

Electrical Safety Policy

2025-2028

DRAFT

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

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1. Introduction

Bolsover District Council is responsible for repairs and maintenance to its homes, communal blocks, and other properties they own and manage, all of which will contain electrical installations, equipment, and portable appliances.

Dragonfly Management (Bolsover) Ltd “Dragonfly Management” is the Council’s wholly owned company who delivers the repairs and maintenance service on behalf of the Council, including servicing, maintenance and repairs of Electrical installations. Within this policy, “the Council” this includes the Housing Department and Dragonfly Management delivering their service to the Council.

2. Scope

This policy forms part of a wider organisational commitment to driving a health and safety culture amongst staff and contractors (as detailed within the Health and Safety Policy). It will be saved on the shared drive and distributed to all relevant members of staff.

This policy is written and covers all assets of Bolsover District Council that fall within Housing Revenue Accounting (HRA).

This policy is relevant to all employees, residents, contractors, stakeholders, and other persons who may work on, occupy, visit, or use premises owned or managed by The Council, or who may be affected by The Council’s activities or services.

The policy should be used by all to ensure they understand the obligations placed upon The Council and Dragonfly Management Limited 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.

3. Principles

The key objective of this policy is to ensure The Council, Dragonfly Board, the Council’s Senior Leadership Team (SLT), Dragonfly’s Senior Leadership Team (SLT), employees, partners, and residents are clear on their legal and regulatory electrical safety obligations. This policy provides the framework that staff and partners will operate within to meet these obligations.

4 Roles and Responsibility for Implementation

The Council has overall responsibility for the management of electrical safety for its HRA assets and ensuring full compliance with legislation and regulatory standards. The Council will formally approve this policy and review it every three years (or sooner if there is a change in legislation or regulation).

Dragonfly Management has operational management and delivery responsibility for electrical safety.

For assurance that this policy is operating effectively in practice, Dragonfly Management will provide the Council via bi monthly reporting at Housing Stock Monitoring Group meetings performance information on its gas/heating safety performance and non-compliance. Further performance management reporting will be presented to the Council quarterly as Council Plan Targets Performance and Dragonfly key performance indicators.

The Council's Housing Management team will provide support where gaining access to properties is difficult and will assist as necessary.

5. Legislation, Guidance and Regulatory Standards

Legislation – Principal legislation applicable to this policy is as follows:

- Housing Act 2004
- Landlord and Tenant Act 1985
- Homes (Fitness for Human Habitation) Act 2018
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 2016.

This policy also operates within the context of additional legislation (see Appendix 1).

Guidance and codes of practice – The principal guidance and codes of practice applicable to this policy are:

- INDG236 - Maintaining portable electrical equipment in low-risk environments (as amended 2013).
- IET Wiring Regulations British Standard 7671:2018 as amended (18th edition).
- Code of Practice for the Management of Electrotechnical Care in Social Housing (Electrical Safety Roundtable) January 2019.
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (IET) 2020 (5th edition).

Regulatory standards – The Council must ensure that it complies with the Regulator of Social Housing’s regulatory framework and consumer standards for social housing in England; the Safety & Quality Standard is the primary one applicable to this policy.

Sanctions – Failure to discharge responsibilities and obligations properly could lead to sanctions, including prosecution by the Health and Safety Executive (the HSE) under the Health and Safety at Work Act 1974; prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007; prosecution under any of the principal legislation listed in Section 4.1; and via a regulatory notice from the Regulator of Social Housing.

6. Obligations

The Housing Act 2004 requires that properties are free from Category 1 HHSRS hazards; this includes electrical hazards.

The Landlord and Tenant Act 1985 and the Homes (Fitness for Human Habitation) Act 2018 place duties on landlords to ensure that electrical installations in rented properties are:

- Safe when a tenancy begins.
- Maintained in a safe condition throughout the tenancy so the property is fit for habitation.

To comply with these duties, electrical installations are required to be periodically inspected and tested. There is no legal requirement setting out how frequently we must carry out inspections and tests in domestic properties, however the government is consulting on introducing mandatory checks on electrical installations for social housing at least every five years.

