

# Cheltenham Borough Council Housing Electrical Safety, Alarms and Automated Equipment Policy

## Version control

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### Responsible officer

- a) Head of Building Services

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## 1.0 Introduction

- 1.1. It is essential that the electrical wiring and accessories contained within the housing assets owned by the Housing Revenue Account (HRA) are properly maintained and serviced to, as far as reasonably practicable, minimise the potential for electric shock and fire caused by electrical faults.
- 1.2. All HRA properties CBC manage, with the exception of most garages, are connected to a mains electrical supply with a small minority using this for the purpose of heating.
- 1.3. Failure to correctly manage electrical safety can result in unsafe installations which could result in loss of life and consequently it is a primary concern for CBC. The penalty for non-compliance is the risk of prosecution and if a case is referred to the Crown Court the maximum penalty can be an unlimited fine together with the possibility of imprisonment.
- 1.4. This Policy reflects the strong themes and emphasis on building safety and compliance identified within relevant legislation.
- 1.5. It is CBC Policy to:
  - a) Be compliant with legal and regulatory duties with respect to electrical safety including fire detection measures.
  - b) Ensure that all new build properties and rewires are wired to the most up to date version of BS: 7671.
  - c) Ensure that all CBC managed properties are electrically tested a minimum of every five years with communal areas also being tested every five years.
  - d) Ensure that all testing equipment is calibrated every year.
  - e) Ensure that all CBC owned portable appliances are PAT tested in accordance with the most up to date Code of Practice.
  - f) Ensure that all reasonable steps are taken to obtain access to properties for safety checks and maintenance.
  - g) Operate an effective and efficient process within Responsive Repairs for electrical safety checks and maintenance.
  - h) Deliver high levels of customer service.
  - i) Regularly review and when appropriate update the procedure for electrical safety and the maintenance service considering customer feedback and best practice.

## 2.0 Legal Requirements

- 2.1 Electrical Safety and best practice are covered by The Landlord and Tenant Act 1985, The Electricity at Work Regulations 1989, BS7671:2008 Amendment 3:2015 and Part P of the Building Regulations.
- 2.2 The duties apply to fixed wiring, electrical fittings, and accessories.

- 2.3 The LTA and ESAWR place duties on CBC, as a landlord & employer to ensure that the fixed wiring, electrical fittings, and accessories provided for use are safe. These duties to protect tenants and employee safety are in addition to the more general ones that landlords and employees have under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

### **3.0 Policy Statement**

- 3.1 CBC considers that by undertaking the compliance measures detailed below it will be compliant with the following legislative requirements:
- a) Electricity at Work Regulations 1989
  - b) BS7671:2008 Amendment 3:2015
  - c) Part P of the Building Regulations and BS 5839 Pt.6:2013
  - d) Lifting Operations and Lifting Equipment Regulations
  - e) Lightning Protection BS EN: 62305
  - f) Automatic Door Regulation BS EN: 16005
  - g) Emergency Lighting Regulation BS: 5226-1
  - h) Fire Alarm Standards BS: 5839

### **4.0 Employing Competent Contractors and Competent Persons**

- 4.1 CBC will only employ qualified and competent electricians to work on and maintain the electrical systems including the accessories, fittings and associated wiring. The exception to this would be the employment of an apprentice or electricians mate whose work will be inspected and signed off by a competent person.
- 4.2 CBC will only use registered (Certsure, NICEIC, Elecsa, Napitt or equivalent) contractors and they will be required to evidence to the council that each operative working on electrical installations has the necessary in-date qualification(s) to undertake the task.

### **5.0 Requirements**

- 5.1 Duties of Landlord
- a) To ensure 5 yearly safety checks are carried out on electrical installations and that a record is kept unless the competent electrician deems it necessary to re-inspect on a more frequent basis. If, however, we start to see deterioration in our electrical installations and/or an increased number of emergencies or urgent actions resulting from EICR safety checks, the Policy should be reviewed.
  - b) To ensure that a 5 yearly safety check is carried out on all communal areas unless the competent electrician deems it necessary to re-inspect on a more frequent basis.
  - c) To ensure all portable appliances are tested in accordance with the current code of practice.

