

**ELECTRICAL SAFETY  
POLICY**

Version	2.0	Issue Date	July 2022	Review	June 2025
Sponsor	Rupert Lecomber		Job Title	Director of Strategic Asset Management	
Author	Alicia Wheeler		Job Title	Health & Safety Manager	
Reviewed by	Rob Lewis		Job Title	Principal Commercial Officer, South Cambridgeshire Environmental Health	
Board Approval			May 2022		

**POLICY STATEMENT**

Housing 21 are committed to ensuring that our residents' homes and office premises are safe and secure places in which to live and work.

Housing 21 is committed to delivering its responsibilities as a responsible person under all relevant legislation and statutory codes of practice and guidance as detailed in the Legislation section. We will address these responsibilities through:

- The provision of suitable, sufficient and risk appropriate electrical precautions.
- Ongoing and continuous risk assessment.
- Delivering both individual and collective duties; and
- Monitoring and challenging our own performance

This Policy ensures that we meet our obligations as a landlord; ensuring electrical installation and wiring are safe when residents move in and maintained in a safe condition throughout the tenancy. We will take all reasonable steps to prevent and control the risk from electricity in our properties.

**1. STATEMENT OF INTENT**

- 1.1 Housing 21 (we) will inspect all installations in communal and domestic areas of our residential and office premises. We will ensure a properly qualified engineer inspects and provides an Electrical Installation Condition Report (EICR) at least every five years or more frequently where our risk assessments suggest that it is appropriate, taking into consideration safety,

maintenance (reactive and proactive), Asset Management activities, tenant profiling, external influences, and budget management.

- 1.2 We will carry out an EICR whenever we regain possession of a property e.g., at the end of a tenancy, including when the property is void (empty), when new tenants move in or when a mutual exchange takes place if the property does not have an EICR dated within the last five years. If an EICR has not been completed within the last five years, an inspection will be undertaken to confirm the electrical installation is safe for continue use.
- 1.3 We will comply with all relevant legislation including, but not limited to, the requirements of the Electricity at Work Regulations 1989 and the Health and Safety at Work Act 1974.
- 1.4 We will use all recognised routes including, where necessary, taking legal action to gain access to obtain a compliant certificate.
- 1.5 We will test our portable appliances (PAT testing) according to risk profile; between 24-48 months.
- 1.6 We will maintain accurate asset information.
- 1.7 We will seek independent assurance and challenge on our performance, reporting on our performance about electrical safety to the Executive Team and Board.

## **2. ROLES AND RESPONSIBILITIES**

- 2.1 The Chief Executive retains the overall responsibility for the implementation of this policy.
- 2.2 The Deputy Chief Executive is responsible for ensuring that adequate resources are made available to enable the objectives of the policy to be met.
- 2.3 The Director of Property Services is responsible for the operational delivery of the policy and ensuring:
  - this policy is reviewed and kept up to date
  - that only competent employees are employed and supported by relevant training

- that the duty of care to our customers, employees and contractors is robust
- that there are sufficient named employees with responsibility for the day-to-day delivery of safety related checks and continuing audit.

2.4 The Head of Technical Services is responsible for ensuring:

- that any associated procedures are up to date and that the policy and associated procedures are implemented,
- that risk management processes are developed to ensure Housing 21 meets its statutory obligations,
- that audit recommendations in relation to electrical safety are actioned,
- those legislative changes and advice relating to changes are communicated to the Executive Team and ultimately the Board,
- staff awareness, training, and policy development.

2.5 The Compliance Team/Contracts Manager are responsible for organising, managing, and monitoring the maintenance and servicing contracts which include the service programme. Dealing with complaints and escalations where necessary.

2.6 The Building Safety Manager is responsible for the co-ordination of all remedial works.

2.7 Court Managers are responsible for confirming if a void property has an electrical installation or periodic test certificate less than five years old (see ES Guidance Note Four) and managing contractor's access.

