

# Electrical Safety Policy

## Governance Information

Applicable Legislation	<ul style="list-style-type: none"> <li>● Workplace (Health, Safety &amp; Welfare) Regulations 1992;</li> <li>● Management of Health &amp; Safety at Work Regulations 1999;</li> <li>● The Construction Design &amp; Management Regulations 2015;</li> <li>● Building Regulations 2010;</li> <li>● Health &amp; Safety at Work Act 1974;</li> <li>● Electricity at Work Regulations 1989;</li> <li>● Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018;</li> <li>● IET Guidance Note 3 – Inspection &amp; Testing;</li> <li>● The Electrical Equipment (Safety) Regulations 1994;</li> <li>● The Housing Act 2004;</li> </ul>
Policy Owner	Director of Operations
Approved By	CMT
Regulatory Reference	Safety & Quality Standard
Date Approved	March 2026
Review Date	March 2028
Stakeholders Consulted	THSP – Health and Safety Consultants

## Version Control

Version	Date	Author	Change
V1	May 24	Consultant review	Complete overhaul of the Policy
V2	March 26	Director of Operations	Periodic Review

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## 1. Policy Statement

- 1.1. At the Industrial Dwelling Society (herein known as IDS) our residents' safety is our top priority.
- 1.2. We are committed to ensuring the safety and well-being of all our residents, employees and contractors. As part of this commitment, we recognise the critical importance of electrical safety within our homes and buildings. This policy outlines our dedication to maintaining high standards of electrical safety and compliance with relevant regulations and best practices.

## 2. Purpose

- 2.1 We adhere to the following principles to ensure the ongoing safety of our residents, employees, contractors, visitors and the general public:
  - **Commitment to Compliance:** We are committed to complying with all applicable laws, regulations, and standards related to electrical safety.
  - **Comprehensive Inspections & Testing:** We will periodically inspect and maintain the electrical installations and appliances within our communal areas, domestic properties, office spaces, and other areas under our management to ensure they are safe for use. These inspections will be carried out by qualified and competent professionals in accordance with industry standards.
  - **Prompt Response to Safety Concerns:** We will promptly address any reported concerns or issues related to electrical safety raised by our residents or employees. This includes investigating and rectifying faults, defects, or hazards identified during inspections or reported by our residents.

**2.2 Record-Keeping:** Comprehensive records of electrical inspections, testing, repairs, and maintenance activities will be maintained on IDS IT systems to ensure accountability and compliance with legal and regulatory requirements. Periodic audits will be conducted to ensure data integrity. Documents will be retained as follows:

- EICRs for the life of the tenancy plus 6 years, or a minimum of 10 years.
- PAT records for a minimum of two years.

## 3. Scope

- 3.1 This policy applies to all to IDS employees, residents and representatives of IDS, including contractors and third parties who carry out duties on our behalf.
- 3.2 This Policy covers all buildings under our ownership and management. This includes domestic and non-domestic properties, including the communal areas of flats, maisonettes and sheltered housing, and applicable commercial buildings, such as offices.
- 3.3 The Policy should be read in conjunction with the following IDS policies: Health & Safety Policy, Gas Safety Policy, Asbestos Policy, Fire Safety Policy, Repairs & Maintenance Policy and Lift Safety Policy.

## 4. Our Commitment

- 4.1 IDS will ensure that all fixed electrical installations are maintained in a safe and usable condition in line with our responsibilities as a landlord and relevant legislation. We will carry out work associated with this policy safely, efficiently and in accordance with recognised good practice.
- 4.2 We will ensure that only suitably competent NICEIC electrical contractors and engineers (or equivalent) undertake electrical works on behalf of the organisation.

- 4.3 We will provide a timely, efficient and sensitive service to our residents. We will clearly communicate with our residents regarding electrical safety and address any concerns they raise.
- 4.4 We will actively promote the importance of electrical safety to all residents, and we will ensure that our actions to manage and mitigate the risks associated with electrical installations are publicised.

