

Housing Electrical Safety Policy

1. Overview/Policy Statement

- 1.1 South Oxfordshire and Vale of White Horse District Councils (the councils) are committed to ensuring electrical safety in council-managed homes.
- 1.2 This policy provides an overview of how the councils will meet legal requirements for electrical safety within tenanted properties. It provides assurance that measures are in place to ensure compliance with regulations and to identify, manage and/or mitigate risks associated with electrical installations and electrical portable appliances.
- 1.3 We will follow a systematic approach to the management of electrical work to ensure it meets the requirements set out in relevant legislation relating to electrical safety. This is to ensure the safety of residents, employees and members of the public.
- 1.4 The policy applies to all employees, tenants, contractors and other persons who may work on, occupy, visit or use council premises, or who may be affected by council activities or services. It should be used by all to ensure they understand the obligations placed upon the councils to maintain a safe environment within each tenant's home and within all non-domestic (communal) premises or shared areas of buildings.
- 1.5 The application of this policy will ensure compliance with the regulatory framework and consumer standards (Safety & Quality Standard) for social housing in England, introduced by the Regulator of Social Housing (RSH).

2. Objectives

- 2.1 The key objectives of this policy are to establish:
 - Electrical safety management principles
 - Approach to compliance remedial work
 - Record keeping
 - Competent persons
 - Training
 - Audit procedure
 - Non-compliance
 - Electrical safety information

3. Scope

- 3.1 This policy applies to all housing accommodation provided by the councils. It covers:
- Fixed electrical installations
 - Portable appliances in temporary accommodation
 - Electrical inspection reporting (EICR)
 - Compliance with BS7671, National Inspection Council for Electrical Installation Contracting (NICEIC) requirements, and legislative obligations
- 3.2 This policy does not apply to commercial leasehold properties unless explicitly stated in lease agreements.

4. Roles and Responsibilities for Delivery

- 4.1 Roles and responsibilities for delivery are:
- Head of Development and Corporate Landlord: Has overall operational responsibility for implementation and review of this policy
 - Development and Corporate Landlord Property Operations Manager: Appointed duty holder responsible for ensuring legislative compliance
 - Housing Delivery team: Receives updates on implementation and performance; ensures effective policy operation; supports access to properties and facilitates legal processes as necessary
 - Contractors: Must provide qualified and accredited staff and submit risk assessments

5. Relevant Legislation

- 5.1 Relevant legislation includes:
- [Regulatory standards for landlords - GOV.UK](#)
 - Landlord and Tenant Act 1985
 - Electricity at Work Regulations 1989
 - Electrical Equipment (Safety) Regulations 2016
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Management of Houses in Multiple Occupation (England) Regulations 2006
 - Regulatory Reform (Fire Safety) Order 2005
 - The Building Regulations (Part P)
 - Housing Act 2004
 - Occupiers' Liability Act 1984
 - Health and Safety (Safety Signs and Signals) Regulations 1996
 - Provision and Use of Work Equipment Regulations 1998
 - Construction (Design and Management) Regulations 2015
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Code of Practice for the Management of Electrotechnical Care in Social Housing
 - IET Wiring Regulations BS7671:2018 (18th edition)

- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE) 2012
- HSE INDG236
- Electrical Safety Council: Landlords' Guide to Electrical Safety 2009
- The Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025

6. Relevant Policy and Procedures

6.1 Key relevant documents include:

- Housing Compliance Policy
- Housing Gas Safety Policy
- Housing Asbestos Policy
- Housing Fire Safety Policy
- Housing Repairs Policy
- Housing Legionella Policy
- Housing Void Policy
- Housing Furnishing Policy
- Data Protection policy

6.2 The relevant health and safety policy and codes for the councils will also apply to this policy. This includes, but is not restricted to:

- First Aid
- Violence and Aggression at work
- Workplace Safety
- Working at Height
- Electrical Safety Personal Protective Equipment
- Asbestos Management
- Incident Reporting and Investigation
- Manual Handling

7. Policy and Procedure

Inspection and Testing Requirements

7.1 The Inspection and testing requirements are as follows:

- All homes and communal areas will have an EICR completed at least every five years.
- Void properties must be inspected and an EICR issued prior to relet.
- Planned component works require a Minor Electrical Works Certificate (MEWC).
- In-service inspection and testing (ISIT), previously known as portable appliance testing (PAT), will be carried on council-owned items at the void stage for temporary accommodation.
- ISIT must be carried at least out every two years on all council-owned items, and items may be subject to a higher frequency testing cycle if they are of a higher risk of defects.

Contractor Requirements

- 7.2 Contractors must be NICEIC, Electrical Contractors Association (ECA), National Association of Professional Inspectors and Testers (NAPIT) or similarly accredited.
- 7.3 Engineers must present ID and registration cards on site.

Access and Legal Compliance

- 7.4 Access procedures are in place for essential safety works.
- 7.5 Tenant support needs will be considered during access procedures.

Risk Assessment and Controls

- 7.6 Contractors must provide a risk assessment.
- 7.7 All compliance risks will be mitigated through the void process where applicable.

Record Management

- 7.8 EICRs, MEWs, and detector installations will be stored in Concerto and compliance files.
- 7.9 Records include Part P notifications and emergency lighting installations.
- 7.10 The councils will maintain a database of all devices requiring ISIT.
- 7.11 Upon completion of an EICR inspection, an electronic EICR will be delivered to the councils, and a copy will be provided to the tenant within 28 days and to any new tenant before they occupy the property.
- 7.12 The councils will provide a copy of an ISIT report to the tenant within 28 days of the inspection being carried out, and to any new tenant before they occupy the property.
- 7.13 All data pertaining to this policy will be stored and managed in line with statutory data protection requirements, as outlined in the councils' data protection policy.

Remedial Works

- 7.14 Where an EICR inspection identifies a code 1 or a code 2 defect (indicating a danger or potential danger respectively) the engineer will either:
- Rectify the issue whilst on site or;
 - If the defect cannot be repaired during the visit (for example, if a rewire or a new consumer unit is required), they will decommission the system and immediately report to the Development and Corporate Landlord Property Operations team.
- 7.15 All defects identified during an EICR inspection will be repaired within 10 working days unless a rewire is required.

7.16 Where an ISIT record indicates that a council-owned item is not safe for continued use, the councils will carry out all remedial works as soon as reasonably practicable after the check, and within 28 days (or within a shorter timeframe if specified in the report). If the item cannot be made safe, the councils will replace it.

7.17 Follow-up work is recorded and tracked.

7.18 RIDDOR events are investigated and managed.

Audit and Performance

7.19 Performance will be measured and assessed in the following ways:

- Annual contractor competency reviews
- Key Performance Indicators (KPIs) include counts and percentages of valid EICRs
- Monthly reporting to Housing Landlord Compliance Group
- Independent audits may be carried out to identify non-compliance

Non-compliance Process

7.20 Operational-level issues will be reported to Housing Delivery Manager.

7.21 Issues can be escalated to the Head of Service and corrective action agreed.

8. Employment Contractual Status

8.1 This policy does not form part of the contract of employment for South Oxfordshire District Council or the Vale of White Horse District Council.

9. Communication and Contact Information

9.1 For further information about this policy, please contact the Housing team on email: tenants@southandvale.gov.uk or telephone 01235 422422.

10. Alternative Formats

10.1 Please do not hesitate to contact a member of the Housing team if you would like this policy in an alternative format, on email: tenants@southandvale.gov.uk or telephone 01235 422422.

11. Definitions

11.1 Definitions are as follows:

- EICR: Electrical Installation Condition Report
- MEW: Minor Electrical Works Certificate
- ISIT: In-service inspection and testing
- PAT: Portable Appliance Test
- RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations

- DCL: Designated Compliance Lead
- NICEIC: National Inspection Council for Electrical Installation Contracting

12. Change Record

Change Record	
Policy title	Electrical Safety Policy
Version number	2
Owner(s)	Development and Corporate Landlord Property Operations Manager/Housing Delivery Manager
Author(s)	Development and Corporate Landlord Property Operations Manager/Housing Delivery Manager
Approved by	ICMD
Approved date	21/11/2025
Effective date	28/11/2025
Renewal date	28/11/2028