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**The LDF Electrical Safety Policy and Procedure**

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## Overview

### Contents

#### Purpose

The purpose of this policy is to establish the responsibilities and obligation of the London Diocesan Fund (LDF) to maintain electrical safety standards in homes owned by the LDF, minimize risks and comply with relevant legal requirements while promoting a culture of electrical safety awareness and compliance.

It establishes guidelines and protocols for the safe installation, operation, maintenance, and use of electrical systems and highlights the procedure the LDF will take to achieve this.

The LDF is responsible for the maintenance and repairs to clergy homes and other buildings which contain electrical installations and appliances.

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#### Scope

This policy ensures compliance with relevant UK laws, regulations, codes, and standards pertaining to electrical safety.

It applies to all relevant LDF employees, occupants, contractors, and visitors involved in electrical activities.

The policy emphasises the importance of conducting regular risk assessments to identify potential electrical hazards and implement appropriate control measures.

It covers the design, installation, and inspection of electrical systems to ensure they meet safety standards and are suitable for their intended purpose.

The policy outlines procedures for regular maintenance, testing, and inspection of electrical equipment to ensure its safe operation.

It emphasises the importance of maintaining accurate records of electrical installations, inspections and maintenance activities for future reference and audit purposes.

The policy encourages a continuous improvement approach by reviewing and updating safety procedures and addressing emerging electrical safety issues.

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**Effective Date**

1<sup>st</sup> November 2023

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**\*\*\* This document is not controlled once it has been printed \*\*\***

# The LDF Electrical Safety and Procedure

## 1. Definitions

- 1.1 Periodic Electrical Inspection – an inspection of the condition of an existing electrical installation, to identify any deficiencies against the current national standard for electrical installations.
- 1.2 Electrical Installation Condition Report (EICR) – a formal document produced following a periodic electrical inspection which evidences the condition of the electrical installation.

## 2. Regulatory Standards and Legislation

- 2.1 Regulatory Standards - the application of this policy will ensure compliance with regulatory framework such as
  - Electricity at Work Regulations and the IET Wiring Regulations BS 7671:2008
  - Approved Document P - Electrical safety in dwellings
- 2.2 Legislation- The principal legislations that govern this policy are
  - The Building Regulations 2010
  - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
  - Landlord and Tenant Act 1985

## 3. Obligations

- The LDF will
- 3.1 Ensure that only that only suitably NICEIC competent qualified electrical contractors and engineers (or equivalent) undertake electrical works on the electrical installations, systems and equipment.
  - 3.2 Comply with all relevant legislation and regulatory standards that govern this policy.
  - 3.3 Ensure that electrical installations will be tested on all residential properties periodically at intervals of no longer than five years from the previous inspection. A safety inspection will be undertaken sooner than the five-year period if recommended by a competent person.
  - 3.4 Will ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.
  - 3.5 Ensure that a full electrical installation inspection is undertaken in the case of a change of occupancy as part of the ingoing works process.

- 3.6 Maintain accurate and up-to-date records within the LDF's property maintenance management system, Fixflo, for all properties owned by the organisation, including those managed by external managing agents. These records should indicate the most recent inspection and testing of the electrical installation at each property.
- 3.7 Ensure that all electrical installations are in a satisfactory condition once an inspection and test of the electrical installation is completed. In the event of an unsatisfactory certificate, prompt remedial actions will be undertaken, and the LDF will receive an installation certificate. For minor works, a minor works certificate will be issued following completion.
- 3.8 Implement a robust procedure to obtain access in cases where customers refuse access for the purpose of conducting necessary electrical safety inspections and remedial works.
- 3.9 Conduct testing and replace smoke alarms as deemed necessary during the periodic electrical inspections, the quinquennial works or a vacant period. The contractor will provide the LDF with a copy of the smoke alarm certificate.
- 3.10 Develop and uphold a comprehensive plan documenting all ongoing efforts dedicated to enhancing electrical safety.
- 3.11 Report on our performance on electrical safety to our senior management group.

