

# ELECTRICAL SAFETY POLICY

May 2025

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# 1 Introduction

The health and safety of our tenants, leaseholders, visitors, staff and contractors is of paramount importance to Haringey Council.

We take our legal obligations and the responsibilities we have to our tenants, leaseholders, staff and contractors who live in or use our council housing to protect against electrical hazards very seriously.

This policy outlines the Council's commitment for achieving suitable and sufficient measures for electrical safety in our council housing, in accordance with current legislation.

This policy applies to the Council's housing stock in our role as landlord and to all employees involved with the management and maintenance of housing services including contractors or visitors to buildings for the purpose of carrying out their work duties.

When we use the terms 'we', 'our', and 'us' in this policy we mean Haringey Council.

The delivery of this policy forms an integral part of our wider council corporate commitment to create and maintain a health and safety culture amongst our staff and contractors as outlined in our Corporate Health, Safety and Wellbeing Statement and Policy.

## 2 Aim of the policy

The aims of this policy are to ensure that we have relevant measures in place to comply with our legal and regulatory obligations.

This includes but is not limited to the Housing Act 2004, Landlord and Tenant Act 1985, Homes (Fitness for Human Habitation) Act 2018, Environmental Protection Act 1990, Electrical Equipment (Safety) Regulations 2016 and the Inspection and Testing of Electrical Equipment IET Wiring Regulations British Standard BS7671:2018 (18th edition amendment 3).

This policy sets out how we will:

- Ensure compliance with legal and statutory requirements.
- Ensure, as far as it reasonably possible, that electrical risks are minimised.
- Ensure all electrical and mechanical equipment on our council housing estates are regularly maintained, and records kept in line with legal requirements. This includes in respect of cyclical servicing and inspections of electrical installations.
- Take all reasonably practicable steps to prevent exposure to electrical shock or injury and use of damaged, inadequate and/or faulty equipment which could result in electrical fire

- Take all reasonably practicable steps to reduce the likelihood of the loss of electricity supplies
- Aim where reasonably practicable, to ensure best practice and continual improvement.

## 3 Key roles and responsibilities

### 3.1 The Cabinet

Has overall responsibility for ensuring:

- The electrical safety policy is delivered to ensure full and continuing compliance with the regulatory standards, legislation and approved codes of practice.
- Suitable arrangements for electrical safety are communicated, maintained, and reviewed whenever legislative changes, lessons learnt from incidents, changes in technology, changes in guidance's or other circumstances deem it necessary.
- Sufficient numbers of competent staff are employed to meet the Council's statutory responsibilities.

### 3.2 Chief Executive

The Chief Executive will ensure that suitable arrangements and adequate resources are in place for their management team to deliver electrical safety measures.

### 3.3 Directors and Assistant Directors

Will assist the Chief Executive in the following:

- Ensuring continuous improvement through reviewing the safety performance and the safety management systems within their directorate.
- Ensuring electrical safety issues are prioritised and adequately resourced.
- Ensuring statutory provisions are complied with and best practices is adopted in all work activities where possible.
- Reporting safety performance to our Corporate Leadership Team.
- Promoting a culture of safety risk awareness and responsibility at all levels across the organisation
- Ensuring sufficient, suitable, and appropriate skills, qualifications and training are in place through recruitment, retention and procurement policies and processes.
- Maintaining electrical systems that are safe to use
- Selecting and instructing competent persons to undertake inspections and works
- Ensuring that the electrical installations are examined at statutory intervals (and at least every 12 months) or in accordance with manufacturer's requirements.
- Monitoring the remedy of any defects

- Ensuring that all documentation complies with the Regulations
- Record keeping.

### 3.4 The Heads of Services

Have been delegated duties and responsibilities for the management of electrical inspection and maintenance.

### 3.5 Managers, Supervisors & Competent Person(s)

Must ensure that this policy and all relevant processes and procedures are implemented as they have been planned to be. In particular, they must maintain the required level of qualification and certification for their role, (e.g., electrical safe registration) and ensure that staff and contractors under their control are competent and familiar with the impact of electrical safety in their day-to-day roles.

