



Electrical Safety Policy

A.9 APPENDIX B

December 2024



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1. Statement of Intent

This Policy sets out Tendring District Council's (TDC's) approach to its responsibilities to comply with the relevant legislation and associated guidance on the installation, inspection, repairs, testing and certification of electrical systems in dwellings, and associated communal spaces owned and/or managed by TDC.

TDC intends, as far as practicable, to keep its residents and others safe from electrical hazards in its residential properties.

In order to meet its responsibility to comply with all legal and regulatory requirements TDC has a well-resourced and comprehensive electrical safety management system. This includes regular checks on electrical systems by suitably qualified contractors, an annual budget for periodic checks and accurate record-keeping.

Whilst there is no regulation, standard or act that defines a frequency for electrical installation inspection and testing in England, it is recommended that domestic tenanted properties are inspected at least once every five years, with an Electrical Installation Condition Report (EICR) produced. Good practice also provides that electrical checks should be conducted on change of tenancy and that a copy of the certificate be provided for incoming tenants within the sign-up pack at the start of the new tenancy agreement.

2. Legislation and Regulation

TDC will comply with all current and relevant statutory obligations, including the following where relevant:

- The Landlord and Tenant Act 1985
- The Electricity at Work Regulations 1989
- The Management of Health and Safety at Work Regulations 1999
- The Institution of Engineering and Technology Wiring Regulations 18th Edition
- Industry good practice, including Electrical Safety First – Best Practice Guide 4 latest edition (Electrical Installation Condition reporting (EICR))
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- Parts B and P of the building regulations.

Implementation of this Policy will ensure compliance with the Regulatory Framework for Social Housing in England adopted by the Regulator of Social Housing (RSH) to: "Meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes."

3. General Principles

3.1 New Lets and Mutual Exchanges

TDC will carry out a domestic electrical condition check on all empty properties prior to reoccupation to ensure that all electrical systems and any supplied equipment is

certified as safe for use prior to letting. A similar check will be carried out prior to a mutual exchange taking place. A copy will be provided to the incoming tenant.

During viewings for a new let, prospective tenants will be shown the location of the main consumer unit and meter.

3.2 Periodic Testing – Dwellings:

TDC aspires to conduct a periodic check of fixed wiring systems within domestic properties every five years, or less wherever possible.

Tenants will be notified in advance and an appointment made by the testing contractor for the check to be carried out.

TDC will highlight the importance of conducting these checks in the Tenants Handbook and through content on its website and in newsletters.

Contractors will use the following classification codes to indicate where remedial work is required:

- Code 1 (C1): Danger present. Risk of injury.
- Code 2 (C2): Potentially dangerous.
- Code 3 (C3): Improvement recommended
- Further Investigation (FI): Further investigation required without delay.

If codes C1 or C2 are identified on the report, remedial work will be required and the EICR will state the installation is unsatisfactory for continued use. All C1 & C2 failures will be rectified, or at least made safe, immediately by the contractor before leaving site.

Code 3 (C3) on an EICR means that improvement is recommended, and a satisfactory report will be issued. C3 recommendations will be considered by the TDC surveyor on a case-by-case basis.

Access for testing and repairs will be managed as set out in section 4, Access Procedure.

3.3 Periodic Testing – communal areas and sheltered accommodation:

TDC will conduct a scheduled periodic electrical check on sheltered accommodation and on communal parts of residential accommodation it owns or manages every five years as recommended by the Electrical Safety Council.

4. Access Procedure

Access to properties for the completion of an EICR will be managed, with access attempts starting approximately 10 weeks ahead of the EICR expiry date to ensure

that all reasonable and practical efforts can be made to complete the test before the expiration date, with a full and detailed audit trail maintained.

Access efforts will include appointment letters, phone calls and property visits by the contractor and their Tenant Liaison Officer, with further support from the Council's Building services if required.

Where the contractor is denied access to a property, TDC will explore with the tenant the reasons for this and ascertain other appropriate and reasonable arrangements to gain access. Steps will be taken to gain access and support the tenant to understand the importance of allowing the electrical test to proceed.

The access procedure allows sufficient flexibility to accommodate most customer requests and circumstances. The access procedure will largely mirror the gas access procedure however currently TDC will not take legal action to gain access (e.g. warrant application or forced entrance) as is done with Annual Gas Safety Checks.

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 the contractor to allow sufficient time for the completion of the EICR ahead of the certificate expiry date, with support from the Compliance Officer and on-site staff to ensure access is gained to all necessary areas.

5. Alterations and Repairs

Where TDC carries out any qualifying repair, extension or alteration of a fixed electrical installation it will ensure that an Electrical Installation Certificate (EIC) is provided by the contractor and retained in the same way as the EICR.

Where tenant alterations include electrical work it will be a condition of approval that work is done by a qualified and registered contractor and that the tenant provides a copy of the EIC to TDC.

6. Portable Appliance Testing

Portable Appliance Testing (PAT) will be carried out annually in the Council's owned sheltered units, on work equipment, and in any relevant communal areas where TDC provides appliances.

7. Smoke, Heat and CO Alarms

TDC will at the same time as the undertaking of the EICR the contractor will check 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 defective alarms with a hardwired replacement. Works will be undertaken as in line with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022. TDC will ensure at least one smoke alarm or, as applicable a smoke and heat alarm is

installed on each storey of the homes where there is a room used as living accommodation. Also, TDC will ensure a carbon monoxide alarm is installed in any room used as living accommodation that contains a fixed combustion appliance.

8. Record Keeping

TDC will file an electronic copy of all EICRs, PAT certificates and EICs for domestic properties, communal and office accommodation on to the asset management software (Lifespan).

TDC will retain all EICR certification for a minimum of ten years electronically from the date of the certificate. The electrical contractor will retain electronic copies of the EICR certificates for a minimum of five years.

The date that a satisfactory check has been carried out or an installation will be entered onto Lifespan, along with the date that the next check is due.

9. Use of Competent Contractors

Contractors will be registered with a scheme provider such as National Inspection Council for Electrical Installation Contracting (NICEIC), National Association of Professional Inspectors and Testers (NAPIT), or Electrical Contractors Association (ECA) to enable the appropriate notification in line with all relevant parts of the Building Regulations, in particular Part P.

10. Scheduling and Monitoring

Certificates will be held within the Lifespans system. The Data and Compliance Officer will produce annual reports detailing properties for scheduled inspection in the forthcoming year. Monthly management reports will be run on asset management system (Lifespan) to show the percentage of properties that have an up-to-date certificate and to specifically identify those that do not.

11. Policy Review

This policy will be reviewed every three years from the date of implementation, which will be the date the policy is approved by the Council's Cabinet, or earlier if deemed appropriate, latest review date, or if there is any change in legislation,. In reviewing the policy, feedback from customers about their satisfaction with the quality and effectiveness of the servicing and repairs service will be considered.