



Electrical Safety Policy (Housing)

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1. Introduction and Objectives

- 1.1 This Policy outlines the arrangements that Wigan Council will implement to maintain, mitigate, and manage the risks associated with electrical safety, to protect residents, employees, contractors and others who may work on, occupy, visit, or use its premises, or who may be affected by its activities.
- 1.2 Electricity, electrical installations, and fixed electrical wiring pose significant risks to the lives of people who live in the homes we provide or who visit them. The loss of, or damage to properties and infrastructure, due to electrical issues or subsequent fire, also poses significant risks.
- 1.3 The aim of this policy is to outline how Wigan Council will prevent Electrical safety incidents in the homes we provide and our other properties under the ownership of the Housing Revenue Account and, when an incident occurs, limit its impact on people, properties, our operations, and the environment. Public Buildings are covered by their own separate policy.
- 1.4 This Policy outlines the arrangements that Place Directorate will implement to maintain, mitigate, and manage the risks associated with Electrical safety to protect employees, tenants, contractors, and others who may work on, occupy, visit, or use its premises, or who may be affected by its activities.
- 1.5 This policy applies to:
Council owned buildings designated as social housing stock (occupied housing stock and shared internal and external communal space).
Schemes and sheltered schemes.
- 1.6 This Policy will be reviewed every two years by the Director of Place or their nominee, approved by the Senior Leadership Team (SLT). All revisions will be communicated to all relevant staff by the Director or their nominee.
- 1.7 In addition the policy will be reviewed at times of legislative change or an incident related review irrespective of timing in relation to the formal review cycle.

2. Scope

- 2.1 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 Wigan Council, or who may be affected by Wigan Councils activities or services.
- 2.2 The policy should be used by all to ensure they understand the obligations placed upon Wigan Council 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 they own or manage. Adherence to this policy is mandatory.
- 2.3 The purpose of this policy to ensure electrical safety compliance with all relevant legislation and guidelines. Failure to maintain, test for electrical safety or repair electrical fixed wire installations, could result in death or injury, destruction or damage to property and the exposure of Wigan Council to prosecution and fines and its employees to prosecution.

3. Roles and Responsibilities

- 3.1 Wigan Council has overall governance responsibility for ensuring this policy is fully implemented to ensure full compliance with legislation and regulatory standards. As such, Wigan Council will formally approve this policy and review it every two years (or sooner if there is a change in legislation or regulation).
- 3.2 For assurance that this policy is operating effectively in practice, Wigan Council will receive regular updates on its implementation, electrical safety performance and non-compliance. Wigan Council's definition of a significant non-compliance is any incident which could possibly result in a potential breach of legislation or regulatory

standard, or which causes a risk to health and 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 employee or agent becoming aware of it.

- 3.3 Any non-compliance issue identified at an operational level will be formally reported to the Statutory Compliance & Building Safety Team Manager (Electrical) in the first instance, who will agree an appropriate course of corrective action with the appropriate members of staff. Further non-compliance would lead to the issue being escalated to the Assistant Director and Senior Leadership Team.
- 3.4 In cases of serious non-compliance, The Senior Leadership Team will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by their regulatory framework or any other relevant organisation such as the Health and Safety Executive.
- 3.5 The Senior Leadership Team within the Place Directorate will receive monthly performance reports in respect of electrical safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 3.6 The Assistant Director, Property and Assets has strategic responsibility for the management of electrical safety and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.
- 3.7 The Statutory Compliance and Cyclical Maintenance Manager has operational responsibility for the management of electrical safety and will be responsible for overseeing the delivery of these programmes.
- 3.8 The Statutory Compliance & Building Safety Manager (Electrical) has contract management responsibility and will be responsible for overseeing the delivery of the electrical safety programmes.

3.9 Housing Teams will provide support where gaining access to properties is difficult. Under the requirements of the Social Housing (Regulation) Act 2023 we have appointed a Senior Health and Safety Consultant as our Health and Safety Lead.

4. Legislation/Regulations, Approved Codes of Practice, British Standards & Guidance

4.1 This policy sets out to ensure the statutory responsibilities are met and to comply with the following main pieces of legislation:

- ▶ The Health & Safety at Work etc. Act 1974
- ▶ The Management of Health & Safety at Work Regulations 1999
- ▶ Electricity at Work Regulations 1989
- ▶ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- ▶ The Workplace (Health, Safety & Welfare) Regulations 1992
- ▶ Health and Safety (Safety Signs and Signals) Regulations 1996
- ▶ Provision and Use of Work Equipment Regulations 1998
- ▶ Construction, (Design and Management) Regulations 2015
- ▶ Personal Protective Equipment Regulations 1992
- ▶ Construction (Design and Management) Regulations 2015 (CDM 2015)
- ▶ Landlord and tenant Act 1985
- ▶ Homes Fit for Habitation Act 2018
- ▶ Smoke and Carbon Monoxide (Amendment) regulations 2022
- ▶ Housing Act 2004
- ▶ RoSH Home Standard
- ▶ Tenant Satisfaction Measures 2023