2.8 Court Managers have responsibility for property and tenancy management. Their role supports resident liaison and manage the response or completion as appropriate of EICR's and remedial actions relevant to the management of our properties or tenancies, including managing issues relating to access, resident damage and improvements to electrical systems

### 3. MEASURING COMPLIANCE

The Head of Technical Services will report regularly to the Executive Team and Safety Forum in accordance with approved Key Performance Indicators (KPIs), which shall include:

- Communal areas with a valid Electrical Inspection Condition Report (EICR)
- Domestic properties with a valid EICR
- Progress of Actions from EICR's against an action plan for completion.

## 4. CONTRACTORS PERFORMANCE

- 4.1 Contractor Performance will be reviewed/audited, and compliance monitored regularly to ensure that the programme of service and inspection continues to comply with this Policy.
- 4.2 Housing 21 will carry out a sample audit of contractor servicing competence using an external consultant. The finding will be reported to the Safety Forum.
- 4.3 If residents or employees have concerns with a contractor, the 'M&E Contractor Escalation Form' should be completed (Wilma homepage/Tools and Applications). The issue log is regularly by the Contracts Managers who will raise issues at performance meetings. Once resolved the Contracts Manager will update the log with the action taken.

## 5. TRAINING

All relevant employees will receive electrical safety training appropriate to their role.

All employees will be adequately informed and instructed regarding the identification, management and risk from electrical supplies and equipment.

Role	Level of training	Delivery
Carers & Domestic Staff	H&S Care Worker: Electrical Safety	eLearning
Housing Management Staff	H&S Housing/H&S MOT: Electrical Safety	eLearning
Corporate Staff	H&S Corporate Services: Electrical Safety	eLearning

## 6. LEGISLATION AND REGULATIONS

Document	Relevance
Health and Safety at Work etc Act 1974	Sections Two and Three require employers to, as far as is reasonably practicable, reduce health and safety risks to employees, and those not in their employment but who may be affected by their activities.
The Management of Health and Safety at Work Regulations 1999	Requires employers to complete a suitable and sufficient assessment of the risk to employees, and those not in their employment but who may be affected by their activities.

The Building Regulations 2010	Part P states that anyone carrying out electrical installation work in a home must make sure that the work is designed and installed to protect people from fire and electric shocks. Part P applies to any changes made to existing installations, including any parts that have been rewired.
British Standard 7671:2018 – The IET Regulations	The IET Wiring Regulations is the national standard to which all domestic and industrial wiring must conform.
The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (5 <sup>th</sup> edition)	Provides guidance to those responsible for the inspection, testing and maintenance of electrical appliances. Specifying the frequency and scope of inspections and testing in different environments.
The Electricity at Work Regulations 1989	Regulation Four requires that any electrical system is maintained
The Electrical Equipment (Safety) Regulations 2016	All electrical appliances supplied by the landlord as part of a tenancy must be safe
Code of Practice for the Management of Electrotechnical Care in Social Housing	Code of Practice sets out recommended frequency of electrical installation, inspection and testing; recommendations for gaining access to domestic tenanted social housing properties to undertaken electrical inspection and tests; competency requirements of electrical installers and inspectors and how to manage the data compiled during electrical inspection and tests.
Housing Act 2004	Requires the property to be fit for human habitation. For electrical installations the Housing, Health and Safety Rating System includes consideration of general lighting provision, socketoutlet provision, escape lighting (emergency lighting), automatic fire detection and electrical hazards for fixed wiring and portable electrical equipment
Landlord and Tenant Act 1985	‘... keep in repair and proper working order the installations in the dwelling house for water, gas and electricity ...’

Defective Premises Act 1972	Section Four places a 'duty of care' on the landlord in relation to any person who might be affected by a defect which would result in personal injury or damage to their property.
-----------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 7. DEFINITIONS

Electrical Equipment	Distribution boards, consumer units, switches, sockets, and ceiling roses that are attached to an electrical wiring circuit
Electrical Hazard	A dangerous condition such that contact, or equipment failure can result in electric shock, arc-flash burn, thermal burn or blast.
Hazardous Electrical Work	All electrical operations where workers may be exposed to an electrical hazard.

## 8. RECORD RETENTION

Suitable records, including relevant certification, in respect of fixed wire testing will be kept and maintained up to date in line with the organisations [Document Retention Schedule](#).

## 9. CONSULTATION

- 9.1 Housing 21's Health and Safety Forum and Policy Steering Group have been consulted about the development of this Policy.
- 9.2 Specific input of technical advice has been sought from Housing 21 employees with operational knowledge of electrical safety management (ref. two.)
- 9.3 Housing 21's Primary Authority, South Cambridgeshire District Council, Environmental Health have been consulted and approved the final policy.

## 10. RESPECT AND INCLUSION

- 10.1 Housing 21 aspire to embed diversity and inclusion within all our organisational activities to enable these principles to become part of our everyday processes.
- 10.2 If any factors arise that warrant consideration based on these grounds, the association will look at the issue and its priority.

## 11. EQUALITY IMPACT ASSESSMENT

A full Equality Impact Assessment (EIA) has been completed by the Director of Property Services and the Health and Safety Manager.

## 12. SAFEGUARDING

If a contractor needs to raise a safeguarding issue this should be emailed directly to the

Safeguarding Team at Housing 21: [safeguarding@housing21.org.uk](mailto:safeguarding@housing21.org.uk)

### ES Guidance Note One

### ELECTRICAL SAFETY PROCEDURES AND MANAGEMENT PLAN

## 1. RESPONSIBILITIES

### 1.1 Responsibility of Individuals

All employees, irrespective of their role shall:

- Take reasonable care for their own health and safety and that of other persons who may be adversely affected by electrical works, including tenants, visitors, members of the public and contractors.
- Carrying out a [visual inspection](#) prior to using electrical equipment;
- Co-operate as appropriate with other employees and agencies to ensure compliance with the electrical safety policy and all other legal requirements.
- Stop/halt works that constitute a serious risk to health and safety.
- Report any concerns that they may have in relation to the management of electrical compliance and electrical safety.

### 1.2 Tenants/Leaseholders

Under the terms of their Tenancy Agreements tenants must allow access to their property for maintenance and/or safety checks to be carried out. To undertake works it may be necessary to isolate the electrical supply to the property.

Prior to undertaking any works, verbal or written confirmation will be provided. It is the tenant's responsibility to ensure that:

- Any action in relation to saving electronic files i.e., IT software, programmes or other electronic storage is taken prior to the works commencing.



- Any contingency arrangements arising from the absence of electrical supplies are highlighted and agreed in advance of the works commencing.
- Appropriate access and relocation/removal of any obstacles within their flat will need to be undertaken (support will be agreed where the customer is unable to manage independently).
- The emptying and storage of freezers/fridges etc.
- Any repairs or faults are reported in a timely manner

Where tenants/leaseholders carry out property alterations and improvements, which include additions/alterations to the electrics, they should seek written authorisation prior to any works being undertaken. If works are approved, tenants/leaseholders are responsible for ensuring appropriate safety checks are carried out and all relevant certificates are supplied following the works/installation as set out in the Tenancy Agreement. Tenants are also responsible for meeting the cost of these.

## **2. CONTRACTORS**

### **2.1 Contractor Responsibility**

Contractors will comply with the Housing 21 Contractor Code of Conduct and requirements of this Policy when undertaking any electrical works.

All appointed electrical contractors shall be registered with the NICEIC, ECA, NAPIT or other accredited body and shall be registered under a recognised Domestic Installer Self-Certification Scheme in accordance with Part P of the Building Regulations. As a minimum, individuals undertaking EICRs in domestic tenanted properties should:

- Have a Level Three Award in the Periodic Inspection, Testing and Certification of Electrical Installations (QCF) or equivalent
- Have their technical ability regularly assessed onsite by a UKAS Accredited Certification Body to verify their inspection and testing competence
- Ensure the enterprise they are employed by has a minimum of £250,000 Professional Indemnity Insurance

Every effort will be made to arrange a convenient time and date with the resident for access to complete works. Appointments will be made and where necessary, written notice provided. In cases where access is denied on several pre-arranged occasions and following written notification, we will consider using legal action to gain access.



