

Electrical Safety Policy

Policy Reference	
Approved by	Ocean Housing Board
Approved Date	04/03/2026
Review Date	01/03/2028
Responsible Board	Ocean Housing Board
Responsible Executive	Executive Director of Property Services

References and Engagement

Related Policies and Procedures	• Ocean Housing Health and Safety Statement • Empty Homes Policy • Programmed Repairs and Maintenance Policy
Who this policy applies to	Ocean Housing tenants, staff and contractors
Customer Engagement	No engagement required
Equality Impact Assessment Date (if applicable)	Click or tap to enter a date.
Legislation/Regulation Referenced	• The principal legislation applicable to this policy is: • Housing Act 2004 • Landlord and Tenant Act 1985 • Homes (Fitness for Human Habitation) Act 2018 • Electricity at Work Regulations 1989 • Electrical Equipment (Safety) Regulations 2016
Performance Monitoring	☐ Tenant Satisfaction Measures (TSM) ☒ OHL Performance Bulletin ☒ GLT Performance Bulletin ☒ Internal Monitoring/Compliance ☐ Other (please specify) Other:

Location and Version Control

Document Location	Ocean Housing Intranet
Version	1.0

Electrical Safety Policy

1.0 Purpose

- 1.1 As a landlord, Ocean Housing is responsible for repairs and maintenance to our homes, communal blocks and other properties we own and manage, all of which will contain electrical installations, equipment and portable appliances owned by Ocean Housing.
- 1.2 The key objective of this policy is to ensure our Board, Executive Group, employees and tenants are clear on our legal and regulatory electrical safety obligations. This policy provides the framework our staff and partners will operate within in order to meet these obligations.

2.0 Policy Statement

- 2.1 This policy applies to the housing assets which are owned by Ocean Housing and any which are leased by Ocean and rented and managed as social housing stock. This includes domestic properties (houses and flats), communal areas of any blocks containing such properties, and sheltered and supported housing schemes.
- 2.2 The policy is relevant to all our employees, tenants, contractors, stakeholders and other persons who may work on, occupy, visit, or use our premises, or who may be affected by our activities or services.
- 2.3 Whilst our electrical safety checks are carried out by the in-house team, this policy will apply to any external contractors we use to support the programme.

3.0 Definitions

- 3.1 This glossary defines key terms used throughout this policy:
 - EICR: Electrical Installation Condition Report - a formal document that is produced following an assessment of the electrical installation within a property (domestic or communal). It must be carried out by an experienced qualified electrician or approved contractor.
 - NICEIC: National Inspection Council for Electrical Installation Contracting – an organisation which regulates the training and work of electrical contractors in the UK. The NICEIC is one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry

4.0 Roles and Responsibilities

- 4.1 The Board have overall governance responsibility for ensuring this policy is fully implemented, to ensure full compliance with legislation and regulatory standards. As such, Board will formally approve this policy and review it every two years (or sooner if there is a change in legislation or regulation).

- 4.2 For assurance that this policy is operating effectively in practice, Board will receive regular reports on Ocean's performance with respect to electrical safety.
- 4.3 The Executive Group (EG) will receive monthly performance reports in respect of electrical safety. They will also be notified of any non-compliance issues identified.
- 4.4 The Executive Director of Property Services has strategic responsibility for the management of electrical safety, and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.
- 4.5 The Head of Repairs and Compliance has operational responsibility for the management of electrical safety.
- 4.6 Neighbourhood Services team will assist and facilitate any legal processes as necessary.

5.0 Legislation, Guidance and Regulatory Standards

- 5.1 The principal legislation applicable to this policy is:
- Housing Act 2004
 - Landlord and Tenant Act 1985
 - Homes (Fitness for Human Habitation) Act 2018
 - Electricity at Work Regulations 1989
 - Electrical Equipment (Safety) Regulations 2016
- 5.2 The principal codes of practice and guidance applicable to this policy is:
- INDG236 - Maintaining portable electrical equipment in low-risk environments (as amended 2013).
 - IET Wiring Regulations British Standard 7671:2018 (18th edition).
 - Code of Practice for the Management of Electrotechnical Care in Social Housing (Electrical Safety Roundtable) January 2019.
 - The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (IET) 2020 (5th edition)
 - Electrical Safety Standards in the Private Rented Sector (England) extension to the Social Rented Sector
- 5.3 We must ensure we comply with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England; the Home Standard is the primary one applicable to this policy. The Social Housing (Regulation) Bill will change the way social housing is regulated and may result in future changes to this policy.
- 5.4 Failure to discharge our responsibilities and obligations properly could lead to sanctions, including prosecution by the Health and Safety Executive (the HSE) under the Health and Safety at Work Act 1974; prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007; prosecution under any of the

principal legislation listed in Section 4.1; and via a regulatory notice from the Regulator of Social Housing.

6.0 Obligations

- 6.1 The Housing Act 2004 requires that properties are free from Category 1 HHSRS hazards; this includes electrical hazards.
- 6.2 The Landlord and Tenant Act 1985 and the Homes (Fitness for Human Habitation) Act 2018 place duties on landlords to ensure that electrical installations in rented properties are:
- Safe when a tenancy begins.
 - Maintained in a safe condition throughout the tenancy so the property is fit for habitation.
- 6.3 To comply with these duties, electrical installations are required to be periodically inspected and tested. From 1st May 2026, checks on electrical installations for social housing must be carried out at least every five years.
- 6.4 All electrical installations should be inspected and tested prior to the commencement of any new tenancies. This means that tests should be carried out whilst properties are void and when mutual exchanges and transfers take place, and a satisfactory Electrical Installation Condition Report (EICR) must be issued to the resident upon moving in.

7.0 Statement of Intent

- 7.1 We will deliver an electrical inspection and testing programme.
- 7.2 We will ensure that all electrical installations are in a satisfactory condition following the completion of an electrical installation inspection and test and will require the production of a condition report or other certificate which confirms that the installation is safe.
- 7.3 We will ensure that a full electrical installation inspection and test is undertaken in the case of a change of occupancy (void properties and mutual exchanges), and when completing planned works within domestic properties; this will be evidenced through a satisfactory EICR or other report.
- 7.4 We will check electrical testing equipment quarterly and calibrated annually where appropriate.
- 7.5 We will operate a robust process if there is difficulty gaining access to a property to carry out the electrical safety check or remediation works. We will use the legal remedies available within the terms of the tenancy agreement, lease or license provided the appropriate procedures have been followed and approval given by a Head of Service (or more senior role). Where resident vulnerability issues are known or identified, we will ensure that we safeguard the wellbeing of the resident.
- 7.6 We will ensure that there is a robust process in place for the management of immediately dangerous situations identified from the electrical safety check.

- 7.7 We will operate measures to identify, manage and mitigate risks related to portable electrical appliances in the properties we are responsible for. Where we provide equipment, such as temporary heaters, we will 'gift' the equipment to the tenant. The tenant will then be responsible for their condition.
- 7.8 We will carry out a programme of checks to lightning protection, where it is installed, every 12 months.
- 7.9 To comply with the requirements of the Construction (Design and Management) Regulations 2015 (CDM), a Construction Phase Plan will be in place for all repairs work to void and tenanted properties (at the start of the contract and reviewed/updated annually thereafter), component replacement and refurbishment work.
- 7.10 We will ensure there is a robust process in place to investigate and manage all RIDDOR notifications made to the HSE in relation to electrical safety and will take action to address any issues identified and lessons we have learned, to prevent a similar incident occurring again.
- 7.11 We will issue the EICR to the resident within 28 days.
- 7.12 We will ensure each property has a working smoke alarm and CO alarm (if gas appliance).
- 7.13 All new builds, and all properties which have a rewire, will receive their first electrical installation inspection and test five years after the date of installation, and every five years thereafter.
- 7.14 Where our properties are managed by others, we will request they provide copied of valid and in date EICR to us.
- 7.15 Tenants must obtain Ocean Housing's permission before carrying out electrical work in their home via the Tenant Improvement Request process. Any permission granted will be conditional on the tenant providing appropriate certification of the completed electrical work. Where we find unsafe electrical installations as a result of work carried out by a tenant (or their contractor), we will make it safe and recharge the cost to the tenant.

8.0 Programmes

- 8.1 We will carry out a programme of electrical safety checks to all domestic properties and communal areas we own and manage on a five year programme.
- 8.2 We will make at least three attempts to access a property for the purpose of carrying out a electrical safety check. Appointments will be made by letters, but will also use other means of communication as appropriate. Will use legal remedies where we believe we have exhausted other reasonable attempts. We will safeguard the wellbeing of the resident and will be as flexible as possible in accommodating our tenant's requirements. We will make adjustments to our service delivery in accordance with Ocean Housing's Reasonable Adjustments policy.

- 8.3 We will carry out a programme of electrical safety checks to all communal blocks where we have the legal obligation to do so. These will be completed within five years from the date of the previous EICR.

9.0 Follow-up Work

- 9.1 We will endeavour to repair all Category 1 (C1) and Category 2 (C2) defects identified by an electrical installation inspection and test at the time of the check, to produce a satisfactory EICR. Where this is not possible, we will make the installation safe and return to complete the required remediation works within 28 days to ensure a satisfactory EICR is produced.
- 9.2 Further Investigations (FIs) recorded on the EICR will be investigated within 28 days of the date on which the inspection and test was carried out. Any C1 or C2 faults identified as a result of these will be rectified within 28 days.
- 9.3 Where any C1 and C2 defects have been repaired, they will be recorded on the satisfactory EICR to provide an audit of the work completed.
- 9.4 We will review all Category 3 (C3) recommendations and observations and determine the most appropriate course of action.

10.0 Data and Records

- 10.1 We will maintain a core asset register of all electrical installations and portable electrical equipment owned by Ocean Housing. This will be held on our housing management system (QL). Any applications we use to manage electrical safety compliance must use the core asset register.
- 10.2 We will operate a robust process to manage all changes to our assets, including property acquisitions and disposals, to ensure that properties are not omitted from electrical safety programmes and the programme remains up to date.
- 10.3 We will keep all completed safety check records, warning notices and remedial work records for at least the duration of their validity.

11.0 Resident Engagement

- 11.1 We consider good communication essential in the effective delivery of our electrical safety programme. This will assist us in maximising access to carry out electrical safety checks, encourage and support tenants to report any concerns about electrical safety, and help us engage with vulnerable and hard to reach tenants.
- 11.2 We will share information clearly and transparently and will ensure that information is available to tenants via regular publications and information on our website.
- 11.3 It is the tenant's responsibility to provide access to electrical installation including moving belongings and furniture as required. We can signpost tenants to assistance.

12.0 Competent Persons

- 12.1 The Property Services Supervisor (Electrical) is responsible for managing day to day delivery of the programme. They will hold the Level 4 VRQ in Electrical Safety Management or Level 4 VRQ Diploma in Asset and Building Management (or equivalent). If they do not have this already, they will obtain it within 12 months of the approval of this policy.
- 12.2 Only suitably competent electrical contractors and operatives, who are registered with an approved competent body (for example the NICEIC, British Standards Institution, ELECSA, BRE Certification or NAPIT Registration) will undertake electrical works on our behalf.
- 12.3 All certificates are to be countersigned by a suitably qualified electrical supervisor.
- 12.4 Only suitably competent third-party technical auditors, who are registered with approved competent body (for example the NICEIC, British Standards Institution, ELECSA, BRE Certification or NAPIT Registration), will undertake quality assurance checks.
- 12.5 We will check that electricians carrying out electrical safety checks hold the relevant qualifications and accreditations when we procure them, and thereafter on an annual basis; we will evidence these checks and each electrician's certification appropriately.

13.0 Performance Reporting

- 13.1 We will report performance indicator measures for electrical safety. These will be provided to Executive Group monthly and to Board on a quarterly basis. The report will include narrative to explain any non-compliance and actions being taken to ensure full compliance. The performance report will include:
- Domestic installations with a valid electrical safety certificate
 - Communal installations with a valid electrical safety certificate
 - Unsatisfactory tests remedied within 28 days of the test
 - Breakdown of overdue electrical safety checks: less than one month overdue, 1-3 months overdue and more than three months (Measure)
 - Narrative to explain any non-compliance and actions being taken to ensure full compliance

14.0 Quality Assurance

- 14.1 We will ensure there is a programme of third-party quality assurance audits of electrical safety checks. This will include on-site post inspections and audits of work in progress. The minimum sample size will be 5% of post inspections and 5% of work in progress.
- 14.2 Internally we will undertake 100% desktop audits of all EICRs.