



Electrical Safety Policy - Housing

Newark & Sherwood District Council
Policy Document
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Summary

This Electrical Safety Policy outlines Newark and Sherwood District Council's (NSDC) approach to ensuring legal and regulatory compliance in the management of electrical safety within its property portfolio. It defines the responsibilities of staff, contractors, and stakeholders regarding electrical installations, equipment, and portable appliances.

The policy aims to establish a clear framework for meeting electrical safety obligations, supporting a strong organisational health and safety culture, and safeguarding both residents and employees across all NSDC owned and managed premises. Adherence to the policy is mandatory and supported by comprehensive procedures for data keeping, resident engagement, quality assurance, and regular policy review.

1. Introduction and Policy Objectives

- 1.1 As a landlord, NSDC is required to complete electrical installation condition reports for all managed properties at a maximum frequency of 5-years, and to inspect and test electrical installations prior to start of new tenancies.
- 1.2 NSDC has responsibility to repair, maintain, and carry out scheduled improvements on electrical installations and electrical equipment that has been installed by NSDC within properties falling under its management.
- 1.3 The key objective of this policy is to ensure our Elected Members, leadership team, employees, partners, residents, tenants, contractors and other stakeholders are clear on our legal and regulatory electrical safety obligations. This policy provides the framework our staff and partners will operate within to meet these obligations.
- 1.3 This policy forms part of our wider organisational commitment to driving a health and safety culture amongst employees and contractors (as detailed within our Health and Safety Policy).

2. Scope

- 2.1 This policy is relevant to all our employees, residents, contractors, stakeholders, and other persons who may work on, occupy, visit, or use our premises, or who may be affected by our activities or services.
- 2.2 The policy should be used by all to ensure they understand the obligations placed upon NSDC to maintain a safe environment for residents and employees, within the home of each resident, and within all communal areas of buildings and other properties we own and/or manage. Adherence to this policy is mandatory and it is supported by robust procedures.

3. Regulatory Standards, Legislation and Approved Codes of Practice

- 3.1 **Regulatory Standards** – NSDC ensures it compliance with the Regulator of Social Housing's regulatory framework and consumer standards for social

housing in England. The Safety and Quality Standard is the primary Consumer Standard, applicable to this policy.

3.2 Applicable Legislative and Statutory Regulations, and Approved Codes of Practice – (reference must be made to current editions in all instances):

- Health and Safety at Work Act 1974
- Refer always to current edition for BS 7671:2018+A3:2024 Published July 31st 2024
- Requirements for Electrical Installations IET Wiring Regulations Eighteenth Edition.
- The Electricity at Work Regulations 1989
- Landlord and Tenant Act 1985
- The Electricity at Work Regulations 1989
- Building Regulations, Parts P, R directly relevant, and indirectly relevant A, B, C, F, G, K, L, M.
- BS 5839 - 6:2019 Fire detection and fire alarm systems for buildings.
- BS 5266 - 1:2016 Emergency lighting – part 1: Code of practice for the emergency lighting of premises.
- BS EN 50292:2013 Electrical apparatus for the detection of carbon monoxide in domestic premises, caravans and boats – Guide on selection, installation, use and maintenance
- The Electrical Equipment (Safety) Regulations 2016

Also applicable to this policy are:

- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE) 2020 (5th edition)
- HSE INDG236; 'Maintaining portable electrical equipment in low risk environments'
- G38 (Fourth edition) Electrical test equipment for use on low voltage electrical systems.
- Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'
- Code of Practice for the Management of Electrotechnical Care in Social Housing (January 2009)

4. Additional Legislation

4.1 This Policy also operates within the context of the following legislation:

- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations for England and Wales (Part P) The Homes (Fitness for Human Habitation) Act 2018

- The Management of Houses in Multiple Occupation (England) Regulations 2006
- Section 122 of the Housing and Planning Act 2016
- Social Housing Regulation Act 2023
- Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025 Guidance and codes of practice – The principal guidance and codes of practice
- The Housing Act 2004
- The Occupiers' Liability Act 1984
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Environmental Protection Act 1990

5. Obligations

- 5.1 As of June 2025, new electrical safety obligations for social housing providers in England have been formally introduced under the first phase of Awaab's Law, with enforcement beginning in October 2025.
- 5.2 Electrical Installation Condition Reports (EICRs) must be conducted at least every five years for all properties to ensure the fixed electrical systems are safe and compliant. Rewiring electrical installations for NSDC properties will be included in a thirty year rewire program.
- 5.3 All electrical installations should be inspected and tested prior to the commencement of new tenancies. This means that tests should be carried out whilst properties are void or on mutual exchanges.
- 5.4 Portable Appliance Testing (PAT): Regular in-service inspection and testing of electrical equipment (ISITEE) is required for any electrical appliances provided under the tenancy. This applies to items like fridges, cookers, and washing machines supplied by NSDC. NSDC will not be responsible for tenant's own electrical appliances.
- 5.5 The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent accredited persons work on the electrical installations, systems, and equipment.

6. Statement of Intent

- 6.1 We acknowledge and accept our responsibilities with regards to electrical safety under the legislation and regulations.

