



ELECTRICAL SAFETY POLICY

Lead Manager:	Compliance Manager
Responsible Senior Manager:	Assistant Director of Assets
Approved By:	STAR Board
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1. Purpose

- 1.1 The purpose of this policy is to delineate Shropshire Towns & Rural Housing's (STAR) approach to managing Electrical Safety in properties under the organisation's supervision and control. This policy offers a framework within which electrical safety will be directed and outlines essential roles and responsibilities for the implementation of this policy.
- 1.2 The Electrical Safety Management Plan (ESMP) will outline STAR's operational strategy for ensuring electrical safety, encompassing aspects such as monitoring, accountability, access procedures, and emergency protocols.
- 1.3 The operational procedures in the ESMP specify how STAR will fulfil the statutory obligation detailed in this policy, and as such, the ESMP is enforceable through this policy.

2. Introduction

- 2.1 STAR acknowledges its duty of care towards employees, residents, contractors, visitors, and others who may be potentially at risk from hazards arising from Electrical installations in premises managed and controlled by the organisation.
- 2.2 This policy supports STAR in fulfilling its role and obligations as a managing agent and employer. It also supports Shropshire Council in fulfilling its legal responsibilities as a landlord and a registered provider. It aims to provide assurance that electrical safety is appropriately managed.

3. Policy Statement

- 3.1 STAR is devoted, as far as reasonably practicable, to guaranteeing the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk from electrical installations exists in STAR managed properties. STAR recognises that it is the legal Duty Holder for its premises, and has an obligation to safeguard its customers, employees, those who operate in STAR premises and others from risks associated with electrical safety.
- 3.2 The Regulator of Social Housing and Home Standard demands Registered Providers to fulfil all applicable legal requirements for the health and safety of customers in their homes, which includes electrical safety management.
- 3.3 To satisfy our legal duties regarding Electrical Safety Management, STAR will adhere to our responsibilities under Health and Safety at Work etc. Act 1974 and Requirements for Electrical Installations – BS 7671 IET Wiring Regulations 18th Edition. To conform with the duties in these regulations, STAR will:
 - Ensure all planned and re-active works are carried out to approved standards in line with the Electrical Work Regulations 1989 and BS 7671: 2018 (as amended) by STAR.

- Ensure that all planned and re-active electrical work is carried out by a suitably qualified and skilled person employed by STAR.
- Ensure that an electrical inspection is conducted every 5 years in residential settings or in the event of a change in occupancy, and 3 years in communal settings as per STAR's guidelines unless stipulated otherwise within the EICR.
- Ensure that detailed records are maintained for all electrical inspections and appropriately managed by STAR.
- Ensure that all non-domestic electrical appliances are serviced and maintained in accordance with the manufacturers' requirements and relevant legislation by STAR.
- Ensure that all portable appliances provided by STAR are safe and in good working order through yearly testing of office and communal equipment, and testing home working equipment every 2 years.
- Ensure at least one smoke alarm is installed on each storey of properties where a room is utilized as living accommodation.
- Ensure that a carbon monoxide alarm is installed in any room used as living accommodation that contains a fixed combustion appliance (excluding gas cookers). STAR will ensure that each smoke and carbon monoxide detector is checked and in working order on the first day of any new tenancy. Where repairs or replacements are required, STAR will act in accordance to its legal requirements.
- Develop access procedures that support the implementation of this policy, as established by STAR.

