



Electrical Safety Policy

Policy Number 05

Policy Reviewed on: 27th November 2025

Next Review Date: November 2027

Signed: Head of Housing & Property Services

*Policy to be read in conjunction with LRHS Health & Safety Policy

1. Purpose of the Policy

This policy is relevant to Littlehampton & Rustington Housing Society Ltd Property Management Services and the staff within the Estates Team.

1.1 This policy details LRHS approach to managing electrical safety and maintaining fixed, and where applicable, portable, electrical installations. The policy will establish the actions LRHS will take to deliver a periodic electrical inspection regime in line with the recommendations set out in BS:7671:2018 Requirements for Electrical Installations (the British Standard) and the IET Guidance Notes

1.2 It will also outline LRHS approach to undertaking Electrical Equipment Testing (EET) in line with IET Code of Practice for Inservice Inspection and Testing of Electrical Equipment and also maintenance of Lightning Protection Systems (LPS) in accordance with British Standard 6305.

2. Policy Objectives and Scope

2.1 This policy aims to demonstrate that LRHS takes all reasonable and practical steps to eliminate, minimise and manage risks of electrical hazards to its customer and properties and to ensure that LRHS meets all its obligations in respect of electrical safety, in particular with regards to the British Standard and the Guidance Notes.

2.2 This policy is applicable to all fixed electrical installations within all buildings and properties that LRHS has a defined maintenance and repair responsibility for. This includes residential dwellings, common areas of houses of multiple occupation, specialised housing such as sheltered, extra care, supported housing and offices.

2.3 In addition the policy will outline LRHS approach to undertaking Portable Appliance Testing (PAT) on appliances provided by LRHS for use employees, customers and visitors.

2.4 It will also outline LRHS requirements to maintain Lightning Protection Systems (LPS).

3. Definitions

- Periodic Electrical Inspection – an inspection of the condition of an existing electrical installation, to identify any deficiencies against the current national standard for electrical installations.
- Portable Appliance Testing (PAT) – the process of checking electrical appliances for safety through a series of visual inspections and electronic tests.
- Lightning Protection Systems (LPS) – a system of external earthing and internal surge protection designed to prevent lightning strike damage to buildings.
- Electrical Installation Condition Report (EICR) – a formal document produced following a periodic electrical inspection which evidences the condition of the electrical installation.
- Electrical Installation Certificate (EIC) – a safety certificate issued to confirm that a new electrical installation or addition is safe to use at the time it was put into service.
- National Inspection Council Electrical Installation Contractors (NICEIC) – a voluntary body that regulates the training and works of electrical contractors and organisations across the UK.

4. Background and Context

4.1 Fixed electrical installations should be regularly tested and inspected as they can deteriorate due to a number of factors such as damage, wear, tear, corrosion, excessive loading, aging and environmental issues. There may also be incidences of unauthorised electrical alteration being carried out by, or on behalf of the tenant. Unsatisfactory electrical installations could lead to hazards such as fire and electrical shock. They should therefore be tested and inspected at regular intervals to check whether they remain in satisfactory condition for continued use.

4.2 In order to manage the risks resulting from the exposure to unsafe electrical installations and equipment Landlords should implement and maintain a periodic fixed electrical installation inspection regime which results in the issue of an Electrical Installation Condition Report (EICR). LRHS duties in relation to the completion of EICRs include:

