



Electrical Safety Policy

1. Introduction

This policy sets out the approach and outlines the procedures to ensure electrical safety within Rugby Borough Council (RBC) homes. It aims to safeguard the health and safety of tenants, staff, contractors, and anyone who may come into contact with electrical installations or equipment in RBC council homes, in compliance with all relevant UK electrical safety legislation.

This policy forms part of our suite of landlord compliance policies, which include:

- Lift Safety Policy
- Condensation, Damp and Mould Policy
- Water Safety (Legionella) Policy
- Fire Safety Policy
- Gas Safety Policy
- Asbestos Management Policy

2. Scope

- 2.1 This policy applies to Rugby Borough Council homes.
- 2.2 This includes domestic properties (houses, bungalows and flats), including RBC homes being used as temporary accommodation, communal areas of any blocks, independent living schemes and their associated offices or communal spaces.
- 2.3 This policy also applies to any corporate or operational premises which are owned or managed via the Housing Revenue Account (HRA).
- 2.4 This policy is applicable to all of our staff, tenants, contractors, stakeholders and others who may work on, occupy, visit or use our premises, or who may be affected by our activities or services.
- 2.5 Compliance with this policy is mandatory for all RBC staff members.

3. Terms and definitions

3.1 RBC is committed to ensuring compliance with all relevant legislation, including:

- The Electricity at Work Regulations 1989
- The Health and Safety at Work Act 1974
- The Building Regulations 2010 (Part P – Electrical Safety)
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- BS 7671:2018 – IET Wiring Regulations (18th Edition)
- The Consumer Protection Act 1987
- The Management of Health and Safety at Work Regulations 1999

These regulations outline the responsibilities for maintaining safe electrical systems and ensuring safe practices during installation, maintenance, and repair.

4. Responsibilities

4.1 The Asset Maintenance Manager is responsible for overseeing the implementation of this policy and ensuring compliance with electrical safety regulations. Key duties include:

- Developing and reviewing electrical safety procedures and risk assessments.
- Ensuring the safe operation of electrical installations and systems.
- Coordinating routine electrical inspections and testing.
- Ensuring that electrical maintenance works are carried out by qualified personnel.
- Maintaining up-to-date records of electrical safety inspections, repairs, and installations.

4.2 All staff members are required to:

- Be aware of and adhere to the procedures set out in this policy.
- Cooperate with electrical safety inspections and maintenance activities.
- Report any electrical hazards or faults to the Asset Maintenance Team promptly.
- Ensure tenants are informed of their electrical safety responsibilities.

4.3 All contractors carrying out electrical work within the Housing Department's properties must:

- Hold the relevant qualifications, such as an Electrotechnical Certification Scheme (ECS) or City & Guilds electrical certification.
- Ensure that electrical installations, repairs, and maintenance are performed in accordance with the IET Wiring Regulations (BS 7671) and other relevant standards.
- Always show identification when attending a property.

- Provide appropriate certificates for new installations, repairs, or upgrades.
 - Record and report any electrical defects, faults, or safety concerns to the Asset Maintenance Team.
- 4.4 Tenants have a key role in ensuring electrical safety within their homes and must:
- Ensure that electrical installations and appliances in their homes are used safely and appropriately.
 - Report any electrical faults, hazards, or issues to RBC immediately.
 - Allow access for routine electrical safety checks and maintenance works as required.

