

## **1. Purpose**

This policy sets out how RMHS will meet its legal duties and ensure the safety of Residents, staff, and contractors in relation to electrical installations and appliances in properties it owns or manages.

## **2. Legal and Regulatory Framework**

RMHS complies with the following legislation and guidance:

- Landlord & Resident Act 1985
- Housing Act 2004 • Health & Safety at Work Act 1974
- Regulatory Reform Fire Safety Order 2005 England and Wales
- Electrical Safety (Private Rented Property) (Wales) Regulations 2020
- Housing (Scotland) Act 2006 Repairing Standard
- Renting Homes (Wales) Act 2016
- The Electrical Equipment (Safety) Regulations 1994
- The Electricity at Work Regulations 1989,
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- Defective Premises Action 1972
- Code of Practice for the Management of Electrotechnical Care in Social Housing - Jan 2019
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment
- Approved Document P - Electrical safety in dwellings.
- The Electrical Equipment (Safety) Regulations 1994

## **3. Policy Statement and Approach**

We are committed to ensuring that:

- All electrical installations in our properties are safe and well maintained.
- Residents and other occupants are not exposed to risk from electrical faults or failures.
- We meet and exceed our legal obligations for electrical safety through robust inspection, servicing, and monitoring.

The Chief Executive Officer (CEO) is the designated Responsible Person for ensuring the organisation complies with this policy and meets all relevant regulatory requirements.

#### **4. Principles**

- Compliance: 100% compliance with the statutory inspection cycle for Electrical Installation Condition Reports (EICRs).
- Prevention First: Proactive inspection and resolution of defects to avoid safety incidents.
- Access: Reasonable steps, including legal action where necessary, will be taken to gain access for inspections.
- Communication: Clear and timely communication with Residents to arrange access and explain safety procedures.
- Competence: Only qualified electricians who are competent and registered are employed or contracted.
- Records: Accurate and accessible records will be maintained and reviewed regularly.

#### **5. Operational Specifics**

- All fixed electrical installations will be inspected and tested at least every 5 years by a qualified electrician.
- A valid EICR will be issued and a copy provided to the Resident within 28 days of the inspection.
- All fixed electrical installations will be inspected and tested on purchase of a property and prior to relet.
- All portable white goods provided by the organisation will be subject to regular Portable Appliance Testing (PAT) in line with current safety regulations and manufacturer guidance. Where white goods are gifted to the resident, RMHS will not be responsible for PAT testing once the items have been gifted.
- New Residents will be provided with a copy of the current EICR before moving in.
- Any installation deemed 'unsatisfactory' will be made safe or remedied within 28 days (or sooner if required).
- If the contractor cannot complete the inspection due to access to electrical installations within the property (i.e. due to hoarding) the contractor will inform RMHS and this will be escalated to the Housing Management Team
- If the contractor identifies unauthorized alterations to the electrics during the inspection, this will be escalated to the Housing Management Team and may result in
- A central register of EICRs and their renewal dates will be maintained.
- Appointments will be proactively managed by the contractor with reminders, rebooking attempts, and escalation protocols.
- Non-compliant properties will be escalated to senior management within 24 hours.

- Where a property becomes void due to resident going into care or passing away, the next of kin is responsible for the property for a period of time, in which time inspections may become due and compliance checks must continue to be carried out. In these cases the Property Services Team should contact the next of kin to arrange access.
- Any property undergoing a refurbishment, which is not tenanted, does not fall under the remit of this policy.