4.2 Guidance and British Standards

- ▶ BS7671 – Latest edition (IET Wiring Regulations)
- ▶ The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
- ▶ INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments.
- ▶ Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'.
- ▶ HSR25 The Electricity at Work Regulations 1989, Guidance on the regulations
- ▶ IET Guidance Notes 1-8
- ▶ Electricity at work – Safe working practices HSG85
- ▶ Keeping electrical switchgear safe HSG230
- ▶ Maintaining portable and transporting electrical equipment HSG107
- ▶ Avoiding dangers from underground services HSG47
- ▶ Building regulations, Parts A & P (relevant parts)
- ▶ The IET Code of Practice for in service inspection and testing of electrical equipment 2020.
- ▶ Electrical Safety Council Guidance on Electrical Installation Condition Reporting no. 4
- ▶ ESC Guide on ESC Best Practice Guide no. 2 issue. 2 Guidance on the management of electrical safety and safe isolation procedures for low voltage installations
- ▶ ESC Best Practice Guide No. 6 Issue. 2 Consumer unit replacement in domestic and similar premises
- ▶ ESC Best Practice Guide No. 4 Issue. 3 Electrical installation condition reporting classification codes for domestic and similar electrical installations
- ▶ ESC Best Practice Guide No. 7 – Test instruments for electrical installations; Accuracy and consistency
- ▶ BS 5266-1:2016

5 Arrangements

5.1 Wigan acknowledges and accepts its responsibilities to manage electrical supply and equipment under the legislation listed above.

5.2 Wigan Council will meet this duty by:

- ▶ Taking reasonable steps to ensure that all homes owned or managed by the organisation including communal areas have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR, or in the case of new build, rewired properties or communal areas an Electrical Installation Certificate.
- ▶ Will deliver a comprehensive programme of testing and inspections of all non-domestic (communal) properties on a continual rolling cycle of no older than 5 years.
- ▶ Will hold accurate records against each office premises and sheltered schemes it owns or manages identifying all electrical portable appliances that the organisation owns held at each property together with details of Portable Appliance Tests (PATs) undertaken.

Wigan Council have no legal responsibility to service or inspect tenant own electrical appliances and fittings within Council dwellings.

5.3 Follow on works:

Wigan Council 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 to ensure a satisfactory EICR is produced.

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

We will review all Code 3 (C3) and Further Investigation observations and determine and take the most appropriate course of action.

- 5.4 In the private rented sector, landlords have strict obligations under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. These regulations have remained crucial in 2025, ensuring that tenants live in electrically safe homes.

Key legal requirements include mandatory EICR Every 5 Years: Landlords must ensure their properties have a valid EICR conducted every 5 years by a qualified electrician.

Provide EICR to Tenants: Landlords must provide a copy of the EICR to tenants within 28 days of the inspection. New tenants must receive the report before moving in, and it should also be available to prospective tenants upon request.

- 5.5 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.
- 5.6 To comply with these duties, electrical installations should be periodically inspected and tested. Although there is no legal requirement setting out the frequency, best practice guidance from the Electrical Safety Council and from BS7671:2018 recommends intervals of no longer than five years from the previous inspection.
- 5.7 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 when mutual exchanges and transfers take place, and a satisfactory Electrical Installation Condition Report (EICR) must be issued to the resident upon moving in.
- 5.8 When arranging the EICR Inspection with the tenants, the contractor/s will ensure that they:
- Offer Flexible appointment time slots during the weekday, and on Saturdays with prior agreement of Wigan Council.
 - Keep appointments and arrive on time.

Give the resident enough time to answer the front door.
Introduce themselves and provide proof of identity or use any special passwords that may have been set up by the resident.
Be polite and respect the resident and their property.
Listen carefully and be helpful.
Leave a calling card if there is a no access, providing contact details.

6. Regulatory Standards

- 6.1 We must ensure we comply 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 one applicable to this policy.
- 6.2 The Social Housing (Regulation) Act 2023 changes the way social housing is regulated and may result in future changes to this policy.
- 6.3 Failure to discharge our 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 judgement from the Regulator of Social Housing

7. Record Keeping and Data Control

- 7.1 Wigan Council will maintain effective systems, in which to manage data and documents, including a master asset list, components, servicing dates, certificates and remedial actions. Data management practices will ensure data flows between contractors and internal teams. Data will be available to all those who need access to deliver the policy. If systems are not integrated to the master datasets, reconciliations will be identified, managed and validated. All details of systems and data management practices are documented in management plans.