## 5. Testing & Inspection Programmes

- 5.1 IDS will ensure that all domestic and non-domestic properties owned or managed by us will have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR, where it is our responsibility to do so.
- 5.2 We will carry out inspections and tests more frequently if advised to do so by our competent electrical contractors.
- 5.3 We will ensure that electrical installation inspections and tests are carried out prior to the commencement of any new tenancies, including mutual exchanges and transfers and that a satisfactory EICR is issued to the new resident prior to them moving in.
- 5.4 We will carry out electrical installation inspection and tests and issue new satisfactory EICRs, or minor works certificates where appropriate, when completing planned component replacement works within domestic properties.
- 5.5 We will repair or replace any faulty hard wired smoke alarms and carbon monoxide detectors in a property when notified of a fault, or as part of the annual gas safety inspection. We will also upgrade smoke detection systems to LD1 or LD2 as part of the EICR, void, or fire risk programmes.
- 5.6 We will carry out a programme of portable appliance testing (PAT) to all electrical portable appliances owned and/or provided by IDS. These appliances will be tested in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE).

## 6. Maintenance & Compliance Follow Up Work

- 6.1 IDS will carry out any required works following the completion of an EICR within the prescribed timescales. These works are categorised as follows:
  - **C1:** Where immediate danger is observed that puts the safety of those using the installation at risk. We or our contractors will repair it immediately, or isolate/ shut the system down until the fault can be rectified.
  - **C2:** An observed deficiency not considered to be dangerous at the time of inspection but would become a real and immediate danger if a fault or other foreseeable event occurs. We or our contractors will book an appointment and complete this work within the agreed timescale on the EICR.
  - **C3:** Not considered a source of immediate or potential danger though improvement would contribute to an enhancement of the safety of the electrical installation. We will monitor this and decide whether works are required.
  - **FI:** Where an observation requires further investigation because the inspection has revealed an apparent deficiency which could not, owing to the extent or limitations of the inspection, be fully

identified. Further investigation may reveal a C1 issue and we will repair it immediately, or isolate/shut the circuit down until the fault can be rectified, or a C2 issue in which case we or our contractors will book an appointment and complete the work within the agreed timescale on the EICR.

- 6.2 We will have processes in place to gain access should any resident refuse access for us to carry out an essential inspection and/or remediation works.
- 6.3 We will have processes in place to access properties with vulnerable residents, ensuring timely compliance and safeguarding their wellbeing whilst balancing the need to manage health and safety risks.

## 7. Definitions

NICEIC	National Inspection Council for Electrical Installation Contracting – The Regulatory body that certifies electricians and ensures their work meets safety standards.
EICR	Electrical Installation Condition Report – A comprehensive inspection that evaluates the condition of electrical systems and identifies any potential hazards or non-compliance issues.

## 8. Roles & Responsibilities

Director of Operations	Overall responsibility for the implementation of this policy.
Head of Asset Management and Compliance and M&E Compliance Manager	Responsible for contract management of the electrical contract and programme management of the EICR programme.
Compliance Officer	Raising work orders for EICRs and maintenance visits.
Residents	Complying with the terms of their tenancy agreement including not to tamper with consumer units, reporting defects, and not overloading sockets.

## 9. Equality Impact Assessment

An Equality Impact Assessment has been completed for this Policy.

## 10. Policy Review & Monitoring

- 10.1 We will review this policy every two years, or following legislative change, to ensure the Policy remains effective and complies with current legislation and good practice.

10.2 All relevant KPI's aligned to the management of electrical safety are regularly monitored and reviewed as follows:

- Weekly by the Asset and Compliance team.
- Monthly by the Operations Management team and CMT.
- At every Operations Committee meeting.
- At every Board meeting.

We will routinely monitor our performance in implementing this policy.

## Equality Impact Assessment

Group	Impact	Notes
Protected characteristics – <a href="#">Equality Act (2010)</a>		
Disability	Y	<p>We recognise that some IDS residents may lack the capacity to understand the importance of electrical safety. We will work closely with these residents to support them to keep themselves and their homes safe. We will safeguard the wellbeing of vulnerable residents if action is needed to gain access to their home to carry out electrical inspections, tests or remedial works..</p> <p>We will provide electrical safety information in formats that are accessible to everyone.</p>
Gender reassignment	N	
Marriage or civil partnership	N	
Pregnancy, maternity and parenthood	N	
Race	Y	We will ensure that electrical safety information is accessible to residents in their chosen language.
Religion or belief	N	
Sexual Orientation	N	
Sex / Gender	N	
Age	N	
Other factors for consideration		
Socio-economic background	N	
Caring responsibility	N	

Final Decision	- No barriers or impact identified
Date Completed	May 2024