
Electrical Safety Policy

August 2024

Assets & Investment

Stroud District Council
Ebley Mill
Stroud
GL5 4UB

Email: customer.services@stroud.gov.uk
Website: <https://www.stroud.gov.uk>
Telephone: 01453 766321

Document Responsibility		
Name	Document title	Service
Stroud District Council	Electrical Safety Policy	Assets & Investment

Document Version Control			
Date	Version	Issued by	Summary of changes
June 2024	1.0	N/A	First Draft
August 2024	2.0	N/A	Second Draft

Policy Review			
Updating frequency	Review date	Person responsible	Service
3years unless regulation changes.	June 2027	Ashley Heal, Heating & Electrical Manager	Assets & Investment

Document Review and Approvals		
Name	Action	Date
Housing Committee	Approved	September 2024

1 Introduction

1.1 Stroud District Council (SDC) are committed to ensuring our tenant's homes are safe. SDC acknowledges that it has both legal obligations and responsibilities as well as to provide a duty of care towards their tenants, service users, leaseholders, employees, and others inclusive of visitors, in respect of electrical safety.

1.2 SDC must implement a policy which clearly outlines how the council will seek to satisfy its obligations as a duty holder in respect of electrical safety. In addition to this, the policy must also provide assurance to SDC, that best practice measures are in place to identify, manage and/or mitigate risks associated with electricity.

1.3 SDC must ensure that compliance with electrical safety requirements is formally reported at senior leadership level, including the details of any non-compliance, and planned corrective actions.

1.4 This policy sets out the key aims and objectives of SDC in minimising and, where possible, eradicating risk associated with electrical installations, equipment and work activity whilst simultaneously ensuring full compliance with statutory requirements and industry best practice.

1.5 The policy is relevant to all SDC employees, tenants, Contractors and other persons or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services.

1.6 It should be used by all to ensure they understand the obligations placed upon SDC to maintain a safe environment for customers and employees within the homes of each customer, and within all communal areas of buildings and 'other' properties (owned and managed).

2. Regulatory Standards, Legislation, Approved Codes of Practice and Industry Guidance

2.1 Regulatory Standards - the application of this policy will ensure compliance with the Regulatory Framework and Consumer Standards (Home Standard) for Social Housing in England, which was introduced by the Regulator of Social Housing (RSH) in 2012.

2.2 Legislation - landlords have a legal duty to ensure that their rental property, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration. The Landlord and Tenant Act 1985 is the main legislation for landlords in England and Wales. Key points can be found in:

Section 8. Implied terms as to fitness for human habitation

- o The property should be fit for people to live in at the beginning of the tenancy (subsection (1)(a)).
- o The property should be kept in a fit state for people to live in during the tenancy (subsection (1)(b)).

Section 11. Repairing obligations in short leases

This places a duty on landlords to keep in repair and proper working order the:

- o Installations in the property for the supply of water, gas and electricity, and for sanitation (subsection (1)(b)).
- o Space heating and heating water (subsection (1)(c)).

2.3 Two other Acts – the Occupiers' Liability Act 1957 and Occupiers' Liability Act 1984 – give landlords a duty of care for anyone visiting their property. In short, a landlord could be prosecuted if someone is injured on their land or premises – regardless of whether the visitor is there lawfully (the 1957 Act) or trespassing (the 1984 Act.)

2.4 The Electricity at Work Regulations 1989, which came into force on 1st April 1990, require precautions to be taken against the risk of death or personal injury from electricity in work activities. The Regulations are made under the Health and Safety at Work etc Act 1974, which imposes duties on employers, the self-employed and on employees (all referred to as 'duty holders') in respect of systems, electrical equipment and conductors, and in respect of work activities on or near electrical equipment.

2.5 The Defective Premises Act 1972 ("the 1972 Act") charges landlords with a duty of care to anyone who it might be reasonable to expect would be affected by defects in the state of its premises. The duty applies if the tenancy imposes an obligation on the landlord to maintain and repair the premises or if the tenancy reserves the landlord the right to enter the premises to carry out repair.

2.6 Electrical safety and hazards from shock and burns resulting from exposure to electricity are covered by the Housing Health and Safety Rating System introduced under Part 1 of the Housing Act 2004. They can also render accommodation unfit for human habitation.

2.7 In October 2006, the Regulatory Reform (Fire Safety) Order 2005 (England and Wales) became law. It replaces most previous fire safety legislation and applies to all non-domestic premises, including common parts of blocks of flats, and houses in multiple occupation (HMOs).