- 7.2 Wigan 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 electrical safety programmes and that the programmes remain up to date.
- 7.3 Wigan Council will hold inspection dates, testing and monitoring records against all properties on each programme. These will be held in the C365 Cloud Compliance Management system.
- 7.4 Wigan Council will use our asset system to hold an accurate asset list of all premises that require an Electrical survey and/or monitoring as defined by the current legislation and will establish and maintain accurate records of all completed Electrical surveys and monitoring inspections, warning notices and associated completed remedial works. All records/certifications associated Electrical safety will be kept for the lifetime of the building.
- 7.5 Wigan Council will hold accurate records of all premises containing an electrical supply electrical equipment and their associated monitoring requirements. Records of all completed surveys and monitoring and details of resulting remedial works will be kept for a period of not less than 10 years.
- 7.6 Periodic asset data reviews will be undertaken to ensure that Electrical safety data held against the organisations' property assets is accurate and up to date.

8. Competent Persons and Training

- 8.1 Electrical safety training will be delivered according to Wigan Council's health & safety training needs analysis. Wigan Council maintain a Skills/Training Matrix to ensure that all staff undertaking key roles within the scope of this Management Plan have appropriate training. A detailed Competency Framework will be in place to provide assurance that all Internal Staff are appropriately skilled and are subject to regular appraisal by their line manager.

- 8.2 Staff will have basic Electrical safety awareness training. Records of all Electrical safety related training undertaken by staff will be held by the Director of Place or their nominee and the Training & Development Department. This includes all internal staff and all contracting staff carrying out Electrical related work for Wigan Council.
- 8.3 Only suitably competent electrically qualified and certified companies and persons will be allowed to undertake survey and removal works for Wigan Council. Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on our behalf. Only suitably competent NICEIC (or equivalent) third party technical auditors will undertake quality assurance checks. All contractor checks will be undertaken during procurement and then on an annual basis and evidenced appropriately.
- 8.4 Internal Property Maintenance Department Wigan and Leigh Building service (WLBS) to remain accredited as Approved Electrical Contractor 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.

9. Monitoring and Review

- 9.1 Monthly reports will be provided to the Head of Service covering KPI's which will be regularly reported to the Senior Leadership Team, the Director Place and other relevant committees.
- 9.2 Electrical surveys will be subject to a minimum of 5% internal and external quality checks by the qualified member of the in-house maintenance team and a suitably qualified external assessor.
- 9.3 An internal review of the Electrical Safety Policy and management arrangements will take place on a two-yearly basis.

- 9.4 An independent review of the Electrical Safety management arrangements and compliance will take place at least every three years.
- 9.5 Any non-compliance identified by the assessment will be reported to the Statutory Compliance Manager. They will agree an appropriate course of corrective action and report to the Assistant Director accordingly.
- 9.6 In the case of a serious non-compliance issue the Director of Place will be advised and will determine whether it should be declared to the Regulator of Social Housing.

10. Equality, Diversity, and Inclusion

- 10.1 This important safety policy is applied as consistently as possible, across all homes with an Electrical service and /or electrical equipment, to ensure the safety of residents and the responsibilities of Wigan Council are delivered.
- 10.2 Where residents have particular needs, or are coping with particular circumstances, Wigan Council will try to assist and support residents, or their representatives or support agencies, in meeting responsibilities and to ensure the smooth application of this policy and related processes. However, where legal timescales are exceeded, or at risk of being exceeded, it will be explained that Wigan Council must take action to ensure residents safety is maintained and legal action will be taken where needed.

11. Definitions

- 11.1 Fixed Wire Installation - The 'fixed' electrical parts of the property, like the wiring, the socket-outlets (plug sockets), the light fittings and the consumer unit (or fuse box) will be inspected. This will include permanently connected equipment such as showers and extractor fans.

- 11.2 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.
- 11.3 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's necessary control measures required.
- 11.4 Electrical Inspector – Suitably Qualified person to carry out the inspection
- 11.5 Code 1 (C1): Danger present. Risk of injury. The electrical inspector must make any C1 hazards safe before leaving the property.
- 11.6 Code 2 (C2): Potentially dangerous. Remedial works should be carried out as soon as possible and practical usually within 28 days.
- 11.7 Further Investigation (FI): Further investigation required without delay.
- 11.8 Code 3 (C3): Improvement recommended. Further remedial work is not required for the report to be deemed satisfactory.
- 11.9 If codes C1 or C2, are identified in on the report, then remedial work will be required. The report will state the installation is unsatisfactory for continued use until the remedial work has been carried out. If an inspector identifies that further investigative work is required (FI), then Wigan Council must also ensure this is carried out. The C3 classification code does not indicate any remedial works are required.