5. Policy Statement

- 5.1 We will carry out periodic Electrical Installation Condition Reports (EICRs) on all properties owned and managed by RBC. These inspections will take place at least once every 5 years or in line with any specific regulatory requirements for high-risk properties as applicable.
- 5.2 We will ensure that our EICRs meet current safety standards by assessing the safety and condition of all electrical installations, including wiring, sockets, switches, consumer units (fuse boxes), and other fixed installations.
- 5.3 We will ensure that a detailed report is completed and filed after each inspection, which will include any required remedial actions. These reports will be retained and made available to relevant parties, including tenants, contractors, and regulators, for a minimum of 6 years.
- 5.4 We will ensure that all electrical appliances owned and provided by Rugby Borough Council, such as cookers, refrigerators, and communal heating systems, are regularly tested for safety. Portable Appliance Testing (PAT) will be conducted in accordance with the IET's guidance on appliance testing.
- 5.5 We will test appliances in communal areas annually. RBC owned appliances in individual homes will be tested on a rotational basis or when there is any cause for concern.
- 5.6 We will address any electrical faults identified during inspections or reported by tenants promptly. Where necessary, works will be carried out to bring installations up to the required standard and ensure that any issues do not pose a risk to health or safety.
- 5.7 We will ensure that all new electrical installations or upgrades (including wiring, lighting, and RBC owned appliances) comply with the current IET

Wiring Regulations (BS 7671).

- 5.8 We will ensure that all electrical work is carried out by qualified and registered electricians (i.e., members of the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent regulatory body).
- 5.9 We will provide a copy of appropriate certificates to tenants upon request when they move into an RBC Council home. (e.g., Part P compliance certificate for work carried out in domestic properties).
- 5.10 We will take the following actions in the event of an electrical emergency:
- If a tenant reports an electrical fault that poses an immediate danger (e.g., electric shock, fire risk, sparking outlets), we will advise the power supply to be isolated, and emergency services or a qualified electrician will be called to attend within 24 hours.
 - The incident will be documented, and an investigation will be carried out to identify the cause and prevent reoccurrence.
 - The issue will be resolved by a qualified electrical contractor, and a Completion Certificate will be provided to confirm that the work meets safety standards.
- 5.11 We will provide training to all relevant staff as part of their induction and at regular intervals thereafter. This will include understanding electrical safety risks and emergency procedures.
- 5.12 We will provide information booklets/information to tenants on safe use of communal washing machines as applicable.
- 5.13 We will ensure that all contractors engaged in electrical work provide proof of relevant qualifications and certification before undertaking any work on our properties.
- 5.14 We will provide our tenants with information on how to safely use electrical appliances and to avoid electrical hazards through the Tenants Handbook and other communications such as the Tenants Newsletter.
- 5.15 We will notify tenants of upcoming electrical safety inspections, maintenance, and any necessary repairs. Notices will be placed in communal areas, and tenants will be contacted individually where required.
- 5.16 We will maintain clear lines of communication with contractors to ensure all work is carried out in accordance with safety standards and that any issues identified during inspections are addressed promptly.
- 5.17 We will maintain comprehensive records of:

- Electrical Installation Condition Reports (EICRs).
- PAT testing results for RBC owned electrical appliances.
- Certification for new electrical installations or repairs.
- Emergency electrical incidents and their resolution.
- Staff training records.
- Records of all inspections, repairs, and maintenance.

All records will be kept for a minimum of six years and will be readily accessible for inspection by relevant authorities.

5.18 We will share data with other agencies in line with the appropriate data protection legislation to enable the safety and wellbeing of our tenants.

6. Monitoring and review

- 6.1 This policy will be reviewed every 3 years, unless there is a business need, change in legislation or regulation which prompts an earlier review.
- 6.2 We will publish this document on our website and our intranet to ensure visibility and access for staff and tenants.
- 6.3 We will provide training to staff who have responsibility for implementing the policy to ensure that it is understood.
- 6.4 As this is a tenant facing policy, we will review the effectiveness of the policy with our involved tenants one year from the implementation of the policy.

7. Related documents

- 7.1 Health and Safety Policy
- 7.2 Safeguarding Adults and Children Policy
- 7.3 RBC Electrical Safety Management Policy 18 December 2024

8. Governance

Effective from	1 July 2025	Expires	30 June 2028
Policy Owner	Asset Maintenance Manager		
Policy Author	Communities and Projects Manager		
Consultation	Tenant Consultation – 19 March 2025 Frontline Staff Consultation – 29 April 2025 Technical Staff Consultation 29 May 2025		
Approved by	Chief Officer – Communities and Homes		

Version control	V1.0
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