



# DOVECOTES TMO

ELECTRICAL SAFETY POLICY

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# Dovecotes Tenant Management Organisation

## Responsibility (Retained / Delegated)

		Dovecotes						
		Delegated or Retained	Is this a landlord Responsibility?			Organisation Responsible		
			Tenant	Lease-holder	Free-holder	TMO	WCC / WH	
<b>1.5</b>	<b>Electrics</b>							
	1.5.1	Regular electrical testing to comply with building regulations and codes of guidance (testing every 5 years in line with current legislation).	R	✓			✓	
	1.5.2	The electrical services from the Electricity Board's meter including wiring and fittings.	A.	£0 - £1000	D	✓	✓	✓
			B.	£1000+	R	✓	✓	✓
	1.5.3	Repair and maintenance of Electrical heating systems. Replacement of electrical heating systems where it is no longer financially viable to repair.	A.	£0 - £1000	D	✓	✓	✓
			B.	£1000+	R	✓	✓	✓
	1.5.4	The electrical supply from electricity authority meter to all common parts including wiring conduits and switchgear outlets and light fittings along with all fuse boxes for each flat.	R	✓	✓		✓	

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<b>1.5</b>	<b>Electrics</b>						
	1.5.5	All electrical installation work in a home, garden, conservatory or sheds / outbuilding must meet the Part P requirement of Building Regulations; (apart from some types of minor work: all electrical work must either be reported to the local authority building control, or be carried out by an electrician who is registered with one of the Government approved scheme providers. (e.g. in relation to electrical installation outside of the property, compliance with the responsibility may form part of the process for a tenant seeking permission from the landlord for the works to be undertaken.	D	✓		✓	
	1.5.6	As a requirement of the Landlords and Tenancy Act 1985 – testing of electrical systems must be carried out at each change of occupancy.	R	✓			✓
<b>1.10</b>	<b>TMO Office/s and non-domestic buildings</b>						
	1.10.1	Repairs and Maintenance of the TMO office.	R				✓
	1.10.2	Repairs and Maintenance within the TMO office of;	R		B.	Appliance Testing (PAT)	✓

# Dovecotes Tenant Management Organisation

## Electrical Safety Responsibility Chart

OVERALL ACCOUNTABILITY  
**DOVECOTES TMO BOARD**

RESPONSIBLE PERSON  
**AMIE MERRY**  
CHIEF OFFICER

COMPETENT PERSON  
**WARREN FRAYS**  
SENIOR MAINTENANCE OFFICER

# Electrical Safety Policy

## General Statement

Dovecotes Tenant Management Organisation recognise and accepts its statutory responsibilities as a managing agent and committed to complying with the **Electricity at Work Regulations 1989**, the **Electrical Installation and Use Regulations 1998** and the current edition of the **British Standard BS 7671 - Requirements for Electrical Installations IET Wiring Regulations**.

Dovecotes TMO use **Wolverhampton Homes** as a contractor for the **delegated** responsibilities as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

**Wolverhampton Homes** also have **retained** responsibilities as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

In order to secure the health and safety of employees, members of the public, and others affected by its activities, (e.g. tenants, visitors and contractors etc.) **Dovecotes TMO** will monitor **Wolverhampton Homes** who have both delegated and retained responsibility for this service provision to ensure that all installation and maintenance on the electrical installation and associated fittings will only be carried out by a competent / qualified person.

When a problem arises related to electrical safety at work, employees must immediately inform **Dovecotes TMO's - Senior Maintenance Officer** who will take the necessary measures required to instruct **Wolverhampton Homes** to investigate and remedy the problem.

## Arrangements

**Dovecotes TMO** will monitor **Wolverhampton Homes** who will:

- Ensure that all electrical installations within the premises comply with the requirements of the Electrical (Installation and Use) Regulations 1998.
- Ensure that we meet all our statutory and regulatory obligations around electrical safety and maintenance.
- Ensure that all work and safety checks on any electrical equipment are only carried out by competent and qualified electricians.
- Ensure that a 5-yearly safety check (EICR) is carried out on all electrical appliances and fittings we are responsible for maintaining.
- Ensure that all electrical appliance and fittings provided are properly maintained so that they remain in a safe, effective condition.
- Ensure that all electrical appliances and fittings are safe and any that are not are repaired or replaced.

- Promote the safe use of electrical appliances and fittings by providing tenants with good advice and information.

### **Information and Training**

**Dovecotes TMO** will provide information, instruction and training for all employees to ensure that they are aware of the dangers and risks that can be associated with electrics.

Ensure that all work and safety checks on any electrical equipment are only carried out by competent and qualified electricians.

### **Policy Review**

This Electrical Safety Policy will be reviewed annually or as legislation changes.

Review Date: **June 2019**

Chair (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Chief Officer (Dovecotes TMO)

Name \_\_\_\_\_ Signature \_\_\_\_\_