This electrical safety policy also operates in the context of the following additional legislation:

- The Building Regulations 2010 (Incorporating Part P)
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety & Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets etc. (Safety) Regulations 1989
- Consumer Protection Act 1987
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2.8 Approved Codes of Practice and Industry Guidance - the principle approved codes of practice and industry guidance applicable to this policy are:

- Requirements for Electrical Installations: IET Wiring Regulations BS 7671 Current Edition
- IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment Current Edition
- IET On-Site Guide and Guidance Notes 1-8 Current Editions
- Electrical Safety First Best Practice Guides
- Electrical Safety Roundtable Code of Practice for the Management of Electrotechnical Care in Social Housing
- Protection Against Lightning. Physical Damage to Structures and Life Hazard BS EN 62305-3 Current Edition
- HSR25 The Electricity at Work Regulations 1989
- HSG85 Electricity at Work: Safe Working Practices
- GS38 Electrical Test Equipment for Use on Low Voltage Electrical Systems
- HSG107 Maintaining Portable Electrical Equipment

2.9 SDC acknowledges and accepts its responsibilities in accordance with the regulatory standards, legislation, and approved codes of practice/industry guidance, and that failure to discharge these responsibilities properly could lead to a range of sanctions including, but not limited to, prosecution by the Health & Safety Executive under the Health & Safety at Work Act 1974, prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007 and via a serious detriment judgement from the Regulator of Social Housing (RSH).

2.10 SDC will use the legal remedies available within the terms of the tenancy and lease agreement should any tenant, leaseholder or shared owner refuse access to carry out essential electrical safety related inspection and remedial works.

3. Obligations and Responsibility

3.1 The duty to manage electrical safety in properties is outlined clearly in section 2 of this policy. The relevant duties require SDC to manage the risk created by electricity by:

3.1.1 Identifying all locations where an electrical system and/or electrical equipment is located which are owned and managed by the council. Anyone who has information on the whereabouts of any known electrical installations and/or electrical equipment in homes and buildings, is required to make this information available to the council as the duty holder, but the council then must assess its reliability and implement necessary actions as required.

3.1.2 Those who are not duty holders, but control access to the organisation's homes or buildings, have to co-operate with the council in managing the electrical installation(s) and/or electrical equipment.

3.1.3 Making and keeping an up-to-date record of the location of all electrical installation and/or electrical equipment.

3.1.4 Assessing the risk of the electrical installations and electrical equipment and implementing programmes of work to ensure all electrical systems and electrical equipment are maintained on an on-going basis.

3.1.5 Ensuring that any rental property, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration.

3.1.6 Ensuring that all common access areas have their electrical systems maintained so not to impose risk to users and/or visitors.

3.1.7 Obtaining and storing on-going work records so to evidence the maintenance of electrical installations and electrical equipment i.e. Electrical Installation Condition Reports, Electrical Installation Certificates, Minor Electrical Installation Certificates, Equipment Inspection Records etc.

3.1.8 Ensuring that all those employed to undertake such activities, inclusive of managing the process, are adequately trained and competent to do so.

3.1.9 Preparing relevant policies and procedures that set out in detail, how the council is going to manage the electrical safety of its electrical installations and electrical equipment.

3.1.10 Taking the necessary steps needed to put the policies and procedures into action.

3.1.11 Reviewing and monitoring the policies and procedures with a view to updating as required based on any industry updates and any problems encountered over the previous period.

4. Statement of Intent

4.1 SDC accepts its responsibilities under the applicable legislation covered in section 2 of this policy with regards to electrical safety.

4.2 In order to fully comply with the applicable legislation, SDC will have an approved Electrical Safety Policy in place. In addition, the council will have relevant policies and procedures to give specific detail on how the content of the Electrical Safety Policy will be achieved and an Asset Register, which will hold records of the assets which have an electrical installation and/or electrical equipment which SDC are responsible for managing.

4.3 SDC will establish clear roles, responsibilities and practices for managing electrical safety within the organisation. The requirements of the Electrical Safety Policy and relevant policies and procedures will be effectively communicated to all key stakeholders to ensure that content is fully understood and can be implemented without restriction.

4.5 SDC will ensure that suitable electrical safety training is provided to its staff at all levels of the organisation, in particular those carrying out electrical work, as well as those supervising and managing such work.

4.6 SDC will ensure that all those undertaking works on electrical installations and electrical equipment are adequately trained and competent to do so. This will be applicable to both SDC in-house operations and any Contractors employed to execute such works.

4.7 SDC will ensure that all equipment required to undertake the electrical installation inspection and testing works are adequate and maintained to ensure their correct function and reliability. This will be applicable to both SDC in-house operations and any Contractors employed to execute such works.