- 6.2 We will ensure that all electrical installations are in a satisfactory condition following the completion of a rewire and electrical installation inspection and test.
- 6.3 We will ensure that a full electrical installation inspection and test is undertaken on a void property and mutual exchange, and when completing planned works within domestic properties.
- 6.4 We will operate a robust process if there is difficulty gaining access to a property to carry out the electrical safety check or remediation works. We will use the legal remedies available to gain entry to a property.
- 6.5 We will ensure that there is a robust process in place for the management of immediately dangerous situations identified from the electrical safety check ensuring remediation timescales are met adhered too.
- 6.6 We will detail compliance activities, as part of our corporate approach to risk management.
- 6.7 We will comply with the requirements of the Construction (Design and Management) Regulations 2015 (CDM) for all maintenance works.
- 6.8 We will ensure there is a robust process in place to report, investigate, and manage all duties required under RIDDOR, made to the HSE in relation to electrical safety.

7. Inspection Programs

- 7.1 We will carry out a program of five yearly electrical installation inspections and tests to all domestic properties, communal blocks, and other properties (unless the competent person recommends an earlier next test date). Rewiring electrical installations for NSDC properties will be included in a thirty year rewire program.
- 7.2 In the event that a competent person recommends a review sooner than five years, we will revisit and complete the recommended inspection on the date suggested and will be included in re-wire schemes returning the property to a 5-year inspection programme.
- 7.3 All new builds, and all properties which have had a rewire, will receive their first electrical installation inspection and test five years after the date of installation, and every five years thereafter.
- 7.4 It is a term of the tenancy agreement that tenants must allow us access to carry out electrical safety checks.

- 7.5 Unless there are extenuating circumstances tenants will be recharged where there are multiple failed responses/no access and for having to undertake additional legal works to obtain access.

8. Follow-up-Works

- 8.1 We will endeavour to repair all Code 1 (C1) defects identified by an electrical installation inspection and test at the time of the check, to produce a satisfactory EICR. Where this is not possible, we will make the installation safe and return to complete the required remediation works, retest the system, and issue a satisfactory EICR.
- 8.2 We will review all Code 2 (C2) and further investigation observations, determine the most appropriate course of action, and act within remediation timescales.
- 8.3 Code 3 actions (C3s) will be tracked and monitored and where C3 items may need to be rectified to allow additions/ alterations to comply with the current edition of BS 7671 and any manufacturer specific requirements for newly installed equipment, a consumer unit replacement program will be implemented.

9. Non-Compliance/Escalation Process

- 9.1 Our definition of non-compliance is:

'Any incident which has the potential to result in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety.'

All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 working hours after the incident occurred or becoming aware of it.

- 9.2 Any non-compliance issues identified at an operational level will be formally reported to the Electrical Compliance Surveyor, who will agree an appropriate course of corrective action with the Electrical Contractor to be completed in a timely manner.
- 9.3 In cases of serious non-compliance, The Chief Executive will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.

10. Data and Record Keeping

- 10.1 We will maintain a core asset register of all properties we own or manage, on Compliance Management Software. With component/attribute data against each property, to show electrical safety servicing requirements.

- 10.2 We will maintain accurate records against each property we own and/or manage.
- 10.3 We will maintain all electrical records and have robust processes and controls in place to maintain appropriate levels of security for all electrical safety related data.
- 11. Resident Involvement and Engagement**
 - 11.1 We consider good communication, feedback, and consultation essential in the effective delivery of electrical safety programs and services. We will work in collaboration with our Repairs & Involved Tenants Group to use a variety of ways to engage and involve our tenants to understand performance and influence services around compliance.
- 12. Tenant Vulnerabilities**
 - 12.1 We will work with vulnerable tenants and external agencies and assist where possible to ensure that the EICR / rewire can take place.
 - 12.2 We can provide literature in a variety of languages.
 - 12.3 All operatives will be sensitive to tenant vulnerabilities when carrying out EICRS /Rewires and adapt their processes accordingly.
- 13. Competent Person**
 - 13.1 NSDC's operational lead will hold the current BS761 accredited qualification to NICEIC or equivalent standard, and they will be recognised as the Qualified Supervisor role.
 - 13.2 Only suitably accredited competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on our behalf.
 - 13.3 Only suitably accredited competent NICEIC (or equivalent) third party technical auditors will undertake quality assurance checks.
 - 13.4 Additionally, all electrical engineers will satisfy the level of suitable qualifications as outlined within Electrotechnical Assessment Specification Qualifications Guide without exception.
- 14. Quality Assurance**
 - 14.1 We will ensure there is a program of third-party quality assurance audit of electrical safety checks.
 - 14.2 We will carry out an independent audit of electrical safety to specifically test for compliance with legal and regulatory obligations and to identify non-compliance issues for correction.
- 15. Performance Reporting**

15.1 We will report robust key performance indicator (KPI) measures for electrical safety compliance. These will be collected monthly and quarterly and reported internally and externally and as required by the Housing Regulator. Our performance will be used for benchmarking purposes, to ensure compliance and to deliver best practice.

- Properties requiring electrical safety check
- Percentage of properties with a valid EICR
- Number of properties with wiring 30 years or less
- Number of properties with wiring greater than 30 years
- Percentage of PAT testing completed in time
- Percentage of appliances with a valid PAT test

16. Review of Policy

16.1 This Policy will be reviewed every 3 years or sooner if there is a change in legislation or regulation