

Policy:

Housing Electrical Safety Policy

Original Implementation Date: September 2026



Control Schedule

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Approved By:	<i>Cabinet</i>		
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Policy Statement

1. As a landlord, Ashford Borough Council (ABC), is responsible for ensuring the safe maintenance, inspection, and repair of all electrical installations, equipment, and ABC owned appliances within its homes and other buildings it owns and manages.
2. This policy sets out how Ashford Borough Council (ABC) will meet its electrical safety obligations in accordance with all relevant and current legislation, regulations, and recognised standards. Where inspections identify defects or non-compliance (including C1, C2 or FI classifications), the Council will ensure that appropriate remedial or investigative works are completed within prescribed timescales to maintain safety.

Scope of the policy

3. This policy applies to housing assets that are owned and managed by Ashford Borough Council, both socially rented housing and properties used as temporary or move-on accommodation. These include domestic homes (houses and flats) communal areas in blocks or schemes, independent plant rooms and communal spaces. The Council is required to ensure that all electrical installations within its properties are safe at the commencement of a tenancy and are maintained in a safe condition throughout the duration of the tenancy.
4. This policy does not cover temporary accommodation used by Ashford Borough Council but owned and managed by other organisations. Electrical safety obligations for these buildings rest with the respective owners and managing organisations.
5. However, where another organisation is responsible for the inspection, testing, and certification of electrical installations, Ashford Borough Council will undertake appropriate due diligence to ensure compliance with relevant legislation, regulations and standards. This will include obtaining and reviewing valid Electrical Installation Condition Reports (EICRs) and associated certification, confirming that inspections have been carried out by competent persons, and ensuring that any identified remedial works have been completed within required timescales.
6. This policy also does not cover other buildings owned and managed by ABC, which are addressed separately under the Council's Corporate Electrical Safety Policy.
7. This policy is relevant to all our employees, residents, 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.
8. The policy should be used by all to ensure they understand the obligations placed upon the Council to maintain a safe environment for residents and employees, within the home of each resident, and within all communal areas of buildings and

other properties we own and/or manage. Adherence to this policy is mandatory and it is supported by robust procedures.

Relationship with other existing policies

9. This policy should be read alongside our corporate Electrical Safety Policy and the Housing Electrical Safety Procedure.
10. This policy forms part of our wider organisational commitment to driving a positive health and safety culture amongst staff, contractors and for our tenants (as detailed within our corporate Health and Safety Policy).

Legal Framework

11. This policy ensures we fulfil our statutory and regulatory obligations under the following principal legislation and regulations:
 - Landlord and Tenant Act 1985.
 - Electricity at Work Regulations 1989.
 - Electrical Equipment (Safety) Regulations 2016.
 - Homes (Fitness for Human Habitation) Act 2018.
 - Management of Houses in Multiple Occupation (England) Regulations 2006.
 - Housing and Planning Act 2016.
 - Safety and Quality Consumer Standard 2024.
 - Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.
12. The principal approved codes of practice and guidance applicable to this policy are as follows:
 - IET Wiring Regulations British Standard 7671: 2018 (18th edition)
 - Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE) 2020 (5th edition)
 - HSE INDG236: 'Maintaining portable electrical equipment in low-risk environments' (as amended 2013)
 - Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'
 - Code of Practice for the Management of Electrotechnical Care in Social Housing (January 2019)
13. This policy also operates within the context of the following legislation:
 - Health and Safety at Work Act 1974
 - Occupiers' Liability Act 1984
 - Environmental Protection Act 1990
 - Workplace (Health Safety and Welfare) Regulations 1992
 - Health and Safety (Safety Signs and Signals) Regulations 1996
 - Provision and Use of Work Equipment Regulations 1998

- Housing Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction (Design and Management) Regulations 2015
- Homes (Fitness for Human Habitation) Act 2018
- Data Protection Act 2018
- Building Regulations for England and Wales

Key Roles and Responsibilities

14. The Chief Executive has overall responsibility for electrical safety management within Ashford Borough Council.
15. The Assistant Director of Housing has overall strategic responsibility for electrical safety in relation to our housing assets.
16. The Head of Housing Assets is the operational lead for housing assets electrical safety and compliance.
17. The Compliance Manager is responsible for the operational delivery of this policy.
18. The Electrical Services Manager is the appointed competent person for electrical safety in relation to our housing assets.

Obligations

19. As a landlord we have legal duties to ensure that electrical installations in rented properties are:
 - Safe when a tenancy begins
 - Maintained in a safe condition throughout the tenancy
20. We must also conduct Electrical Installation Condition Reports (EICRs) at least every five years or change of tenancy for all properties to ensure the fixed electrical systems are safe and compliant. Each tenant must receive a copy of the EICR within 28 days of it being carried out.
21. All electrical installations should be inspected and tested prior to the commencement of new tenancies (void properties or new builds), mutual exchanges and transfers and a satisfactory EICR must be issued to the tenant upon moving in.
22. Portable Appliance Testing (PAT): Regular in-service inspection and testing (ISIT) is required for any electrical appliances provided within a property let by ABC. This applies to items like fridges, cookers, and washing machines supplied by us, including in temporary accommodation or in communal areas in Independent Living Schemes.

23. The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent persons work on the electrical installations, systems, and equipment.

Statement of Intent

24. We acknowledge and accept our responsibilities under the legislation outlined above.
25. We will ensure that all electrical installations are in a satisfactory condition following the completion of an electrical installation inspection and test. We will ensure that tenants receive a copy of the EICR within 28 days of the electrical safety check being completed.
26. We will ensure that a full electrical installation inspection and test is undertaken when there is a change of occupancy (i.e. void property and mutual exchange). A copy of the EICR will be provided to the new tenant upon moving into the property.
27. We will ensure that a full electrical installation inspection and test is undertaken when completing planned works within domestic properties.
28. We will follow our No Access Procedure if there is difficulty gaining access to a property to carry out the electrical safety check or remediation works. We will use the remedies available within the terms of the tenancy agreement, lease, or license to gain access to carry out electrical safety checks, which includes controlled access to a property.
29. We will operate a robust process for the management of immediately dangerous situations identified from an electrical safety check.
30. We will comply with the requirements of the Construction, Design and Management Regulations 2015 (CDM) for all maintenance works.
31. We will ensure there is a robust process in place to investigate and manage all RIDDOR notifications made to the Health and Safety Executive (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.

Inspection Programmes

32. We will carry out a programme of five yearly electrical installation inspections and tests to all domestic properties, communal blocks, and other properties.
33. In the event that a competent person recommends a review sooner than five years, we will revisit and complete the recommended inspection on the date suggested.

- 34. All new builds, and all properties which have had a rewire, will receive their first electrical installation inspection upon completion and subsequent tests five years after the date of installation, and every five years thereafter.
- 35. It is a condition of the tenancy agreement that tenants must allow us access to carry out electrical safety checks.

Follow-up work

- 36. We will endeavour to repair all Code 1 (C1) 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, retest the system, and issue a satisfactory EICR.
- 37. We will review all Code 2 (C2) and further investigation observations, determine the most appropriate course of action, and act within legislative timescales.
- 38. Code 3 actions (C3s) will be tracked and monitored and where C3 items may need to be rectified to allow additions/ alterations to comply with the current edition of BS 7671 and any manufacturer specific requirements for newly installed equipment, a consumer unit replacement programme will be implemented.

Competent Persons

- 39. The Council operational lead will hold an 18th edition qualification to National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent standard.
- 40. Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on our behalf.
- 41. Only suitably competent NICEIC (or equivalent) third party technical auditors will undertake quality assurance checks

Non-Compliance/Escalation

- 42. Our definition of non-compliance is any incident which has the potential to result in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety.
- 43. Any non-compliance issue identified at an operational level will be formally reported to the Head of Housing Assets in the first instance, who will agree an appropriate course of corrective action with the Assistant Director of Housing. Issues should be reported within 24 hours of the issue being known.
- 44. In cases of serious non-compliance, the Chief Executive will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required

by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive. In such instances, the issue will also be reported to the appropriate Member Committee.

Data and Records

- 45. We will maintain a core asset register of all properties we own or manage setting out which properties require electrical safety checks.
- 46. 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.
- 47. We will hold EICR dates and inspection records against each relevant property we own or manage. We will keep all electrical safety records and data for the duration that we own and manage the property/in line with our document retention policy and will have robust processes and controls in place to maintain appropriate levels of security for all water hygiene related data.

Performance Reporting

- 48. We will report robust key performance indicator (KPI) measures for electrical safety compliance. These will be collected monthly and quarterly and reported internally and externally and as required by the Regulator of Social Housing.

Quality Assurance

- 49. We will ensure there is a programme of third-party quality assurance audits of electrical safety checks.
- 50. We will carry out an independent audit of electrical safety to specifically test for compliance with legal and regulatory obligations and to identify non-compliance issues for correction.

Resident Engagement

- 51. We consider good communication, feedback and consultation essential in the effective delivery of electrical safety programmes. We will work in collaboration with our involved residents to use a variety of ways to communicate clearly and transparently with our residents to understand performance and involve them to help shape services around compliance.

Vulnerabilities

- 52. We will ensure that we take resident vulnerabilities into account when carrying out electrical safety checks and related works.

53. We will work with and support vulnerable residents to ensure that we are able to secure access to their homes to carry out essential electrical safety checks and works.

Equalities Impact Assessment

54. We are committed to welcoming and valuing diversity, promoting equality of opportunity and tackling unlawful discrimination in accordance with the Equality Act 2010. We, in delivering this policy, will have regard to the Public Sector Equality Duty and ensure that no individual is discriminated against based on their sex, sexual orientation, marital status, pregnancy and maternity, gender reassignment, race, religion, belief, disability or age.
55. The Public Sector Equality Duty is a duty on us and that responsibility cannot be delegated to a contractor/service provider and is a continuing duty.
56. An Equality Impact Assessment has been undertaken to assess the impact this policy will have on affected persons with protected characteristics. The review concluded that there were no known adverse impacts on any persons with protected characteristics.

Review of Policy

57. This policy will be updated every three years or sooner in the event of any major legislative or operational changes.