#### **4. Responsibilities**

- 4.1 The Director of Housing retains overall accountability for this policy.
- 4.2 The Head of Housing is responsible for policy implementation and ensuring adequate resources are made available to meet the policy objectives.
- 4.3 The Head of Housing is responsible for ensuring the policy is reviewed and updated in line with legislation.
- 4.4 The Housing Operations Manager is responsible for ensuring delivery of the key policy objectives and for achieving the associated targets.
- 4.5 The Housing Operations Manager is responsible for overseeing the operational delivery, including the management of all contractors carrying out any works on electrical appliances.
- 4.6 The Maintenance Manager is responsible for overseeing the electrical inspections carried out during the vacant period of a property as part of the ongoing works and for obtaining a satisfactory EICR certificate from the contractor.

- 4.7 The Head of Housing, Senior Residential Property Manager and Managing Agents are responsible for ensuring the contractors they use to carry out any electrical safety works in an LDF property are NICEIC registered and have been issued with an appropriate certification, to work on gas appliance.
- 4.8 Residential Property Managers are responsible for managing agent performance and compliance.
- 4.9 The contractor is responsible for carrying out the electrical safety inspection correctly and reporting any unsafe appliance to the LDF.

## 5. Management System

- 5.1 The LDF's chosen compliance management system is Fixflo which is used to manage all compliance records including electrical compliance.
- 5.2 The LDF will provide access to online training for our contractors and managing agents to be able to use Fixflo as a contractor so they can carry out functions which is required from them such as updating the appointment date of the next electrical safety inspection.
- 5.3 All communications between the LDF, contractors and occupants regarding electrical inspections must be held on Fixflo.

## 6. Access

- 6.1 The process of contact for access starts 90 days prior to the current electrical certificate ending. This can start before 90 days if works are identified to be needed in the property.
- 6.2 LDF are obligated to make every effort to gain access to carry out the electrical inspection.
- 6.3 LDF will arrange for either a contractor or a managing agent to coordinate with their respective contractors, ensuring that an Electrical Installation Condition Report (EICR) is conducted 90 days (or before) before the current certificate expires. These instructions will be communicated through Fixflo.
- 6.4 The contractor will reach out to the occupant through various means such as letter, phone or email, offering an appointment date or suggesting a suitable alternative. The appointment date offered must not go beyond one week before the certificate's expiry to prevent any compliance issues arising from potential access challenges.
- 6.5 All communication, whether face to face, written, verbal, electronic or text messaging is to be conducted in the highest professional manner as a representative of the LDF.

- 6.6 In case of contact detail issues, like incorrect phone numbers or bounced emails, the contractor or managing agent must promptly notify the LDF to facilitate necessary follow-up actions.
- 6.7 If there is no response from the occupant following the initial contact from the contractor, the contractor will make a minimum of three additional attempts over the course of 30 days. Managing agents or contractors must notify the LDF 60 days prior to the certificate expiring that they are having access issues.
- 6.8 The LDF will then use every means available to contact the occupant including contacting the archdeacons and churchwardens for the operational properties or the next of kin for the let properties.
- 6.9 If after 40 days there is still no access provided, the LDF will issue a strongly worded warning letter on failure to gain access.
- 6.10 Should there continue to be no access provided after 60 days, the LDF will escalate to the relevant archdeacon to raise the concern.
- 6.11 If there is knowledge of unauthorised subletting or any other illegal activities, the LDF will act appropriately, and in accordance with legal requirements in gaining access to properties. We will consider any special needs, or vulnerability issues, before initiating legal action against an occupant.

**7. Electrical Safety Inspection**

- 7.1 The electrical engineer will
- 7.1.1 Carry out a sample inspection of a minimum of 10% of the accessible joints and accessible connections.
- 7.1.2 Carry out a sample inspection of a minimum of 20% of the final circuits installed. The inspection will identify the condition of the conductor and that the conductor has been identified correctly for its intended operation. A check will also be made of the conductor's final termination.
- 7.1.3 Carry out an inspection of a minimum of 20% of all lighting up to a maximum working height of 3.5m from the Finished Floor Level.
- 7.1.4 Carry out an inspection of a minimum of 20% of all socket outlets where practicable. The inspection will include checks for adequate protection against mechanical damage and protection against direct / indirect contact.
- 7.2 All main & sub-main distribution equipment will be inspected internally and externally for the effects of overloading, overheating, arcing or damage.
- 7.3 All protective devices will be inspected for correct operation and installation. Device type, size and rating will be checked for suitability of operation. Protective devices will be manually operated to check correct operation. The

engineer will ascertain that each protective device inspected has been correctly installed, located and is appropriate to the type of earthing system installed.