Best practice guidance from the Electrical Safety Council and from BS7671:2018 as amended, recommends that electrical installations are tested at intervals of no longer than five years from the previous inspection. This guidance also states that any deviation from a five-year interval should be at the recommendation of a competent NICEIC qualified (or equivalent) person and should be backed up by sound evidence to support the recommendation.

All electrical installations should be inspected and tested prior to the commencement of any new tenancies. This means that tests should be carried out whilst properties are void and whenever mutual exchanges and transfers take place. A satisfactory Electrical Installation Condition Report (EICR) or Installation Certificate (where a property has received a complete rewire) must be recorded upon commencement of a new tenancy.

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 persons work on the electrical installations, systems, and equipment.

The Electrical Equipment (Safety) Regulations 2016 requires landlords to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied.

7. Statement of Intent

The Council acknowledges and accepts its responsibilities with regards to electrical safety under the legislation and regulations, as outlined in Section 5. The Council will, via Dragonfly Management;

- Ensure that all these electrical installations are in a safe and satisfactory condition by undertaking the necessary electrical inspections, testing and repairs with accompanying reports or certification confirming the compliance of the installation.
- Ensure that a full electrical installation inspection and test is undertaken upon a change of tenancy or as recommended by previous reports or regulation guidance. This will be evidenced through a satisfactory EICR.
- Install, test, and replace (as required) battery and mains operated smoke, heat and carbon monoxide detectors.
- Operate a robust process if there is difficulty gaining access to a property to carry out the electrical safety check or remediation works. The Council will use the legal remedies available within the terms of the tenancy agreement, lease or license, and controlled access for expired EICRs. This is provided the appropriate procedures have been followed, a recommendation is made by the Assistant Director of Housing Management (The Council) and approval given by the Director of Construction (Dragonfly). Where resident vulnerability issues are known or identified, The Council will ensure to safeguard the wellbeing of the resident.
- Ensure that there is a robust process in place for the management of immediately dangerous situations identified from the electrical safety check.
- Operate effective contract management arrangements with the contractors responsible for delivering the service, including; ensuring contracts/service level agreements are in place, conducting client-led performance meetings and ensuring that contractors' employee and public liability insurances are up to date on an annual basis.
- Operate measures to identify, manage and/or mitigate risks related to electrical equipment in the properties we are responsible for.
- Establish and maintain a risk assessment do for electrical safety management and operations, setting out key electrical safety risks and appropriate mitigations.
- To comply with the requirements of the Construction (Design and Management) Regulations 2015 (CDM) a Construction Phase Plan will be in place for all repairs work to void and tenanted properties (at the start of the contract and reviewed annually thereafter), component replacement and refurbishment works.

- Ensure there is a robust process in place to investigate and manage all RIDDOR notifications made to the HSE in relation to electrical safety and will take action to address any issues identified and lessons we have learned, to prevent a similar incident occurring again.

8. Programmes

The Council will carry out a programme 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) that fall within the HRA portfolio. This will include the issuing of a new satisfactory EICR.

Where an unsatisfactory certificate is produced due to remedial works required, the relevant works must be undertaken a satisfactory EICR issued. The date of the inspection and test is driven from the anniversary date of the most recent EICR.

New builds and rewires – All new builds, and all properties which have had a rewire, will receive an electrical installation certificate and require testing 5 years after the date of installation, and every five years thereafter, or at change of tenancy.

9. Follow-up Work

Dragonfly Management Limited will endeavour to repair all Code 1 (C1) and Code 2 (C2) 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 within 28 days where reasonably practicable to ensure a satisfactory EICR is produced.

Where any C1 and C2 defects have been repaired, they will be recorded on the satisfactory EICR deeming the installation satisfactory to provide an audit of the work completed.

Dragonfly Management Limited will review all Code 3 (C3) and Further Investigations (FI's) observations and determine the most appropriate course of action.

10. Data and Records

The Council will maintain a core asset register of all properties it owns or manages, with component/attribute data against each property to show electrical safety testing and inspection requirements.

The Council will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from the electrical safety programme and the programme remains up to date.

The Council will maintain accurate records, against each property it owns or manages, of the following:

- Inspection dates;
- EICRs;
- Minor Electrical Works Certificates and Building Regulation Part P notifications associated with remedial works; and
- Electrical Installation Certificates.

The Council will hold these in its management system.

