



# **ELECTRICAL SAFETY POLICY**

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# **ELECTRICAL SAFETY POLICY**

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# ELECTRICAL SAFETY POLICY

## 1.0 Statement

1.1 This document sets out the policy and arrangements in place to ensure all electrical systems and equipment are safe, that we meet our obligations as a landlord and seek to provide assurance that electrical safety is adequately managed, ensuring the safety of our tenants, staff, leaseholders and the general public. It aims to ensure:

- All risks associated with electricity are adequately controlled
- All fixed electrical systems are tested by carrying out periodic inspections
- Remedial works are carried out, where necessary
- Electrical appliances owned or managed, are working and tested at suitable intervals
- The safety of person/s and livestock against the effects of electric shock and burns
- Protection against damage to property by fire and heat arising from an installation defect
- Installations are not damaged or deteriorated to impair safety

1.2 More Specifically RHS will:

- Carry out a desktop annual audit of all RHS owned properties, update our internal records, and ensure our servicing programme is fully updated and accurate
- Arrange approved electrical contractors to regularly inspect electrics on a rolling programme for all RHS tenanted properties, which includes dwellings and communal areas
- Work proactively with approved electrical contractors to establish contact with any residents failing to provide access for the service
- Keep accurate data which is provided on a regular basis to the Senior Management Team of any discrepancies or issues identified
- Ensure approved electrical contractors visits the property to complete an Electrical Test & Inspection, when it is void
- Carry out annual Portable Appliance Testing (PAT) annually to its communal electrical appliances in Independent Living Schemes, our offices, and our Market Rent properties, where relevant

1.3 This policy applies to all RHS operational activities for all its premises and typical electrical installations and systems covered include domestic, communal landlord, emergency lighting systems and fire alarms.

## 2.0 Aims

The overall aim of the policy is to comply with:

- The safety requirements as laid down in the 18th Edition of the Institution of Engineering and Technology (IET) Wiring Regulations BS7671:2008.
- The process for carrying out five-year Periodical electrical Inspections (EPI).

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## 3.0 Legal Provisions

- 3.1 The overarching main guidance is the Institution of Engineering and Technology (IET) Guidance Note 3 on Inspection & Testing. It states the following:
- Carry out Periodic Inspection of the electrical installation every five years whilst in continued tenancy.
  - Carry out an inspection of the electrical installation between tenants when the property becomes vacant and before a new tenancy begins.
- 3.2 Under the *Defective Premises Act 1972* we have an obligation to the resident for maintenance and repair, and a duty of care that the household members are safe from personal injury caused by a relevant defect.
- 3.3 Under the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, landlords have general duties to protect their employees and any other person's safety when employees are working in the property or the surrounds.
- 3.4 Landlords are generally not responsible for maintaining electrical appliances not owned by them unless there is an obligation under the lease or tenancy agreement which specifically states that RHS is responsible for the maintenance of the electrical heating appliance.
- 3.5 Under the Landlord and Tenant Act 1985 (as amended) the resident is obliged to allow the Landlord reasonable access to the property, to carry out any necessary repairs for which the Landlord is responsible.
- 3.6 To provide for the health and safety of all its employees whilst servicing Electrical installations, RHS will adhere to the legal requirements of the *Electricity at Work Regulations 1989* & *The Management of Health and Safety at Work Regulations 1999* - In particular:
- Regulation 2(a) which states that a suitable and sufficient assessment of the risks to the health and safety of an employee is met.
  - Regulation 5 which states that every employer will make appropriate arrangements for the effective planning, organisation, control, monitoring and review of preventive and protection measures. Likewise, where an employer employs five or more employees, he/she shall record the appropriate arrangements that will be put in place for an employee's health and safety; and
  - Regulation 13 that states that every employer will consider their employee's capabilities as regards to health and safety. Every employer will also ensure that their employees are provided with adequate health and safety training, that it is repeated periodically where required; considering any new or changed risks to the health and safety of the employees, and that training takes place during working hours.
  - It is imperative our stock information is updated to reflect and record all the compliancy dates for the Electrical Periodic Inspections.

## 4.0 Frequency of inspections

- 4.1 The *IET Guidance note 3 for Inspection & Testing* recommends the frequency between inspections is every five years or change of occupancy. However, the guidance note also states that the competent person carrying out the inspection may recommend an interval greater than

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suggested. For example, in a new build that has new modern wiring, it is not necessary to carry out a full electrical periodic inspection in five years' time.

- 4.2 We will utilise the frequency, in particular to new build properties. As a guideline, if a property has been built since 1991, it could be classed as a "new build". 1991 saw the introduction of the *IEE Wiring Regulations 16<sup>th</sup> edition* and will have been built to modern standards (since superseded with the 17<sup>th</sup> edition introduced in 2008).
- 4.3 The competent person (*qualified electrician*) can also reduce the frequency. For instance, if the home is clearly being misused, with numerous faults in the electrics as a result, then the next inspection maybe recommended for four years or sooner.
- 4.4 The competent person can therefore recommend the next inspection to be up to ten years if the property has been built since 1991.

## 5.0 Resident Engagement & Access

- 5.1 We will follow a process of reasonable steps to contact our residents in order to make arrangements for carrying out our legal obligations and will keep up to date records actions against for any remedial works.
- 5.2 All reasonable steps will be taken by us to ensure access to all properties by our electrical contractor. This will be within a two-month time frame of the existing certificate expiry date (see appendix 1).
- 5.3 Effective communication with residents is crucial to the success of this policy. We will use a variety of communication methods and will endeavour to provide information to residents in the most appropriate language and format. It will do this as part of its commitment to focus on the needs of the resident in providing a service.
- 5.4 Where our approved electrical contractor fails to gain access, we will assist in gaining access they're unable to gain access. Whilst we will make every effort to ensure the safety of our homes and residents, we are unable to go to court to gain access as there is no legal provision to carry out the electrical safety check, unlike for Gas servicing.

## 6.0 Policy Review

This policy will be reviewed again in three years.

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## 7.1 Access Process - Appendix I

### No access process for electrical periodic inspections