- The frequency of testing should be in line with British Standard and the Guidance Notes, which states that the maximum period between testing should be no longer than 5 years and for domestic dwellings should also be carried out at every change of occupancy.
- To have robust processes in place to ensure a full and accurate record of all electrical installations requiring testing, together with the last test date and next test due date.
- Where completion of an EICR requires access to a tenant's home, LRHS should have a formal access procedure in place that is followed to gain access, evidencing that all reasonable and practical steps have been made to complete the test.
- Upon completion of a fixed electrical installation test an EICR should be produced as evidence of the inspection and to confirm that the installation is in Satisfactory condition. The EICR should state the testing electricians' recommendation as to when the installation should be next inspected, up to an interval of no more than 5 years. They should make this decision based on their assessment of the overall condition of the electrical installation.
- In some instances, the electrician may identify defects with electrical installation. Defects should be classified by the electrician as one of the following and they will detail within the EICR their recommended rectification:
 - o Classification code C1 - Danger present. Risk of injury. Immediate remedial action required. EICR will state that the installation is Unsatisfactory.
 - o Classification code C2 - Potentially dangerous. - Urgent remedial action required - EICR will state the installation to be Unsatisfactory.
 - o Classification code C3 - Improvement required. - EICR will state the installation to be Satisfactory.
- Electrical testing and remedial works should only be carried out by suitably qualified and competent electricians.
- In addition to managing the risk of fixed electrical installations LRHS should also consider the risk from "portable" appliances such as white goods and ICT equipment. The IET Code of Practice for In-service Inspection and Testing of Electrical Equipment provides guidance on the approach to PAT.
- Some LRHS buildings will be installed with a Lightning Protection System and where these are present there is a requirement for them to be maintained in accordance with BS EN 6305.

5. Policy Detail

5.1 The following section details the actions taken and measures that are in place to ensure fixed and portable electrical installations are appropriately tested and maintained. These actions and measures demonstrate LRHSs commitment to ensuring a safe environment within which our tenants can live and within which our staff can work, as well as satisfying our obligations under British Standards industry guidance.

5.2. The Housing Management Software will be kept up to date with the date of the last electrical inspection and will include a system reminder regarding the next inspection at least 28 days prior to expiry.

5.3 For those buildings where an EICR is required to be carried out to the electrical installation within the communal areas access is not required to individual properties however orders will be issued to contractor to allow sufficient time for the completion of the EICR ahead of the certificate expiry date

6. Defects

6.1 Where a test deems that the electrical installation is not satisfactory then timely action should be taken to bring the installation up to a satisfactory standard, with every effort made to ensure all necessary work is completed before the current EICR expiry date. Testing defects will be classified by the electrician as one of three classifications and LRHS will instruct contractors to manage defects as per below:

- Classification code C1: Danger present/ Risk of injury - Immediate remedial action should be undertaken to rectify the defect at the time of the inspection. If it is not possible for the electrician to complete the work and deem the electrical installation to be in a safe condition, the electrician should seek to isolate the parts of any circuit, which is deemed unsafe and report the findings to LRHS immediately.
- Classification code C2 - Potentially dangerous. - Urgent remedial action should be undertaken. Where possible this will be done at the time of the inspection however if this is not possible the contractor should ensure the work is completed within 7 days.
- Classification code C3 - Improvement required. – These pose no risk to the electrical installation but are improvements that could be made to bring the installation in line with current standards. LRHS will specify certain code 3 faults that the contractor should address within 20 days of the test, all others will be considered as part of future electrical upgrade programmes. Where any further works are required by the contractor to address code 1, 2 or 3 faults these should be carried out before the EICR is issued to LRHS so that the EICR issued states the installation to be Satisfactory.

7. Smoke, Heat and CO Alarms

7.1 LRHS will, at the same time as the undertaking of the EICR, ensure that a check is made of any installed Smoke, Heat and Carbon Monoxide (CO) alarms. The electrician will test that each appliance is sounding and working in line with manufacturer's instructions and industry best practise. The engineer will replace any existing defective alarms with a battery-operated replacement. In line with expected amendments to the Smoke and Carbon Monoxide Alarm

(England) Regulations 2015, LRHS is working to ensure all properties have an installed smoke alarm and where there are fixed gas appliances a CO alarm.