## **6. Monitoring and Record-Keeping**

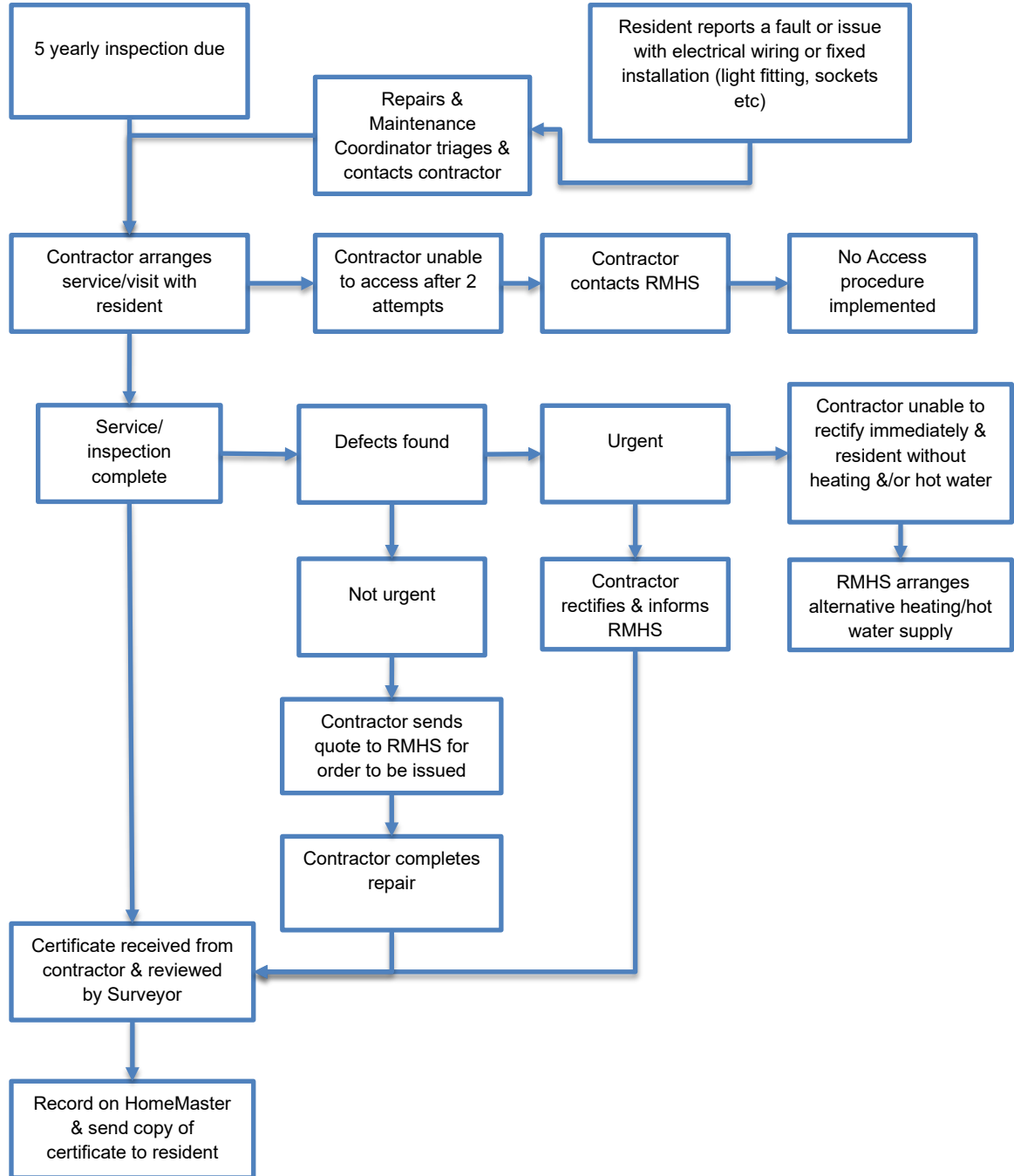
- All current EICRs will be help in the SharePoint file for the property and linked to HomeMaster, which will hold the dates of inspection.
- Weekly compliance reports will be reviewed by the Compliance Officer and shared with the Property Services Team, including no access cases, which will be tracked until resolved.
- Compliance levels will be reported quarterly to the Board, including any no access cases.
- Non-compliance and no-access cases will be logged with reasons, attempts to resolve, and legal action taken.
- Lessons learned from legal cases or complaints will be used to improve future approaches.
- All inspection reports and certificates will be retained for at least 6 years.

## **7. Approach to No Access**

- Appointments for electrical safety checks will be booked at least 8 weeks before the due date.
- Residents will receive a telephone call or email confirming the appointment and the importance of access.
- If access is not gained, up to two further appointment attempts will be made.
- If access is still not gained, the case will be escalated to the RMHS Housing Management Team for investigation and discussion with the resident.
- Where non-access issues are ongoing, the Housing Management team will work with the resident, their family or carers if appropriate and the Property Services Team, to put in place measures to support access in the future.
- A legal Notice of Seeking Access will be issued where appropriate.
- Where all efforts fail, RMHS will apply to court for an injunction or warrant to gain access.
- All steps will be clearly recorded, and properties with overdue inspections flagged for senior review within 24 hours.

# **RMHS Electrical Safety Policy & Procedure**

## **8. Procedure (Flowchart)**



## **9. Version Control**

**Version:** 1.0

**Review cycle:** Every 3 years unless there is a significant incident or a change to regulations

**Approval Date:** September 2025

**Review Date:** September 2028