7.4 A full inspection will be completed of the earthing system which will include the main earthing conductors, equipotential bonding conductors, supplementary bonding conductors and any functional earthing installed.

7.5 Marking & labelling: An inspection will be completed to ascertain that:

- Each circuit is correctly identified, and that each protective device is marked correctly.
- Where different voltages exist that would not normally be expected, labels are fitted i.e., 415 Volts.
- Earthing and bonding terminations and clamping devices are correctly labelled.
- Residual current protective devices are fitted with a test instruction label.
- Where two versions of wiring colours are present the required caution label is fitted.

7.6 Circuit Segregation: Part of the inspection will be made to ascertain correct segregation of circuits (i.e. Band 1, Band 2 and safety circuits)

7.7 The time on site is dependent on the number of circuits, size of property, access to all outlets and to all rooms within the property and access to the incoming supply point.

7.8 For remedial works up to the value of £750, (which is in addition to the pre agreed cost of the electrical inspection and service) the contractor will carry this out on the same job where possible and add the cost to the invoice.

## 8. Inspection Reporting

8.1 Reporting will be in accordance with BS7671 for Periodic Inspection and Testing of Fixed Electrical Installation.

8.2 All test results will be recorded on the NICEIC Electrical Installation Condition Report software along all circuit with chart details and information.

8.3 All recorded observations will be coded in line with the BPG 4 Issue 6 produced by Electricity Safety First.

8.4 If the engineer discovers any items which warrant a C1 Code, they will advise immediately from site and the LDF will be advised what the issue is and the action require to make safe the issue.

**9. Unsatisfactory EICR**

9.1 Where a test deems that the electrical installation is not satisfactory then timely action should be taken to bring the installation up to a satisfactory standard, with every effort made to ensure all necessary work is completed before the current EICR expiry date.

9.2 Testing defects will be classified by the engineer as one of three classifications and the LDF will instruct contractors to manage defects as per below:

- Classification code C1: Danger present/ Risk of injury – (Immediate remedial action required)

The occupier(s) are at immediate risk as there is a risk of electric shock or fire if the issue is not made safe as soon as possible. The engineer/contractor should report to the LDF immediately. The engineer may switch off and isolate the affected parts of the installation to remove the danger.

- Classification code C2: Potentially dangerous- (Urgent remedial action required)

This fault is not immediately dangerous, but it could quickly become a hazard in the future. Where possible this will be remedied at the time of the inspection, however if this is not possible the contractor should ensure the work is completed within 14 days.

- Classification code C3: Improvement required.

Part of the installation is not in line with the wiring regulations, but it does not present any immediate danger. Alternatively, improving it would enhance the safety of the electrical installation.

Classification code F1: Further investigation required without delay.

An issue has been identified by the engineer, but more time is needed to investigate it before they can determine the severity of the issue.

9.3 Where any further works are required by the engineer to address code 1, 2 or 3 faults these should be carried out before the EICR is issued to the LDF so that the EICR issued states the installation to be Satisfactory.

**10. Follow up work**

10.1 The LDF will ensure there is a robust process in place for the management of any follow-up works required following the completion of a periodic inspection and test of an electrical installation.

10.2 For code 1 and code 2 defects identified during the inspection, the contractor will prioritize making the installation safe and, if feasible, will proceed with necessary repairs before leaving the site. Any additional remedial works required for code 1 and code 2 defects will be scheduled and completed within



28 working days in line with the Guide for tenants: Electrical Safety Standards in the Private Rented Sector. Once the remedial works are done, the EICR will be issued, stating that the installation is in a satisfactory condition.

- 10.3 For code 3 and FI type works, these will be referred to the LDF for a decision. The LDF will assess the severity and urgency of these defects and determine the appropriate course of action.