4.8 SDC will ensure that suitable and sufficient risk assessment, methods statements and safe systems of work are in place for all electrical work and other work activities which may include the use of electrical equipment or appliances. This will be applicable to both SDC in-house operations and any Contractors employed to execute such works.

4.9 SDC will routinely inspect, test and maintain its electrical installations and electrical equipment to ensure that they remain safe for continued use. This includes fixed wiring within its properties (owned, leased, managed etc), portable appliances, fixed equipment (including heating and hot water systems), cooking and catering equipment, IT equipment, tools and plant.

4.10 SDC will carry out all electrical work, including inspection and testing, in accordance with the Requirements for Electrical Installations: IET Wiring Regulations BS 7671 Current Edition, and ensure that work carried out by appointed Contractors also meets these requirements. All other guidance references listed in section 2.3 of this policy will also be considered.

4.11 SDC will hold accurate records against each electrical installation and item of electrical equipment it owns or manages, identifying the previous inspection date and when the next inspection is due. SDC will seek to maintain property databases and works information in order to give assurance to all key stakeholders that electrical safety is being effectively managed.

5. Compliance Inspection Programmes

5.1 Domestic Fixed Electrical Installations

5.1.1 SDC will routinely inspect, test and maintain its domestic electrical installations on an ongoing basis to ensure that they remain safe for continued use.

5.1.2 SDC will undertake an Electrical Installation Condition Report on every domestic electrical installation at a maximum interval of every 5 years. Note this interval may be reduced on a case by case basis dependent upon any causes for concern identified.

5.1.3 SDC will undertake an Electrical Installation Condition Report on an electrical installation prior to a new tenancy commencing (void or mutual exchange) to verify that the property is indeed electrically safe.

5.1.4 SDC will ensure that any property acquisitions, inclusive of new build development properties, are incorporated within the inspection and testing programme with current valid reports/certification held on file at the point the acquisition takes place.

5.1.5 SDC will ensure that any on-going reported defects are dealt with in a timely manner and that any immediately dangerous defects are addressed as a matter of urgency i.e. via an emergency call out repair.

5.1.6 In all cases the SDC Access Procedure will be adhered to at all times to ensure that anniversary dates are satisfied, and appropriate legal action can be undertaken where required. Further detail is included in section 7 of this policy

5.2 Commercial/Common Access Area Electrical Installations

5.2.1 SDC will routinely inspect, test and maintain its commercial/common access area electrical installations on an ongoing basis to ensure that they remain safe for continued use.

5.2.2 SDC will undertake an Electrical Installation Condition Report on every commercial/common access area electrical installation at a maximum interval of every 5 years. Note: this interval may be reduced on a case by case basis dependent upon any causes for concern identified.

5.2.3 SDC will undertake a supplementary visual inspection of the commercial/common access area on at least an annual basis with any identified defects reported and addressed in a timely manner with immediately dangerous defects being addressed as a matter of urgency.

5.2.4 SDC will ensure that any property acquisitions, inclusive of new build development properties, are incorporated within the inspection and testing programme with current valid reports/certification held on file at the point the acquisition takes place.

5.2.5 SDC will ensure that any on-going reported defects are dealt with in a timely manner and that any immediately dangerous defects are addressed as a matter of urgency i.e. via an emergency call out repair.

5.2.6 In all cases the SDC Access Procedure will be adhered to at all times to ensure that anniversary dates are satisfied, and appropriate legal action can be undertaken where required. Further detail is included in section 7 of this policy.

5.3 Electrical Equipment

5.3.1 SDC will routinely inspect, test and maintain all electrical equipment, inclusive of all categories of equipment as outlined in the IET Code of Practice for the In-Service Inspection and Testing of Electrical Equipment, on an ongoing basis to ensure that they remain safe for continued use. Note: this requirement will apply only to electrical equipment that the SDC own and/or are responsible for managing.

5.3.2 Prior to a new tenancy commencing, any electrical equipment provided by SDC within a dwelling, will be verified as being safe for continued use.

5.3.3 When acquiring new electrical equipment, inclusive of tools, SDC will ensure that the equipment complies with the relevant safety codes and British, European and International standards as applicable. Following delivery but prior to its first use, every new item of electrical equipment must be visually checked to verify electrical safety. There is no requirement to formally test new equipment that has been purchased directly from the manufacturer and therefore, the equipment can be put into use immediately, however, the equipment must be labelled, recorded and reported to the SDC who will subsequently incorporate into an inspection and testing programme.

5.3.4 Any previously used or donated items of electrical equipment must be subject to formal inspection and testing prior to use and reported to the council who will subsequently incorporate within the cyclical inspection and testing programme.

