensure this policy, and the procedures which implement it is published internally and accessible to staff. Any other training and internal messaging will be delivered clearly, as and when required.
- 1.6 As part of the initial development and approval of this policy we consulted with staff and a dedicated Health and Safety Group. The Council has staff appointed to ensure electrical safety compliance, who will continue to check for accuracy and review for any required changes to this policy, prior to seeking approval.

<b>Replaces:</b> Electrical safety policy 2022 (Lewisham Homes). Minor updates to reflect the return of landlord services previously managed by Lewisham Homes to Lewisham Council.	
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<b>Approved by:</b> Lewisham Council's Housing Executive Management Team	
<b>Policy owner:</b> Head of Compliance (Housing Service)	