



Electrical Safety Policy

Approved by:	Chief Executive
Effective date:	29 th September 2025
Next review due:	September 2028
Policy developed by:	Property Team

1. Policy Statement

- 1.1 This Policy sets out Hornsey Housing Trust's (HHT) responsibilities to comply with the relevant legislation and associated regulatory guidance on the installation, inspection, repairs, testing and certification of electrical systems in buildings, properties or offices owned and/ or managed by HHT.
- 1.2 The Policy helps to prevent electrical accidents, injuries, and fatalities. It focuses on identifying electrical hazards, training employees, and setting standards for safe working practices

2. Scope

- 2.1 This Policy applies to electrical safety in all buildings, properties and offices owned or managed by HHT and to employees, workers or contractors working on our behalf.

3. Legislation and Regulation

- 3.1 HHT will seek to 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)
- 3.2 Implementation of this Policy is consistent with the Regulator of Social Housing (RSH) Safety & Quality Standard which states: "When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas."

4. Statement of Intent

- 4.1 To meet its responsibility to comply with all legal and regulatory requirements around electrical safety in buildings, properties and offices that it owns or manages, HHT will have a well-resourced and comprehensive electrical safety management system. This will include regular checks on electrical systems by suitably qualified contractors, an annual budget for periodic checks and accurate record-keeping.
- 4.2 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 determines that electrical checks should be conducted on change of tenancy and a copy of the certificate provided for incoming tenants within the sign-up pack.

5. Definitions

- **EICR - Electrical Installation Condition Report** - a formal document that is produced following an assessment of the electrical installation within a property (domestic or communal). It must be carried out by an experienced qualified electrician or approved contractor.
- **EIC – Electrical Installation Certificate** – 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.
- **NICEIC - National Inspection Council for Electrical Installation Contracting** – an organisation which regulates the training and work of electrical contractors in the UK. The NICEIC is one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry.
- **BS 7671** - the current edition of the IET Wiring Regulations (18th Edition)
- **GN3 IET** - Guidance Note 3 Inspection & Testing.

6. Principles

6.1 New Lets and Mutual Exchanges

6.1.2 HHT will carry out a domestic electrical condition check on all empty properties 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 tenant.

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

6.2 Periodic Testing - properties

6.2.1 HHT aims to conduct a periodic check of fixed wiring systems within domestic properties every five years. Tenants will be notified in advance and an appointment made for the check to be carried out.

6.2.2 HHT will highlight the importance of conducting these checks in the Tenants Handbook and through content on our website and newsletters.

6.2.3 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.
- Further Investigation (FI): Further investigation required without delay.

6.2.4 All actions arising from the EICR inspection will be discharged according to the following priority:

- C1 actions will be completed the same day
- C2 actions will be completed within 4 weeks

- FI (Further Investigation) will be completed within 4 weeks
- C3 actions, which are recommendations only, will be given an appropriate priority status

6.2.5 Tenants will be provided with a copy of the satisfactory EICR.

6.2.6 Where an appointed contractor is denied access to a property, HHT will explore the reasons for this and ascertain other appropriate and reasonable ways to gain access. Where there is a vulnerability or language barrier, appropriate steps will be taken to support the tenant to understand the importance of allowing the electrical test to proceed.

6.2.7 HHT will consider the use of legal powers if it is considered that there is a significant risk to the occupants or property. This will include applying to Court for an Injunction ordering access pursuant to the tenancy agreement. The legal process will only stop when the EICR and all associated works have been completed.

6.3 Periodic Testing – communal areas and office accommodation

6.3.1 HHT will conduct a scheduled periodic electrical check on communal parts of residential accommodation it owns or manages every five years. Similarly, this will be conducted in all office accommodation.

6.4 Portable Appliance Testing

6.4.1 Portable Appliance Testing (PAT) will be carried out annually in the office, on work equipment, and in any relevant communal areas where HHT provides appliances.

7. Roles and responsibilities

7.1 The Board has overall responsibility for approving this Policy, delegating responsibility for its implementation, monitoring its effectiveness at high level, and receiving assurance of compliance.

7.2 The Leadership Management Team is responsible for ensuring that the Board receives the assurance it requires.

7.4 The Chief Executive is responsible for the implementation of the Policy and for ensuring that there are sufficient resources available to deliver it.

7.5 The Repairs & Compliance Manager is responsible for ensuring that satisfactory EICRs are provided for new lets and mutual exchanges and for advising tenants of the location of the main consumer unit and electrical meter.

7.6 The Repairs Planner will support with ensuring the record of EICRs is kept up to date and for providing a copy of the satisfactory certificate to tenants. They will raise orders for the EICRs and any remedial works, upon the instruction of the Repairs & Compliance Manager.

8. Record Keeping

8.1 HHT will file an electronic copy of all EICRs, PAT certificates and electrical installation certificates for domestic properties, communal areas and office accommodation.

- 8.2 HHT will manage a tracker on remedial actions identified where properties have not had a satisfactory certificate issued upon initial inspection.
- 8.3 HHT retains 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.
- 8.4 The date that a satisfactory check has been carried out or an installation will be entered into Plentific, along with the date that the next check is due.

9. Training

- 9.1 Employees will receive suitable instruction and awareness training in this policy, appropriate to their job role. A record of the training will be retained.
- 9.2 HHT also provides general health and safety training for staff in and around the office.

10. Use of Competent Contractors

- 10.1 Contractors will be registered with a scheme provider such as NICEIC, NAPIT, ELECSA or ECA to enable the appropriate notification in line with all relevant parts of the Building Regulations, in particular Part P.

11. Review and monitoring

- 11.1 This policy will be reviewed every three years or in response to changes in legislation or regulation.
- 11.2 Performance will be reported to Board on the proportion of homes which have an EICR completed within the previous 60 months, with a rolling target of 100%.