5.3.5 SDC will conduct formal inspection and testing of electrical equipment as detailed below:

Type of Equipment	Frequency of Testing
Domestic Electrical Installation	Every 5 years
Communal Electrical Installations	Every 5 years
Fire alarm systems	Every 6 months
Emergency lighting systems	Monthly Annually – discharge test
Lightning protection	Every 12 months
Portable appliances (SDC owned e.g. Monitor Screens)	Class 1 – 6 monthly Class 2 – Every 12 months

5.3.6 Emergency lights are inspected by SDC electricians for General Needs blocks and Site officers for Sheltered Schemes. Emergency Lights are to be tested every month with a full discharge test once per year by SDC Electrician or a competent contractor in accordance with BS EN 50172 / BS 5266-8.

5.3.7 Lightning Protection Systems – SDC will conduct formal inspection and testing of lightning protection systems at intervals not exceeding 12 months in accordance with BS EN 62305

6. Compliance Inspection Programme Follow Up Work

6.1 SDC will ensure there is a robust process in place for the management of any follow-up works required following the completion of an Electrical Installation Condition Report and/or inspection and testing of electrical equipment.

6.2 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C1 observations where immediate danger is present, will be rectified or that part of the electrical installation isolated with immediate effect. Under no circumstance will a Classification Code 1 observation remain outstanding following completion of an Electrical Installation Condition Report.

6.3 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C2 or Further Investigation (FI) observations where potential danger is or may be present, will be rectified preferably on the same day that the Electrical Installation Condition Report is undertaken. Where it is not possible to undertake the works on the same day, a subsequent visit will be arranged with the Classification Code C2 or Further Investigation (FI) rectified as soon as practicable and in no case will exceed 28 days from the date of the initial Electrical Installation Condition Report.

6.4 Upon undertaking of an Electrical Installation Condition Report, any identified Classification Code C3 observations that are recommended for improvement, will be given due consideration and scheduled into future planned works programmes as required.

6.5 Any reported defects, via the responsive repairs workstream, will be scheduled and executed within an appropriate timeframe in relation to the level of risk. Any immediately dangerous defects will be addressed as a matter of urgency i.e. via an emergency call out repair.

6.6. Following the inspection and/or testing of electrical equipment, where defects are identified that may pose risk, the equipment will be immediately taken out of service and adequately labelled. If the equipment is to be put back into service, then this will only happen where required repairs are undertaken, and the outcome of a subsequent inspection and/or test is satisfactory, and the equipment confirmed as being safe for continued use.

6.7. In all cases the SDC Access Procedure will be adhered to at all times to ensure that anniversary dates are satisfied, and SDC will use all legal remedies available to gain access. Further detail is included in section 7 of this policy.

7. Access to Properties

7.1 SDC will take all necessary steps to ensure it gains access to all properties to undertake electrical safety checks. This will take account of individual tenant circumstances and could include flagging properties on the computer system where a safety check is outstanding, revisits to property at different times of day, leaving cards with contact details to make an appointment, warning letters and a range of legal action (such as injunctions or possession action) dependent on individual circumstances.

7.2 SDC keeps accurate records of all their efforts to obtain access to carry out the annual electrical safety check and all non- accesses and the dates and times will be recorded on housing database. This will include records/copies of all letters, appointment cards, telephone calls etc

7.3 SDC will publicise on a regular basis the importance of electrical safety, its approach to managing this and what tenants should do in the event of an emergency (i.e. access to live parts, smell of burning etc.) to attempt to provide assistance in gaining access to complete works.

7.4 SDC will contact the tenant advising them of when they will be attending to carry out the electrical safety check. This will be approximately 60 days before the expiry of the last Electrical Installation condition report. SDC aims to agree an appointment date with the tenant 28 days in advance with updated message communications within the 5 days prior to the appointment.

7.5 If the tenant is not home for the appointment or the tenant refuses access, SDC will make a further two attempts to enter the tenant's property to carry out the electrical safety check. Should the tenant refuse access or SDC is unable to carry out the electrical safety check, on the third attempt for whatever reason, SDC will use all legal remedies available to gain access.

8. Work Records

8.1 SDC will ensure that adequate records, inclusive of all reports and certification relating to an electrical installation, will be kept so to evidence all ongoing maintenance activities.

8.2 An Electrical Installation Condition Report along with all other relevant certification i.e. Electrical Installation Certificate or a Minor Electrical Installation Works Certificate, following completion of remedial works where required, will be housed centrally, and remain accessible at all times.

8.3 Reports, certification, and Building Control Notification records generated across all workstreams and not only those applicable to the planned testing programme, will be captured, housed and remain accessible at all times.