- d) Temporary Furnished accommodation will be tested fully at least once per year and visually inspected with a random electrical test on a single circuit every change of occupancy. Any Portable appliances provided by the council will be subject to a PAT test once per year with the results being recorded on the supplied sheet located at the property.
- e) To ensure all properties are covered with a minimum fire protection of LD3. This includes fire detection devices in all escape routes of the property. General needs properties and the dwellings contained within sheltered schemes have a minimum of a smoke alarm in each hallway and landing (LD3) with the updated properties also having a heat detector in the kitchen (LD3+). All of these alarms are tested by a member of CBC whenever the property is visited or annually, whichever is soonest. This is not required according to legislation but an additional safety benefit offered by CBC.
- f) Fire alarms in communal areas are tested quarterly by a CBC appointed contractor with the whole system including the fire panel and all other associated devices being tested annually.
- g) Fire detection devices over 10 years old will be replaced at safety check visits. These will be combined fire detection and CO devices located as required.
- h) In general needs properties where the alarms are mains with a battery backup, it is the tenant's responsibility to replace the batteries unless a sealed lithium cell is installed. Sheltered schemes are also protected by a monitored fire alarm system that will contact a call centre in the event of activation. This system will be tested every quarter with a full test and overhaul annually.

## 5.2 Compliance Measures – CBC will ensure:

- 5.2.1.1 Records will be held and maintained for all electrical installations and equipment.
- 5.2.1.2 An Electrical Installation Condition Report (EICR) is undertaken by a qualified electrician on every landlord owned and leased property.
- 5.2.1.3 An EICR is carried out for each new tenancy.
- 5.2.1.4 Where there is no power available to carry out an EICR, an appointment will be booked at the soonest convenience to ensure this is completed.
- 5.2.1.5 That all EICR's will be recorded in the proper manner, either electronically or on paper.
- 5.2.1.6 A record of each EICR is kept for at least five years.
- 5.2.1.7 A minor works certificate will be produced following any alteration, modification or change to the installation.
- 5.2.1.8 Building control will be notified under the Part P notification scheme where appropriate.
- 5.2.1.9 That no electrical work will be permitted by unauthorised persons unless written permission is requested and sanctioned by CBC.
- 5.2.1.10 That all portable appliances are tested in accordance with the IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment. This includes all items situated in offices, workshops, temporary accommodation and tradesmen's tools and equipment.

### 5.3 Reasonable Steps

To comply with Requirement 2, CBC will take reasonable steps to ensure electrical safety checks are made. This comprises a 5-year safety check programme, tenants will be notified in advance of the proposed inspection appointment in writing and by telephone. Where there is no response from the tenant, the logistics team will send emails and text messages. If there is still no contact then a further two pre-appointment letters will be sent (total of three letters) and, thereafter, if there is still no response, legal action will be pursued until access to the property is achieved and the electrical test is satisfactorily completed.

## 6.0 Lightning Protection Systems

The risk and need for lightning protection systems (lightning conductors) shall be risk assessed in accordance with BS EN 62305. Lightning protection shall be maintained in accordance with BS EN 62305 at maximum intervals of 12 months.

## 7.0 Cyclical Maintenance

CBC have the responsibility of managing several cyclical maintenance programmes, some of which have legislative elements to them. These include a series of testing or servicing regimes which must be completed for CBC to remain compliant:

### **Legislative:**

1. Passenger, Stair and Vertical Lifts
2. Fire Alarm and Equipment
3. Emergency Lighting
4. Automatic Door Opener/Closers
5. Lightning Conductors

### **Non-Legislative**

1. Door Entry Systems
2. Electrical Wash/Dry Toilets

It is CBC's obligation to ensure that all legislative contracts abide to the relevant regulations and British Standards imposed upon them and that all contracts are maintained to the highest level, following all Codes of Practice.

Testing and servicing frequencies will follow the regime dictated by the relevant legislation. Below is a brief overview:

### 7.1 Lifting Equipment

Passenger lifts:

- Serviced by competent individual six times per year.
- Thorough examination carried out twice per year by competent individual.

Stair lifts:

- Serviced by competent individual twice per year.
- Thorough examination carried out once per year by competent individual.

Hoists and vertical lifts:

- Serviced by competent individual twice per year.
- Thorough examination carried out twice per year by competent individual.

Lift Operating and Lifting Equipment Regulations (LOLER) documentation will be received and stored in an electronic format. Stair lifts do not require a thorough examination however CBC will exceed the Legislative requirement to effectively manage risk. Vertical lifts in residential dwellings only require one thorough examination per year, however CBC consider these high-risk and will exceed the Legislative requirement and inspect them twice per year.

## **7.2 Fire Alarms and Equipment**

Fire Alarm System:

- 25% inspected and serviced by competent individual four times per year.
- One annual inspection and service by competent individual.

Fire equipment incl. Extinguishers and Fire Blankets:

- Inspected and serviced once per year by competent individual.

Certificates of Inspection will be received and stored in an electronic format.