Where a contractor experiences problems with access, the Court Manager or Contracts Manager will assist and attempt to rectify whilst the contractor is on site.

## **2.2 Contractor Performance**

Contractor Performance will be reviewed/audited, and compliance monitored regularly by the Compliance Team to ensure that the programme and resulting tests comply with this policy.

The data held will consist of dates the last test was carried out and the resulting certificate.

To raise concerns about a contractor, complete the M&E Contractor Escalation Form which can be found under Tools and Applications on the WILMA homepage. The issue log is regularly reviewed by the Contracts Managers and issues raised at performance meetings, once complete the Contracts Manager will update the log with action taken.

## **3. RISK MANAGEMENT**

Prior to commencement of any electrical work activity, the appointed Building Safety Manager and appointed contractor shall undertake a suitable and sufficient risk assessment covering the full scope of the works. This assessment will include the impact of the works on all tenants/leaseholders affected, especially those who are vulnerable or at risk.

The main hazards associated with electrical works are:

- Contact with exposed live parts.
- Faults which could cause fires or electrocution.
- Fire or explosion where electricity could be the source of ignition.
- Defective and inoperable systems.
- System overload.
- Inadequate or deficient earthing and bonding.
- Failure to comply with legislative requirements.

**ES Guidance Note One****PAT/FAT TESTING REGIME****Definitions**

Portable Appliance – This is an item of equipment that irrespective of its size, is not fixed in place to prevent movement. This could be anything from a television, computer equipment or a fridge or cooker NOT fixed in place by wiring or other means.

Fixed Appliance – This is an item of equipment that is fixed in place to prevent movement. It can range from a wall mounted water heater, extractor fan, shower, or a fixed cooker. The item will become 'fixed' if it is hardwired into the building's electrical system or forms part of the fabric of the building and is therefore immovable.

**What is the purpose of PAT testing?**

To keep staff and residents safe, Housing 21 will carry out Portable Appliance Testing (PAT) and Fixed Appliance Testing (FAT) testing to equipment owned by Housing 21. Additionally, equipment in the communal or staffing areas loaned or donated by a third party for resident or staff to use must be tested.

**Which items need to be tested?**

- Any portable appliances that are in the ownership of Housing 21 and are used by staff and residents in a communal area or office areas are covered by this policy e.g., where a resident donates a CD player for communal use, or an employee has a mobile phone charger or a kettle that they use for work. Managers should advise the contractor of these additional items on their visit.
- Housing 21 will not test portable appliances owned by residents. If an item is gifted by Housing 21 to a resident, it transfers into their ownership.

- Contractors or agencies using sites for their own work are required to carry out testing on their own equipment.
- Equipment under 12 months old does not need to be tested. However, the contractor may test them to regularise the testing dates.
- Any failure of an electrical item less than 12 months old, that is not caused through user damage, should be addressed with the manufacturer or supplier of the equipment by the court manager or owner of the item.
- If the court is within the defect's liability period, items may be covered by Defects Liability. The court manager should contact the Construction Project Manager to address with the original development contractor or supplier.
- All fixed appliances (FAT) throughout the court in communal areas and individual flats will be tested.

## What is the testing frequency?

The testing programme is set annually by the Compliance Team.

- *Portable Appliance Testing* takes place at intervals of two years.
- *Fixed Appliance Testing* takes place at intervals of between two and three years.

To find out when testing is next due on a court/property, please contact [M&E@housing21.org.uk](mailto:M&E@housing21.org.uk)

**Court Managers** are responsible for:

- Helping contractors gain access to properties, commercial and communal areas for testing
- The safe disposal of portable appliances and ordering of replacement appliances or remedial works if identified during testing

Guidance to assist employees to carry out a pre-use check at any time whenever they need reassurance that an item is safe to use can be found [here](#).