## **11. Smoke, Heat and CO Alarms**

- 11.1 The LDF contractors will install new hard-wired smoke alarms in all domestic properties if required, as part of the annual gas safety check or as recommended in any fire risk assessment. In cases where a hard-wired smoke alarm cannot be replaced during the gas safety check, a battery-operated smoke alarm will be installed as an interim measure to ensure immediate safety.
- 11.2 During the 5-yearly electrical safety inspection, the LDF will ensure that a check is made of any installed Smoke, Heat and Carbon Monoxide (CO) alarms. The electrician will test that each appliance is sounding and working in line with manufacturer's instructions and industry best practice.
- 11.3 If the smoke alarm has less than 5 years left on its 10-year warranty, it will also be replaced as part of this inspection to maintain optimal functionality. In line with amendments to the Smoke and Carbon Monoxide Alarm (England) Regulations 2015, the LDF is working to ensure all properties have an installed smoke alarm and where there are fixed gas appliances a CO alarm.

## **12. Vacant Properties**

- 12.1 All properties that are ready to let must have a full electrical inspection completed and any remedials must be actioned before occupation. Inspection must be carried out before the new occupants move in regardless of when the last inspection was completed.
- 12.2 The Maintenance Manager will oversee the electrical inspection carried out during the ingoing works conducted by assigned contractors in a vacant property. All necessary remedial actions must be submitted to the Maintenance Manager for approval and instructions regarding further works.
- 12.3 Each electrical safety inspection carried out within a property is to be invoiced individually (one invoice per living space) clearly referencing the full address of property, property & unit reference, and description of activity.
- 12.4 The Maintenance Manager must include the compliance mailbox in their correspondence with the relevant contractor when instructing EICR's so that the compliance team can follow up with regards to obtaining the certificate for record keeping.

### 13. Record Keeping

- 13.1 The LDF maintains a core asset register of all properties that have an active electrical supply and electrical installation (held on Qube and Fixflo). This register should identify electrical installations within all domestic properties.
- 13.2 The LDF will establish and maintain accurate records of all completed EICRs, Minor Electrical Works Certificates and Building Regulation notifications associated with remedial works from these reports keep these for a period of 10 years. These will be held against the individual property on Fixflo.
- 13.3 Certificates will include full property address.
- 13.4 All quotes and invoices will be saved onto Fixflo.
- 13.5 LDF will ensure robust processes and controls are in place to provide and maintain appropriate levels of security for all electrical safety related data.

### 14. Risk Management

- 14 The risks of not following this policy are that the LDF will not comply with industry guidance and will fail to appropriately maintain electrical installations, leading to a potentially detrimental impact on the safety of customers and staff. This may result in:
- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974.
  - Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.
  - Reputational damage

### 15. Invoices

- 15 Invoices should be sent in a timely manner directly by email to [property.invoices@london.anglican.org](mailto:property.invoices@london.anglican.org).

### 16. Monitoring and Reporting

- 16.1 The LDF will carry out desktop audits on 100% of the documentation produced by the external contractor delivering the inspection and testing program. This is to be undertaken internally.
- 16.2 KPI measures will be produced and provided to the SMG quarterly. The report will cover the total number of:
- Properties
  - Properties that require electrical safety inspections
  - Properties with a valid 'in date' EICR
  - Properties where the EICR cert has expired and is 'out of date'
  - Properties which are due their next electrical safety inspection within the next 60 days

As well as an explanation of the:

- Current position

- Corrective action required
- Anticipated impact of corrective action
- Progress with completion of follow-up works

**17. Policy review**

17 This policy and procedure will be subject to review at least every two years to ensure continued best practice and any changes to legislation and the organisation.

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## Authority, Related Documents & Document Information

### Related controlled documents

The London Diocesan Fund Reactive Repairs Policy  
The London Diocesan Fund Gas Safety Policy  
The London Diocesan Fund Ingoing Works Policy

### Related legislation

The Building Regulations 2010  
Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020  
Landlord and Tenant Act 1985  
Health and Safety at Work Act 1974  
Electricity at Work Regulations and the IET Wiring Regulations BS 7671:2008  
Approved Document P - Electrical safety in dwellings  
Corporate Manslaughter and Corporate Homicide Act 2007  
Ecclesiastical Offices (Terms of Service) Measure 2009

### Version Control Information

Version number	Issue date	Nature of amendment	Developed by	Approved by
1	Jan 2024		Melinda Nyoko	Dan Warner
2				