The Housing Support Officers are responsible for testing a random manual call point in a sheltered scheme and ensuring that all fire doors within the scheme close upon activation. This is recorded in the log book situated by the fire panel.

## **7.3 Emergency Lights**

Emergency lights are inspected by CBC electricians and estate operatives for General Needs blocks and a designated contractor for Sheltered Schemes.

Emergency Lights are to be tested every month with a full discharge test once per year in accordance with BS EN 50172 / BS 5266-8.

Certificates of Inspection will be received and stored in an electronic format

## **7.4 Automatic Door Openers/Closers**

Automatic Door Openers/Closers will be inspected once per year in accordance with BS EN 16005 by a competent individual.

Certificates of Inspection will be received and stored in an electronic format.

## 7.5 Lightning Conductors

Lightning Conductors will be tested and inspected once a year in accordance with BS EN 62305 by a competent individual.

Certificates of Inspection will be received and stored in an electronic format.

## 7.6 Document Recording

All documentation including servicing/testing reports and certifications will be held and filed on Documotive, while a record of the dates of testing will be filed on QL. These documents should be held for a minimum of one year.

## 8.0 Performance Management

Compliance against the requirements of this Policy will be measured by the following Key Performance Indicators:

### Electrical

- Percentage of properties with a current 5yr EICR.
- Percentage of communal areas with a current 5yr EICR. • Percentage of leased properties with current EICR.
- Percentage of temporary furnished properties with an annual PAT test.
- Percentage of CBC owned portable appliances with an annual PAT test.

### Lifting equipment

- Percentage of passenger lifts with current bi-annual LOLER test.
- Percentage of stairlifts with current annual LOLER test.
- Percentage of vertical lifts/hoists with bi-annual LOLER test.

### Fire & Emergency lighting

- Percentage of general needs properties with fire detection device check.
- Percentage of Fire alarms and % of detectors with current test.
- Percentage of Fire alarms with annual test.
- Percentage of linked sheltered detectors tested quarterly.
- Percentage of linked sheltered systems tested annually.
- Percentage of HSO weekly fire tests completed.
- Percentage of Fire equipment with an annual test.
- Percentage of Emergency Lighting with monthly test.
- Percentage of Emergency Lighting with annual test.

### Auto openers

- Percentage of properties with current auto opener test.

### Lightning Protection

- Percentage of Lightning Protection systems tested annually.

### CBC Operations

- Percentage of CBC testing equipment tested and calibrated.



Performance will be reported at frequencies relating to the testing and compliance regime. All performance data will be held in Clearview to facilitate performance reporting. Any performance discrepancies in the KPI results will be clearly indicated in the Performance Note tab in Clearview giving a precise commentary of the reason for the discrepancy and the remedial steps that have been put in place to rectify the issue and any preventative measures.

## **9.0 Responsibilities**

### **Deputy Chief Executive**

The Deputy Chief Executive through the Head of Building Services will support the Chief Executive in the position as Duty Holder and as such will be responsible for ensuring that:

- a) Both an effective Policy, supported by a robust management framework is in place to manage electrical safety.
- b) Individuals charged with the management of electrical safety within CBC are competent and have the necessary resources at their disposal to undertake the work effectively.

### **Head of Building Services**

The Head of Building Services through the Repairs Manager, Logistics Manager and Electrical Supervisor will be responsible to ensure:

- a) The development and review of an effective policy.
- b) The overall implementation and maintenance of a robust management framework which is fit for purpose to manage electrical safety.
- c) The appointment of competent persons and contractors employed by CBC.
- d) Advice and recommendations affecting policy.

### **Repairs Manager**

The Repairs Manager through the Electrical Supervisor will be responsible for ensuring:

- a) The framework put in place for the implementation and management of electrical safety is carried out and continues to be fit for purpose.
- b) Review and monitor compliance and contractor performance.
- c) Timely Policy review.
- d) The production of written management systems.
- e) Advice and recommendations affecting Policy.

### **Logistics Manager**

The Logistics Manager will be responsible for ensuring:

- a) All reasonable steps are taken to obtain access to properties for safety checks and maintenance.
- b) Delivery of the electrical safety check programme is monitored daily.
- c) Electrical safety check compliance is reported monthly.

- d) High levels of customer service are achieved.
- e) Receipt of testing and inspection certification for leased properties.
- f) New tenancy EICR testing is carried out.