The Council will keep all records and data for a minimum of ten years. The Council will keep at least the two most recent EICR records or certificates outlined within section

Dragonfly Management Limited will have robust processes and controls in place to maintain appropriate levels of security for all electrical safety related data.

11. Resident Engagement

The Council consider good communication essential in the effective delivery of electrical safety programmes, and therefore will ensure we undertake regular communication with tenants to support their understanding of electrical safety.

This will assist in maximising access to carry out electrical inspections, encourage and support tenants to report any concerns about electrical safety, and help to engage with vulnerable and hard to reach tenants.

The Council will share information clearly and transparently and will ensure that information is available to residents via regular publications and information on its website.

12. Competent Persons

The Electrical Supervisors (Dragonfly Management Limited) will demonstrate competence by experience and hold the relevant Vocationally Recognised Qualification (VRQ).

The Electrical Supervisors (Dragonfly Management Limited), who have lead responsibility for operational delivery, will maintain Approved Electrical Contractor Accreditation with the National Inspection Council for Electrical Inspection Contracting (NICEIC), or equivalent, for all areas of electrical inspection, testing, installation, and repair works that they undertake.

Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on our behalf.

The Council will check that contractors hold the relevant qualifications and accreditations when procured, and thereafter on an annual basis; The Council will evidence these checks and each contractor's certification appropriately.

13. Training

The Council will deliver training on this policy and the procedures that support it, through appropriate methods including team briefings; basic electrical safety awareness training; and on the job training for those delivering the electrical safety programme, planned maintenance and repair works as part of their daily job. All training undertaken by staff will be formally recorded.

14. Performance Reporting

The Council will report robust key performance indicator (KPI) measures for electrical safety that follow the principles set out in the Tenant Satisfaction Measures (TSMs) which came in to force 01 April 2023. Although electrical safety is not specifically covered by these measures, The Council will adopt the same approach to ensure consistency with other compliance areas and ensure all dwellings at risk are accounted for.

Performance will be reported internally to The Council, Dragonfly Board and SLT on a quarterly basis. Dragonfly Management Limited will engage with tenants and develop its approach / systems to report on a regular basis. The position reported will be based on the following criteria:

Electrical Safety Checks: Proportion of homes for which all required electrical safety checks have been carried out.

The reported percentage will include all units which require electrical safety checks within a property as well as those served by communal equipment. This ensures that all individual dwellings that may be at risk because of any non-compliance are identified, including those within a communal block that share an electrical source.

The Council will also report the following:

Data – the total number of:

- Properties requiring an EICR – split by category (domestic and communal)
- Properties (domestic and communal) with a satisfactory and in date EICR;
- Properties (domestic and communal) without a satisfactory and in date EICR;
- Overdue electrical remedial works for both domestic and communal

- Properties due to be inspected and tested within the next 30 days; and
- Overdue follow-up works/actions arising from the inspection programme.

Narrative - an explanation of the:

- Current position;
- Corrective action required;
- Anticipated impact of corrective action; and
- Any mitigation of risk to tenants
- Progress with completion of follow-up works

15. Quality Assurance

Internally, Dragonfly Management Limited, will review 100% of contractor's EICRs and other records / certificates to ensure compliance. Post inspection will also be undertaken on a minimum of 5% of completed contractor works.

16. Significant Non-Compliance and Escalation

The Councils definition of significant 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 hours after the incident was identified, or of a Council or Dragonfly employee or agent becoming aware of it.

Any non-compliance issue identified at an operational level will be formally reported to the Electrical Supervisor (Dragonfly Management) in the first instance, who will agree an appropriate course of corrective action with the Compliance Manager (Dragonfly Management) and report details of the same to the SLT at Dragonfly and the Council.

In cases of serious non-compliance, The Council 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.

Appendix 1 - Additional Legislation

This policy also operates within the context of the following legislation:

- The Defective Premises Act 1972
- Health and Safety at Work Act 1974
- The Occupiers' Liability Act 1984
- Workplace (Health Safety and Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Corporate Manslaughter and Homicide Act 2007
- Building Regulations 2010 (England and Wales) - Part P
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- Smoke and Carbon Monoxide Alarm (Amendment) Regulation 2022

Glossary

This glossary defines key terms used throughout this policy:

- **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.
- **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.
- **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations