

ELECTRICAL SAFETY POLICY AND PROCEDURE

Who does this policy apply to:	Board, Staff, Tenants, Contractors and the General Public
Review Date (minimum every three years)	May 2025
Policy Author/Reviewer and Job Title	Sally Rowe Head of Housing

POLICY

Purpose and Scope of the Policy:

The purpose of this policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances (where applicable) in properties we own and manage. Installations in properties owned and managed will be fitted, maintained and serviced to legal standards and inspected at required intervals to minimise the risk of electrocution, fire, damage to property, injury or death.

Policy Details:

Competent and qualified contractors will be commissioned, in accordance with our procurement strategy, to manage all aspects of the delivery of electrical testing, repairs, upgrades and the provision of new installations.

WFHA will ensure that we meet our obligations as a landlord and provide assurance that electrical safety is adequately managed, ensuring the safety of our tenants, leaseholders and the general public.

We will:

- regularly test and inspect electrical installations required by law
- set out a clear approach for the maintenance and upgrading of electrical installations;
- ensure prompt, efficient and cost effective electrical installation, repair, servicing and inspection;
- ensure we comply with the law and promote good practice;
- ensure remedial works are carried out within appropriate timescales so that homes remain safe;
- actively communicate with tenants about electrical safety within their homes;
- Investigate and respond to any electrical safety concerns raised by tenants, staff or others in relation to properties it owns or manages
- detail a comprehensive electrical inspection and monitoring programme;
- maintain adequate records

Responsibilities

The Chief Executive is the Competent Person with overall responsibility for all aspects of health and safety within WFHA. The Chief Executive will responsibly delegate tasks in order to comply with their duties under the law.

The Head Housing is the designated Competent Person to coordinate the health and safety programme and will seek external expert advice and guidance as required.

The Asset Services Manager is responsible for:

- The electrical inspection and monitoring programme;
- Preparing and submitting compliance reports on electrical safety management;
- Assisting the Executive Leadership Team in carrying out their responsibilities in relation to electrical safety management

All staff are responsible for raising concerns to managers about electrical safety promptly and ensuring these concerns are responded to. These include concerns communicated to them by tenants or others.

Related Policies:

Procurement Policy
Responsive Repairs Policy
Health and Safety Statement
Equality and Diversity Policy
Voids Standard
Repairs Standard
Consumer Regulation – Safety and Quality Standard

Supporting Information:

<https://www.niceic.com/Niceic.com/media/Schemes/Part-P-Approved-Document-2013-England.pdf>
<https://electrical.theiet.org/bs-7671/18th-edition-changes/>

Document History:

Date of Last Review: May 2025
Date Approved by the Board: TBC

Equality Impact Statement:

WFHA must ensure all individuals are treated fairly and in line with legislation relating to the nine protected characteristics identified in the Equality Act 2010 and with the Association's Equality policies and procedures. You must comply with the law and Association policies and procedures governing equality and diversity. The nine protected characteristics are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.