8.4 SDC will ensure that adequate records relating to electrical equipment, will be kept so to evidence all ongoing maintenance activities.

8.5 Details of all previous inspection dates will be recorded in addition to the scheduled date of the next inspection.

9. Competency and Training

9.1 SDC will ensure that all members of staff responsible for managing electrical processes and programmes of work are adequately trained to do so.

9.2 SDC will ensure that Contractors registered with a UKAS accredited Competent Persons Scheme i.e. NICEIC, are procured and appointed to deliver all electrically related work programmes. SDC internal operation will also be registered with such a scheme.

9.3 SDC will ensure that all engineers operating for SDC and on behalf of appointed Contractors, are adequately qualified and competent to undertake such works.

9.4 The operational team with responsibility for delivery, will check the relevant Competent Persons Scheme enrolment in addition to the qualifications of SDC employees and engineers operating on behalf of Contractors responsible for delivering works. Evidence will be obtained, stored and remain accessible at all times. Additional evidence maybe required throughout the duration of contracts as and when new Contractors and/or engineers are procured/introduced.

9.5 SDC will ensure that all electrical testing equipment utilised by their employees is subject to ongoing calibration and accuracy checks. Adequate records will be kept and remain accessible at all times.

9.6 SDC will obtain evidence on at least an annual basis, of on-going calibration and accuracy records of electrical testing equipment utilised by Contractors. Additional evidence maybe required throughout the duration of contracts as and when new Contractors and/or engineers are procured/introduced.

9.7 SDC will ensure that they conduct internal quality assurance checks of electrical works undertaken by their own employees on an ongoing basis. Adequate records will be kept and remain accessible at all times.

9.8 SDC will obtain evidence on an ongoing basis, of quality assurance checks undertaken internally by Contractors on their own engineers who are undertaking electrical works. Adequate records will be kept and remain accessible at all times.

9.9 SDC will utilise independent third parties to conduct quality assurance checks of electrical works undertaken. The nature of the quality assurance regime will be applied across all workstreams and will include both post complete and work in progress inspections in addition to desktop reviews.

Findings will be reviewed, necessary action taken, and relevant measures implemented to improve the quality of works moving forward as required.

10. Policy Implementation

10.1 The accountabilities for implementation of this policy are as set out below:

10.2 The Senior leadership team retains overall accountability for the implementation of this policy.

10.3 The Head of Assets and investment is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.

10.4 The Heating and Electrical manager is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.

10.5 The Heating and Electrical manager is responsible for operational delivery, including the management of service providers, of maintaining electrical installations and equipment on an ongoing basis.

10.6 The Housing Manager will provide key support in facilitating the legal process to gain access as necessary. Legal interventions will include injunctions, NTQ and NOSP orders if necessary.

10.7 This policy shall be implemented through all electrical associated procedures and other internal control documents. All staff are responsible for following the requirements of those documents.

11. Monitoring, Quality Assurance and Non-Compliance

11.1 SDC will operate a robust quality assurance and monitoring system to ensure that all relevant electrical documentation and certification is accurate, up to date and that performance by our In-house electricians and Electrical Contractor is of a sufficiently high standard in order to ensure that the landlords obligations are met.

11.2 SDC is committed to completing 100% of required safety checks to its properties. The Heating and Electrical manager is responsible for monitoring the performance of the electrical programmes, to ensure that all risks are minimised, and legal obligations met. These systems may involve examining and managing electronic or paper-based data such as electrical safety certificates, but in many cases will also require inspection visits to workplace locations.

11.3 Electrical work will be monitored for quality, SDC will appoint through a third-party independent auditor to undertake quality assurance audits on a sample of 10% in the field.

11.4 An agreed percentage of electrical reports and/or certification will be independently verified by a qualified through a third-party independent auditor.

11.5 Any non-compliance issue identified at an operational level will be formally reported to the Head of Assets and Investment in the first instance.

11.6 The Head of Assets and Investment will agree an appropriate course of corrective action with the Strategic Head of Housing in order to address the non-compliance issue and report details of the same to the Housing Improvement Board.

11.7 The Head of Asset and Investment will ensure the housing improvement board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.

11.8 In cases of a serious non-compliance issue the Strategic Head of housing will consider whether it is necessary to disclose the issue to the Regulator of Social Housing in the spirit of co-regulation as part of the Regulatory Framework.

12. Policy Monitoring and Review

12.1 SDC will monitor and report on compliance performance and use this information to identify areas for improvement.

12.2 This policy will be reviewed every 3 years, or sooner, subject to regulatory change, revised industry guidance, specific incidents, or, if revised internal processes warrant additional review.