### 3.6 All employees

Are responsible for ensuring that they are familiar with and act in accordance with this policy and all agreed electrical safety processes and procedures ensuring that they are implemented as they have been planned to be in their job and task descriptions.

### 3.7 Contractors

Are required to report any electrical safety concerns when instructed to work on our managed premises. They are also required to be competent and ensure that the safety of buildings is maintained during, and as a result of, all works for which they are engaged.

## 4 Our approach to managing electrical safety

### 4.1 Testing, repairs and maintenance

We will conduct a programme of electrical installation, inspection and testing of all domestic, communal areas to ensure they are safe to use as follows:

ELECTRICAL ACTIVITY	TESTING FREQUENCY
Electric domestic EICR	5 years or at change of occupancy
Electric non-domestic EICR	5 years
Electric automatic doors	6 months
Electric automatic gates and barriers	6 months
Electric emergency lighting service	Annually
Lightning protection	Annually
Smoke detection	5 years or at change of occupancy

We will also inspect and test electrical installations upon commencement of a new tenancy and following planned component replacement works.

We will aim to repair all Code One (C1) and Code 2 (C2) defects and Further Investigations (FIs) identified by an electrical installation inspection and test at the time of the check, to produce a satisfactory Electrical Installation Condition Report (EICR). Where this is not possible, the installation will be made safe, and operatives will return to complete the required remediation works within 28 days where reasonably practicable to ensure a satisfactory EICR is produced.

Where C2 defects have been repaired after the inspection date, they will be recorded on a Minor Works Certificate which will be appended to the unsatisfactory EICR deeming the installation satisfactory.

On completion of the electrical safety check, service or new installation, we will maintain a copy of the EICR on file for at least 5 years in accordance with legislative requirements

## 4.2 Data and records

We will maintain a comprehensive and digital register of all electric appliances and electrical systems in our council housing. This will include details of their inspection and maintenance visits.

This will also include related safety alarms and protective installations such as lightning protection and surge protection installations and related safety alarms.

We will regularly check this to ensure it matches with our contractor records and their certification, and that a process for additions and deletions to this register is being followed.

## 4.3 Smoke detectors and carbon monoxide alarms

Smoke and heat detection is provided to our individual council homes to provide a means of alerting residents to the presence of fire and facilitating safe escape.

As part of the EICR safety check, or at a change of occupancy, the engineer will check smoke detectors and carbon monoxide alarms are working correctly. A new detector and/or alarm will be fitted if faulty or missing.

Tenants and leaseholders are regularly reminded to test detection weekly and report any defects immediately.

## 4.4 Automatic doors, barriers, and gates

Automatic doors on our residential buildings are checked and serviced every six months and a certificate of safety is provided by the specialist contractor confirming the doors meet British Standard EN 12453.

## 4.5 Emergency lighting

Emergency lighting in our council housing communal areas is checked monthly by our contractors and tested by accredited electricians yearly. Any defects are noted and actioned accordingly.

## 4.6 Void properties and mutual exchange

All void (empty) properties are given an electric inspection and test before re-letting.

Any appliances or unauthorised wiring installed by the previous tenant will be removed.

Appliances provided by us will be tested accordingly.

## 4.7 Access

When access to a tenant or leaseholder's home is required, we will make all reasonable attempts to contact them first, including contacting their family and other people they know who may or may not live with them in line with our access policy.

The tenancy and lease agreement set out reasons why we may need to enter properties. It also gives us a contractual right to access the property and explains when access must be provided.

Tenants must allow access to their homes for electrical safety purposes in line with their tenancy agreement and our access policy.

If tenants refuse access after reasonable requests, we:

- may ask the court for an injunction to allow us access into the property and the tenant to pay our legal fees.
- may obtain a warrant of entry from the Magistrates Court

We will only enter a tenant or leaseholder's home or other property e.g. garages without their permission or a pre-arranged appointment in exceptional circumstances where there is an emergency.