4. Related Documents

- Electricity at Work Regulations 1989 (HSR 25)
- Landlord & Tenant Act 1985
- Building Safety Act 2022
- The Electrical Equipment (Safety) Regulations 1994
- Regulatory Reford (Fire Safety) Order 2005
- BS 7671 2008 (IET Wiring Regulations) 18th Edition (as amended)
- Part P Building Regulations (England and Wales)
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Housing Act 2004

- Health and Safety at Work etc. Act 1974

5. Scope of Policy

- 5.1 This policy applies to all STAR staff, contractors, and others carrying out works in STAR premises.
- 5.2 This policy applies to the following locations: -
- Rented properties including garages
 - Communal areas.
 - Offices and storage facilities.
- 5.3 Leaseholders are responsible for electrical installations within their properties as outlined in the terms of the lease agreements. STAR will remind leaseholders of their obligations in writing annually.
- 5.4 We will undertake consultation as required with 'variable service charge payers', such as Leaseholders, on a works or contract-specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

6. Roles and Responsibilities

6.1 Accountable Person

Shropshire Towns and Rural Housing (STAR) operates as an Arm's Length Management Organisation, acting on behalf of Shropshire Council to oversee the upkeep and administration of the Council's housing assets. This delegation of authority is outlined in the Council's official policies, empowering STAR to manage these responsibilities efficiently.

The Responsible Body ultimately remains as Shropshire Council.

Duty Holder

Duty Holder	Shropshire Towns and Rural Housing
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The *Duty Holder* is responsible for

- Management of systems and equipment, and for
- Ensuring that appropriate measures are identified to adequately manage risk within all premises under STAR's control.
- Quality assurance of work carried out on systems and equipment by STAR employees and contractors and that all works conform to the relevant requirements.

The Managing Director holds ultimate responsibility for health and safety across the organisation and will nominate suitably qualified and experienced individuals to discharge those duties concerning electrical safety management.

The Board has the overall governance responsibility for ensuring that STAR is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Formulating key H&S policies
- Being cognizant of risks and risk controls in place
- Agreeing on performance targets and a performance monitoring framework
- Ensuring the availability of adequate resources and competencies for fulfilling policy commitments
- Ensuring suitable reporting and auditing activity
- Listening to the voice of customers

6.2 Under this policy, STAR has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors and consultants. Only competent and suitably qualified contractors will be appointed by STAR.

6.5 Policy Management and Assurance

Deputy Duty Holder	Position:	Operations Director
	Responsibilities:	<p>Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met.</p> <p>To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate</p>

		programmes of work are in place to discharge relevant duties.
Responsible Person	Position:	Compliance Manager
	Responsibilities:	<p>Ensuring the ESMP is implemented, relevant, current and practical.</p> <p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports to the Board as part of the governance framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlines in the plan are working.</p>
Competent Person	Position:	Electrical Safety Team Leader
	Responsibilities:	<p>Administer associated contracts and act as the first point of contact for electrical safety related queries.</p> <p>Ensure effective management of STAR's electrical safety programmes and risk register.</p> <p>Guarantee that electrical safety information is available for relevant persons.</p> <p>Facilitating communication between the employees, contractors, electrical safety professionals and residents concerning matters related to electrical safety for locations within the scope of this policy.</p>

7. Policy Equality and Diversity Statement

- 7.1 STAR is committed to valuing and promoting equality, diversity, and inclusion across our services. We recognise our duty to eliminate unfair treatment and discrimination in the services we provide, and to promote and value respect in everything we do. We expect our staff to share these values and treat all customers with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

- 7.2 STAR will uphold a zero-tolerance response to acts of discrimination.
- 7.3 STAR recognises that customers have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.
- 7.4 STAR will ensure it meets its duties under the Equality Act 2010 to consider the need to:
- Eliminate discrimination, harassment, and victimisation
 - Advance equality of opportunity
 - Foster good relations between different parts of the community
- 7.5 All contractors employed by STAR or carrying out works on STAR owned or managed premises are required to adhere to the commitments we have made to valuing and promoting equality, diversity, and inclusion across our services.
- 8. Communication**
- 8.1 STAR will ensure that appropriate electrical safety information is provided to relevant persons on our website and upon request.
- 8.2 STAR will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.
- 8.3 STAR will promote awareness of electrical-related risks through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.
- 8.4 To ensure that appropriate and suitable training is provided to staff, STAR will carry out training needs assessments where appropriate.
- 8.5 STAR has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with our contractors' delivering services.