



Health & Safety Standard for Electrical Safety

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Related H&S Policies/Standards

Health & Safety Policy

Accident/Incident (Reporting & Investigating)

Selecting & Managing Contractors

* Related policy & Standards are available within the  [Health & Safety Management System](#)

1. Scope

This Electrical Safety Standard is applicable to all properties under the control of The Charity where electrical systems and equipment are in situ and applies where work with, or near, electrical systems and/or electrical equipment occurs. This Standard does not apply to the design and installation of electrical equipment or systems.

2. Purpose

Health and Safety Standards form part of The Charity's Health and Safety Management System. This Standard outlines the arrangements for assessing and mitigating risks associated with working with and/or near electrical equipment and systems as defined in point 3.

This standard will assist The Charity to comply with the following legislation/guidance etc:

- a) [Health and Safety at Work etc Act 1974](#)
- b) [Electricity at Work Regulations 1989](#)
- c) [HSG 85 \(Electricity at Work: Safe Working Practices\)](#)
- d) [HSR 25 \(Memorandum of Guidance on the Electricity at Work Regulations 1989\)](#)
- e) [BS 7671 2019 Electrical Wiring Regulations/Guide](#)

3. Definitions

For the purpose of this standard the following definitions apply:

Electrical equipment: Anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

Electrical system: An electrical system in which all the electrical equipment is, or may be, electrically connected to a common source of electrical energy, and includes such source and such equipment

4. Managing Property Compliance & Remedial Actions

Effectively managing property safety is vital to ensure the safety of staff, residents and visitors and demonstrates a positive approach to health and safety.

External contractors are engaged as the competent persons to undertake specific compliance inspections, surveys or assessments, in line with the Health & Safety Standard for 'Selecting & Managing Contractors'

The procedures for managing the compliance programme and resulting remedial actions that arise from the inspections, assessments and/or surveys is available in the [health and safety guidance folder](#) on The Charity's intranet site.

5. Responsibilities

The Charity is responsible for managing the risks associated with electricity in properties under its control. The Charity will ensure, so far as is reasonably practicable, that employees and other persons are not exposed to the risks associated with electricity by nominating a 'Responsible Person' who will have overall management responsibility for the operational implementation of this Standard and having adequate controls in place.

5.1 Responsible Person – The Group Director of Property & Places

The Charity's nominated responsible person for electrical safety is the Group Director of Property & Places, who shall have overall responsibility for ensuring the implementation of this Standard; by providing adequate resources to the Head of Property Management and by monitoring the overall electrical compliance.

5.2 The Head of Property Management

The Head of Property Management will be responsible for overseeing the implementation of this Standard and must ensure electrical risks are assessed and appropriate controls are in place to minimise the risk of electrical related incidents. This will include:

- a) Any electrical system that is provided for use on The Charity's owned or controlled premises shall be suitable for the use for which it is provided and is maintained in a condition suitable for that use.
- b) Work on electrical equipment (live or otherwise) or systems that could cause a significant risk will be prohibited or a suitable [permit to work](#) system be implemented and monitored.

- c) Electrical contractors are engaged in line with the '[Selecting & Managing Contractors' Standard](#).
- d) All work, including inspection and testing, on electrical systems is carried out by qualified electricians registered with the [National Inspection Council for Electrical Installation Contracting](#) (NICEIC), who will:
 - (i) Provide an Electrical Installation Certificate for any new electrical system or changes to an existing system within 5-working days.
 - (ii) Provide written confirmation of the inspection/testing results and recommendations, where necessary, within five-working days of the inspection/testing date.
- e) Ensure that lightning risks are evaluated, and lightning protection systems are installed and maintained as appropriate.
- f) Ensure all electrical systems are periodically tested and inspected so they remain safe for continued use.
- g) All fixed and portable electrical equipment provided by The Charity is periodically tested and inspected by appropriately competent people, so it remains safe for continued use.
- h) Ensure recommendations from tests and inspections are recorded on The Charity's database and completed as appropriate.
- i) That all records of maintenance, tests, inspections, risk assessment and system alterations etc, are retained electronically and are available to the relevant Property Manager, the Responsible Person and other interested parties.

5.3 Planned & Cyclical Programme Manager

The Planned & Cyclical Programme Manager will support the Responsible Person and the Head of Property Management in the implementation of this Standard. They are responsible for managing planned works including replacement or major upgrade to electrical systems in accordance with current legislation (inc CDM) and ensuring a system is in place for the planned and cyclical inspections to be managed effectively, and:

- a. For appointing a YMCA-SPG approved contractor that is [NICEIC registered](#) for electrical works and for periodic inspections and testing for the Electrical Installation Condition Report (EICR) and Portable Appliance Testing (PAT).
- b. Ensuring procedures are in place for the periodic inspection and testing as outlined below, or sooner if recommended by the electrical contractor
 - i. of fixed electrical wiring are conducted within five years
 - ii. of portable appliances provided by The Charity are conducted annually.
 - iii. of the lightning protection systems are conducted, annually.
 - iv. of the emergency lighting systems are conducted 3-monthly and a three-hour discharge test is conducted annually.
- c. Liaising with the electrical contractor to ensure all electrical testing documents are to be received within five working days from completion of the inspection, even if defects are identified.
- d. The electrical documentation is reviewed, and any remedial works are recorded on The Charity's database and available to Property Managers, Project Managers and other key staff members as soon as is reasonably practicable.