## 4.8 Communication

We will help residents stay safe in their homes through our messaging of electrical safety advice and guidance and make efforts to communicate electrical safety messages to tenants, leaseholders and their tenants. We will also encourage and support tenants to report to us any concerns about electrical safety.

We will use the following methods of communication:

- Providing advice through our Homes Zones magazine and ebulletin
- At sign up new tenants are provided with a link to an online tenants handbook (hard copy on request) which includes safety advice
- Information on our [safety for council tenants webpages](#)

- Speaking to residents about electrical safety during site visits, on our building safety patrols and through our dedicated building safety management team
- Make efforts to communicate building safety messages to tenants, leaseholders and their tenants
- Communications should electrical safety incidents occur.

## 4.9 Vulnerable Council tenants

When we arrange an electrical safety check in the home of a vulnerable tenant, we provide our officers or external contractors with clear instructions about any specific requirements for how that visit should be carried out. This is in line with our vulnerable tenants and leaseholders policy.

This might include but is not limited to:

- instructions about the time of the visit
- the length of time it is likely to take somebody to open the door, the amount of notice required
- the number of staff required for a visit
- the means of communication required
- or instructions about how to behave in the resident's home.

The focus of our instructions is to outline our clear expectations about the behaviour of our officers or contractors carrying out work on our behalf.

Concern Cards are used to notify colleagues in housing management that a resident may be vulnerable and might need additional help or adaptations to access services or sustain their tenancy; or that there are safeguarding concerns.

We actively encourage contractors and officers from services across the Council to raise concerns about vulnerable tenants and leaseholders by using Concern Cards.

## 4.10 Training

We will deliver training on this policy and the procedures that support it, through appropriate methods, including team briefings and basic electrical safety awareness training.

This will include on the job training for those delivering the programme of electrical testing, planned maintenance and repair works as part of their role.

All training undertaken by staff will be formally recorded.

## 4.11 Competent persons

Only suitably competent National Inspection Council for Electrical Installation Contracting (NICEIC), or equivalent, electrical contractors and operatives will undertake electrical works on our behalf.

We will check that contractors hold the relevant qualifications and accreditations when procured, and thereafter, on an annual basis.



## 5 Legislation, regulations and guidance

### 5.1 Legislation

As the landlord, we will ensure that we carry out our electrical safety policy in accordance with statutory requirements and best practice as follows:

- Health and Safety at Work Etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Defective Premises Act 1972
- Freedom of Information Act 2000
- Landlord and Tenant Act 1985
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994, including the HSE guidance “Electrical test equipment for use by electricians” (GS38)
- The Building Regulations 2010
- The Building (Amendment) Regulations 2018
- The IET Wiring Regulations (Eighteenth Edition) BS7671:2018
- Right To Repair Regulations
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Regulations 2002
- The Social Housing (Regulation) Act 2023
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations 1998

The principal guidance and codes of practice applicable to this policy are:

- Inspection and Testing of Electrical Equipment IET Wiring Regulations British Standard BS7671:2018 (18<sup>th</sup> edition amendment 3).
- 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 (5<sup>th</sup> edition).
- British Standard 5839-1 & 6 for fire alarm systems and domestic smoke alarms
- BS 6651:1999 Code of practice for protection of structures against lightning or BS EN 62305 Lightning Protection Standard depending on when the system was installed
- BS5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises
- British Standard BS5839-1:2017 Code of Practice for fire detection and fire alarm system design, installation, commissioning and maintenance
- BS5839-6:2019 + A1:2020 Fire Detection & Fire Alarm Systems for Domestic Buildings
- BS 6651:1999 Code of practice for protection of structures against lightning or BS EN 62305 Lightning Protection Standard depending on when the system was installed

- BS5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises

## 6 Tenants' and leaseholder responsibilities

Tenants should follow any advice given and ensure that they do not operate or interfere with electrical appliances or wiring in any way which could endanger themselves or other building users.