8. Portable Appliance Testing

8.1 LRHS is not responsible for the maintenance of electrical appliances unless the appliance has been supplied by LRHS, e.g. LRHS is not responsible for appliances within homes that have been purchased by the tenant. LRHS does however have a responsibility for electrical appliances issued or used by staff, e.g. laptops, monitors, mobile phone charges and also electrical appliances within communal areas that may be used by staff or customers, e.g. audio equipment and white goods such as kettles and microwaves. LRHS may also have some instances where appliances have been supplied within domestic dwellings, e.g. integral white goods installed in a new development, and LRHS retain responsibility.

8.2 Where LRHS is responsible for electrical appliances a PAT will be carried out in line with IET Code of Practice for In-service Inspection and Testing of Electrical Equipment guidance.

9. Lightning Protection Systems

9.1 Where LPS are installed to buildings that LRHS has a maintenance and repair responsibility an annual safety inspection will be carried out by lightning specialist and in line with BS EN 62305.

10. Asset Data & Reconciliation

10.1 LRHS is required to ensure a valid certification is in place for all fixed electrical installations and portable appliance within all buildings and properties that it has a defined maintenance and repair responsibility for.

11. Certification & Documentation

11.1 Upon completion of an inspection and test, LRHS will obtain from the contractor the EICR, PAT record or LPS safety certificate, which will be then used to update the testing date and also the next test due.

11.2 For EICRs the next test due date will be as per the testing electrician's stated recommendation on the EICR as to when the installation should be next inspected, up to an interval of no more than 5 years.

11.3 LRHS will only accept EICRs that are stated as "Satisfactory". If a test is carried out and defects deem the installation to be "Unsatisfactory" all necessary remedial works should be carried out before the EICR is issued to LRHS so that the EICR issued states the installation to be Satisfactory.

11.4 LRHS will not accept "Unsatisfactory" EICRs supported by a minor works certificate.

11.5 In the case of an EIC, these will be accepted as an inspection record if either the full installation has been replaced or if only a partial replacement has taken place, all remaining elements of the installation have been tested.

11.6 Before issue to LRHS all EICRs (and EICs) must be reviewed and signed by the contractors Electrical Qualifying Supervisor.

12. Contractor Competence, Quality Control and Performance

12.1 LRHS must be able to satisfy themselves that all those carrying out electrical testing within its buildings and properties are competent to do so.

12.2 All contractors procured to undertake electrical testing must be accredited with The National Inspection Council Electrical Installation Contractors (NICEIC). The electricians undertaking the testing on behalf of LRHS will as a minimum hold the following qualifications:

- NVQ level 3 Electrical Installation or recognised equivalent.
- City & Guilds 2382-18 Level 3 Award in Requirements for Electrical Installations BS7671:2018.
- City & Guilds 2391 or 2394 & 2395 Inspection and testing.

13. Responsibilities under this Policy

13.1 The roles and responsibilities for key stakeholders across LRHS is detailed below. Note - these are the roles and responsibilities in specific relation to the delivery of this policy only. The Electrical Safety Procedure will provide further details on the roles and responsibilities of all staff with day-to-day responsibility for electrical safety.

- Chief Executive will need to ensure that resources are made available to allow the actions and measures detailed in this policy and any associated procedures to be effectively delivered. They will discharge their responsibilities for the for the delivery of services in line with policy and procedures to the Head of Housing & Property Services
- Board Members will review reports and/or performance indicators that provide progress updates to ensure that LRHS is meeting the requirements of its obligations under industry guidance and the policy measures.

14. Risk Management

14.1 The risks of not following this policy are that LRHS will not comply with industry guidance and will fail to appropriately maintain electrical installations, leading to a potentially detrimental impact on the safety of customers and staff. This may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974.
- Prosecution by the Local Authority under the Housing Act 2004.
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.
- A judgement of serious detriment by the Regulator of Social Housing.
- Reputational damage.
- Loss of confidence by stakeholders in the organisation.

15. Equality & Diversity

LRHS recognise that different people and communities may have specific needs which may require flexible approaches. We also appreciate that some groups or individuals may experience discrimination and disadvantage. This may be due to their protected characteristics under the Equality Act 2010.