- e. Notifying the Head of Property Management, Property Manager and Project Manager of any appliance deemed to be (or suspected to be) unsafe to ensure the appliance(s) that has been identified be put out of use, until an electrical contractor has confirmed it to be safe.
- f. Ensuring the valid EICR and other electrical safety records are retained as a minimum until the next inspection certification has been received and:
 - i. are secure from loss and interference
 - ii. they identify the electrical operative who carried out the electrical checks
 - iii. are available via The Charity's intranet Property Compliance folder within 28-days of the inspection being completed
- g. The implementation and monitoring of the EICRs and remedial actions.

5.4 Property Managers

The Property Manager is responsible for managing The Charity's properties within a specific region. They will support the Responsible Person and the Head of Property Management in the day-to-day implementation of this Standard and shall, for all properties within their area of responsibility:

- a) Undertake any training as required by the Responsible Person to fulfil their responsibilities.
- b) Maintain a record of where the electrical installations, including lightning protection is located within the properties.
- c) Maintain a record of all portable appliances issued by The Charity for each of the properties.
- e) Ensure the periodic electrical inspections are conducted within the required certification period.
- f) Review the records and reports of maintenance, tests, inspections, risk assessments and system alterations for the properties within their premise.
- g) Ensure any electrical safety concerns that are identified and are within their control are addressed as soon as reasonably practicable.
- h) Notify the Head of Property Management of any electrical safety concerns, or outstanding recommendations from inspections/test etc, outside their area of control, at the earliest opportunity.
- i) Inform the Head of Property Management as soon as they become aware of any significant changes to an electrical system, electrical equipment, or its use.
- j) Notify the relevant Project/Scheme Manager of intended works to be conducted by a contractor, including the date/time and plan of work.
 - (i) This notification should give the Project/Scheme manager sufficient time to plan for any alterations to working practices that may be necessary before the contractors commence works.
- k) Implement The Charity's [Permit to Work system](#) where work on electrical equipment or systems (live or otherwise) that could cause a significant risk is necessary.

5.5 Project/Scheme Managers

Project/Scheme managers, and other key staff, must know where the main electrical intake cupboard and fuse boards are located.

Project Managers must be made aware of any works that are to be conducted at the property by the Property Manager, prior to the contractor's arrival. This notification should give sufficient time to plan for any alterations to working practices that may be necessary before the contractors commence works; raise any queries with the Property Manager; and where necessary, implement the [permit to work](#) procedures to ensure only authorised personnel are able to access/conduct works on electrical fittings/appliances.

They must ensure staff members and residents are aware of the site emergency procedures and key contact details in the event of an electrical fire, and:

- a) Ensure the electrical appliances that new residents bring with them at the start of the tenancy is visually inspected for signs of damage (such as frayed cables, scorched plugs etc); and prevent any damaged items being permitted in the property.
- b) Ensure cooking items such as deep-fat fryers are not permitted for any residents, in any premises.
- c) Ensure the residents portable electrical appliances is visually checked as part of the monthly welfare/room checks for obvious signs of damage and recorded within the 'welfare/room' checklist; arranging for any items of concern are removed from the property.
- d) Where shared kitchens are provided for residents, to ensuring no cooking equipment other than a kettle, is permitted within the residents' rooms.
- e) Ensure the residents are informed of the importance of electrical safety/safe appliances and how to report any electrical safety concerns to the Housing Officer.
- f) Ensure there is a system in place to prevent residents and/or employees storing and/or charging electric bikes or electric scooters within the property, due to the high-risk nature of their batteries.

5.6 Managers/Supervisors

Managers of office-based staff shall ensure their staff are aware of the need to:

- use the electrical equipment for the purpose it is intended and
- to conduct a visual inspection of portable electrical appliances prior to use and
- report damaged items to the line manager for the items to be removed from use until it is repaired or replaced.

Managers of staff that are likely to be working with electrical items (other than typical office-based equipment) shall, as appropriate to the nature of their team's work, ensure:

- a) A risk assessment is prepared for work activities involving electricity and or electrical appliances within The Charity's managed properties.
- b) The significant findings from these risk assessments are recorded electronically and shared with relevant staff members and be available to the Head of Health and Safety upon request.

- c) The recommendations from the risk assessments, maintenance activities and periodic safety checks, must be implemented into a safe system of work (local procedures).
- d) Risk assessments must be reviewed/reassessed annually, or sooner if there is reason to believe it is no longer effective (such as an incident occurs).
- e) Each person who is required to use and/or work with electrical systems must be competent to do so and shall use/work with them in accordance with manufacturer's instructions and the relevant local procedures.
- f) Notify the relevant Property Manager of any electrical safety concerns and/or electrical related incidents and report them on [The Charity's 'Report It' database](#).
- g) Any equipment (including personal protective equipment) provided for the protection of persons working on or near electrical systems/equipment shall be suitable for the use for which it is provided and maintained in a condition suitable for that use.
- h) That appropriate training is provided for all staff who may work with or near electrical systems and equipment.

4.7 Employees

All employees must:

- a) Adhere to all training, procedures, and other systems of work with regards to work with, or near, electrical systems and equipment.
- b) Conduct a visual inspection of electrical appliances prior to use, particularly where the appliance is moved between locations and/or used outdoors.
- c) Not use any electrical items that show signs of damage (such as frayed cables, scorched plugs etc).
- d) Report all electrical hazards and incidents/accidents to their line manager at the earliest opportunity.
- e) Seek permission from the relevant Property Manager, if they wish to bring any personal electrical items to work for use other than items such as phone charger.

5. Hiring or Leasing Premises

The Charity must ensure all contracts for hire/lease of a premise and/or electrical equipment identifies the key electrical safety responsibilities and the requirement that the hirer must comply with the health and safety requirements of the hire/lease contract.

6. Document Control

This document is maintained, updated, and controlled through The Charity's intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date.