



# Electrical Installation Safety Policy

## **1. Introduction**

1.1 The Association has subscribed to the Employers in Voluntary Housing Landlord Facilities Health, Safety and Welfare Management System Control Manual as our good practice guide for our landlord services. This policy has been developed to incorporate most of the template content from the manual and has been bespoke to meet the Association's operational needs.

## **2. Purpose**

2.1 The aim of this policy is to ensure the effective inspection, maintenance and management of all electrical installations, within the Association's housing stock.

2.2 All electrical repair work and Electrical Installation Condition Reports will be procured using compliant contractors to ensure all work is undertaken by competent persons.

2.3 The procedures detailed within this policy are intended to facilitate the effective management of electrical safety within the Association's properties

## **3. Definitions**

3.1 "Competent Person" – person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task (s) to be carried out correctly.

## **4. References**

- British Standard BS7671:2008
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994

## **5. Electrical Checks**

- 5.1 The Association ensures that all electrical installations, fixtures, and fittings are safe, in a reasonable state of repair and in proper working order at the start of the tenancy and throughout its duration.
- 5.2 The Association will ensure that service contractors carrying out Electrical Installation Condition Reports (EICR) are competent within the terms of the Regulations and are members of recognised professional bodies.
- 5.3 The EICR will be carried out every 5 years and at the start of a new tenancy.
- 5.4 The Association will retain a copy of the Electrical Installation Condition Report for six years. A copy of the most recent report will be issued to the tenant before a tenancy starts. If an inspection is carried out during a tenancy, a copy relating to that inspection will also be given to the tenant.

## **6. Repairs and Emergencies**

- 6.1 Should any faulty equipment be observed in response to a report of a fault, the Association will ask the tenant to take the item out of service until it is repaired or replaced.
- 6.2 The Association will use a competent service contractor to carry out repairs and emergency responses.

## **7. Monitoring and Recording**

- 7.1 The Association's maintenance team check all electrical certificates and initiate remedial works noted as being required to meet safety standards.
- 7.2 The Association maintains a record of all properties to ensure they have current valid electrical certificates.

## **Related Documents**

Standard Repairs and Maintenance Policy

Planned Maintenance Policy

Employers in Voluntary Housing Landlord Facilities Health, Safety and Welfare Management System Control Manual

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