Tenants are responsible for reporting faults, not tampering with electrical installations, and following safety advice provided by the council.

Tenants should allow access to their home so that we are able to undertake a five-yearly electrical safety inspection of their property.

Leaseholders should ensure that their electrical installations within their property are regularly maintained and inspected for the safety of all residents and our buildings.

## 7 Performance monitoring

### 7.1 Audit

Annual internal audits of the management team are carried out by our Health & Safety team against safety management systems, risk assessments and workplace safety.

Audit will as a minimum test for compliance with the regulation, legislation and codes of practice and delivery of this policy through associated procedures. It may also include or separately test for data accuracy in our programming and reporting systems.

The audits will identify any non-compliance issues and make suitable recommendations for improvement.

All agreed recommendations will be implemented within reasonable and, where possible, recommended timescales.

### 7.2 Quality Control and Assurance

We will put in place quality assurance inspections of all management activities to ensure they are being fully and robustly implemented and completed safely.

Where issues of poor performance are identified, we may increase targeted inspections to establish the root cause and required improvement actions.

## 7.3 Monitoring

We will monitor adherence to and effectiveness of this policy and procedures by our staff, contractors, tenants and leaseholders.

We will ensure that such monitoring is sufficient to ensure policies and procedures are effective.

- Through regular reporting to our Building Safety and Compliance Board
- Through monthly contractor meetings.
- Following recommendations from on-site monitoring, audits and/or investigations.
- Resident engagement and analysis of tenant satisfaction data.
- Analysis of quality inspection results.

We will closely monitor the performance of our contractors, with specific focus upon:

- Compliance with electrical safety inspection and maintenance dates
- Safe working practice, incidents.
- Timeliness of appointments.
- Customer satisfaction and complaints.

We will report compliance and performance through key performance indicators, review and update those indicators as and when appropriate e.g. in response to changes in legislation or guidance.

## 8 Links to other policies and strategies

This policy links to and should be read together with the following Haringey Council policies:

- Access for Emergencies, Safety or Welfare Policy
- [Corporate Health, Safety and Wellbeing Statement and Policy](#)
- [Decant Policy](#)
- [Domestic Abuse and Violence Against Women and Girls Policy for council tenants and leaseholders, and those approaching the council as homeless](#)
- [Feedback Policy](#)
- Fire and Structural Safety Policy
- Electrical Safety Policy
- [Housing Income Collection Policy](#)
- [Housing Arrears Policy](#)
- [Responsive Repairs Policy](#)
- [Safeguarding council tenants and leaseholders policy](#)
- [Vulnerable council tenants and leaseholders policy](#)

## 9 Resident co-production and engagement

**When did you discuss development of this policy with residents?**

At meetings of the Resident Voice Board in September 2024 and February 2025.

**What did they tell you?**

They asked for confirmation of the testing programme including the frequency of the Electrical Installation Condition Report.

**How has what residents told us informed development of this policy?**

The policy confirms the approach to testing, repairs and maintenance at section 4.1.

## 10 Equalities

The Council has a Public Sector Equality Duty (PSED) under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advance equality of opportunity between people who share protected characteristics and people who do not.
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

Although it is not enforced in legislation as a protected characteristic, we treat socioeconomic status as a local protected characteristic.

This policy makes no changes to operational practices. They are being updated to reflect the insourcing of the council housing function. There are no known equality issues with current provision, and it is not anticipated that there will be disproportionate impacts on any protected characteristics, disadvantaged communities or vulnerable residents.

This policy has a section (section 4.9) which details the support provided to vulnerable tenants and leaseholders across housing management and building safety. This summarises and links to the approach outlined in the Council's Vulnerable Tenants and Leaseholders Policy. A comprehensive EQIA was conducted for the Vulnerable Tenants and Leaseholders Policy as part of its approval by Cabinet in July 2024.

## 11 Reviewing the policy

We will review this policy every three years with the next review due in May 2028 unless earlier events or legislation require an earlier update to this policy.