## Contractors undertaking PAT/FAT testing

Contractors shall provide the following test records and labelling: -

- An inventory containing each appliance type, name, location, and description.
- A full set of test results for each appliance tested
- A full list of any failed items with an explanation of their failure
- A visible pass or fail label on each appliance detailing the inspection date, next test due and the inspector's signature.
- If the testing engineer fails an item and deems it *dangerous* to use, they will repair and make safe or decommission the item/s of equipment. They will place a warning notice to advise that it must not be used. The engineer will inform the Court Manager, who arrange for the item to be removed or further repaired, replaced, or disposed.
- If the item is found to be *potentially dangerous*, the Court Manager will order an urgent repair through Responsive Repairs, targeted for completion within seven days.

### ES Guidance Note Two

#### HARD WIRE TESTING REGIME

## Hard Wire Electrical Testing

The Head of Technical Services will arrange for electrical testing and inspection to be carried out, as required, on all properties owned or managed by Housing 21.

### EICR periodic inspection

Electrical installation in rented properties will be inspected and tested by a qualified and competent person at an interval of at least every five years. A report giving the results which sets a date for the next inspection and test will be provided. A copy of the report should:

- Provided to the existing tenant within 28 days of the inspection and test.
- Provided to a new tenant before they occupy the property.
- Provided to any prospective tenant within 28 days of receiving a request for the report.
- Provided to the local authority within seven days of receiving a request for a copy.

The report should be retained and provided to the inspector and tester who will undertake the next inspection and test.

Where the report shows that remedial or further investigative work is necessary to make the electrical installation safe i.e., findings under:

C1 Danger present (risk of injury) Immediate remedial action required.

C2 Potential danger Urgent remedial action required.

C3 Retrospective Improvement Recorded for later consideration.

F1 Further investigation Required without delay.

Remedial works will be completed within a defined time frame (specified by the report) by suitably competent, qualified electrical installers.

Written confirmation of the completion of the remedial works should be supplied to the tenant (and local authority if applicable) within 28 days of completion of the works.

If an EICR has been completed within the last five years, the Court Manager will complete a visual check before reletting. (Guidance Note: Three) and if deemed necessary appoint a competent contractor to carry out an EICR check.

Where defects are found to have occurred because of abuse, misuse or badly installed or repaired electrics by the resident (or any party employed by the resident), the electrical contractor will notify the Court Manager. Any rectification work will be charged back to the relevant resident.

### **ES Guidance Note Three**

#### **ELECTRICAL SAFETY DOMESTIC PROPERTIES – RELETTING CHECK LIST**

**If property has not had an EICR within the past five years a full EICR will be required.**

Court Managers are responsible for confirming if a void property has an electrical installation or periodic test certificate less than five years old. Electrical testing certificates can be found [here](#).

If the Certificate is less than five years old, the Court Manager should carry out and record a visual check to confirm that the fittings are free from observable defects.

If there are any visible defects or the test certificate is more than five years old, a hardwire inspection should be programmed via the repairs system.

Property Address		Date of EICR	
Electrics	Action	Tick (when completed)	Further action: Yes/No
Fuse Box	Is there Residual Current Device (RCD) protection in the fuse box (see photo below)		
Appliances – electric ovens and hobs	Check all appliances provided with the property are in working order – not defective or badly damaged		
Plug sockets	Check that plug sockets are not overloaded		
	Check that all plug sockets are working		
	Check that the plastic plug socket covers aren't broken or cracked		
Light switches	Ensure all light switches work		
	Check plastic light switch covers aren't broken or cracked		
Smoke alarms	Check the date the smoke alarms were last tested (within last twelve months)		
Electric ovens and hobs	Visual check to ensure the appliance is not defective or badly damaged		
Cables and leads	Check that visible cables and leads are in good condition		