### **Electrical Supervisor**

The Electrical Supervisor is responsible for the day-to-day technical support of the in-house electricians and contractors appointed to undertake electrical safety checks and maintenance in accordance with this Policy and associated procedures ensuring that:

- a) Independent third-party audits are undertaken annually by Elecsa to ensure that CBC remain competent and compliant regarding its electrical safety. Elecsa is the governing body selected by CBC to carry out these audits which includes electrical competency checks and property surveys.
- b) The in-house electricians and contractors deliver an effective and efficient service for electrical safety checks, servicing, and maintenance in accordance with agreed processes and procedures.
- c) Electrician's certification is checked and stored to ensure employed and temporary electricians are trained to carry out the work required.
- d) The procedure for electrical safety and the maintenance service is regularly reviewed considering customer feedback and best practice and when necessary, recommend appropriate updates.
- e) Management of the in-house electricians and contractors undertaking works to electrical installations including the EICR safety checks.
- f) Identification and promotion of appropriate staff training.
- g) Technical support is provided to the Technical & Investment Team to enable them to effectively manage contractors delivering the capital programme.
- h) Notification is made to Building Control under Part P.
- i) Testing equipment is calibrated.
- j) CBC Portable appliances are tested in accordance with Code of Practice.
- k) Temporary Furnished accommodation is tested in accordance with Landlord duties.
- l) Fire alarm maintenance (Inclusive of alarms and fire equipment) is conducted every quarter and a full test and overhaul annually with certification received, checked and recorded.
- m) Emergency lighting maintenance is conducted every month with a full discharge once a year with certification received, checked and recorded.
- n) Manage and have an overview of all ongoing contracts and ensure contractor competency.
- o) Ensure all lifting equipment is serviced regularly and hold a valid LOLER certificate where appropriate
- p) Ensure that all automatic door openers are inspected and serviced once per year.
- q) Ensure that wash/dry toilets have a preventative maintenance service once per year
- r) Ensure lightning protection is serviced annually.
- s) Hold regular meetings with contractors to ensure that duties are met and KPI's are upheld.

### **Building Surveyors/Officers in the Technical & Investment, Responsive Repairs and Development Teams**

It is the responsibility of the Officers to ensure that:

- a) All electrical work is carried out by a certified contractor.
- b) The contractor submits a valid certificate on completion of the works and that this is given to the Electrical Supervisor for inspection.
- c) When carrying out a stock condition survey or visit where an electrical installation is present that, any identified potential problems regarding the electrical installation are reported through to Responsive Repairs.

### **Electricians**

It is the responsibility of the Electricians to ensure that:

- a) Possess, appropriate to the nature of the electrical work to be undertaken, adequate education, training and practical skills, and able to perceive risks and avoid hazards which electricity can create.
- b) Carryout inspection and accurately report the results of periodic inspection and testing using paper and/or electronic methods.
- c) Minor works certification is completed following any alteration, modification or change to the installation.
- d) Deliver high levels of customer service.
- e) Certificates are provided to demonstrate adequate education and training.

### **Housing Support Officers**

It is the responsibility of the Housing Support Officers to ensure that:

- a) Weekly fire tests are carried out.
- b) All fire doors activate and close properly.
- c) All information is recorded in the log and kept next to the fire panel

### **Estate Operatives**

It is the responsibility of the Estate Operatives to ensure that:

- a) Monthly tests are conducted on the emergency lighting in general needs communal areas
- b) A spreadsheet is completed and handed in to the Estates Maintenance Supervisor every month detailing results.
- c) Report back to Estates Maintenance Supervisor or Electrical Supervisor if any defects are discovered.

### **All CBC employees**

All CBC employees at all levels will cooperate and support the Electrical Supervisor to ensure the duties and responsibilities necessary to comply with this Policy and associated legislation can be discharged.

## 10.0 Equality and Diversity

Given the diversity of our customers we will ensure that our procedures comply with CBC's Equality and Diversity Policy. This means that all reasonable actions possible will be used to ensure that steps taken by CBC to gain access take a customer's individual needs into account.

## 11.0 Contractors

All contractors directly or indirectly appointed by CBC will cooperate with the Electrical Supervisor to ensure the duties and responsibilities necessary to comply with this policy, associated legislation and codes of practice can be discharged.

## 12.0 Policy Review

This Policy will be reviewed at least every 3 years and when legislation changes.

## 13.0 Glossary

BS7671	17th Edition Wiring Regulations
BS 5839 Pt.6:2013	Fire Detection and Systems Regulations
BS EN 62305	Lightning Protection Standards
Elecsa, NICEIC etc	Electrical Governing Bodies
EICR	Electrical Inspection Condition Reports
Part P	Electrical section of Building Regulations
PAT	Portable Appliance Test
FAS	Fire Alarm System
LD3	FAS covering escape routes
LD3+	FAS as LD3 incl. high risk area (Kitchen)
CO	Carbon Monoxide
IEE	Institute of Electrical Engineers