

## **ELECTRICAL SAFETY POLICY**



### **MONITORING INFORMATION:**

**POLICY/PROCEDURE/STRATEGY:** ELECTRICAL SAFETY POLICY

**DATE APPROVED:** JANUARY 2026

**EXPIRY DATE:** JANUARY 2027

**OWNER:** HEALTH AND SAFETY MANAGER

**APPROVAL ROUTE:** HEALTH AND SAFETY COMMITTEE

## Electrical Safety Policy

### Purpose

- 1.1. Teign Housing is committed to protecting the health, safety and wellbeing of residents, staff, contractors, and visitors through the proactive and compliant management of electrical safety across its property portfolio and work environments.
- 1.2. This policy sets out our approach to managing electrical risks in accordance with the Electricity at Work Regulations 1989, the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (as extended to social housing), and other relevant legislation.
- 1.3. It supports our wider health and safety management system and reflects our commitment to continuous improvement, learning from incidents, and delivering safe homes and workplaces.

### 2. Scope

- 2.1. The policy applies to:
  - All Teign Housing and Templer HomeBuild employees
  - All contractors undertaking work on or in the proximity of our buildings.
  - Anyone likely to be put at risk from work that is undertaken on or from the electrical safety condition of these properties.
  - Any building (residential or commercial) that is owned or managed by Teign Housing (unless otherwise agreed in writing with the free holder).

### 3. Associated Policies and Procedures

- 3.1. This policy is supported by the following documentation:
  - H&S Policy

- Leaseholders Management Policy
- Repairs and Maintenance Management Policy and Procedure
- Mutual Exchange Policy and Procedure
- Asset Management Strategy
- Fire Safety Management Policy and Procedure
- Rechargeable Works Policy and Procedure
- Approved Contractor Procedure
- CDM Procedure

#### **4. Electrical Safety Management Policy**

4.1. Our Policy is that:

4.1.1. Fixed Electrical Installations

4.1.2. We will ensure the safety of our residents and our employees by undertaking a regime of electrical installation testing of individual dwellings, communal areas and offices.

4.1.3. Inspections will be carried out every 5-years or sooner if required if there is reason to believe it should be completed earlier for example if there is a change of tenancy, a safety issues or tenant profiling suggests there is a need.

4.1.4. We will follow best practice and undertake a full inspection and test resulting in the completion of a new EICR at the change of occupancy for void properties.

4.1.5. We will arrange for a visual inspection to be undertaken by an electrician as part of the mutual exchange process. If the visual inspection indicates the need a full EICR this will be carried out to confirm that electrical installation is safe for continued use.

4.1.6. We will ensure that a copy of the EICR will be:

- Provided to existing residents within 28 days of it being undertaken.
- Provided to new residents before occupation as part of their new tenancy pack.

- To mutual exchange tenants as soon as reasonably practicable, but not later than 28 days after the inspection.
- 4.1.7. We will ensure that remedial works identified during the course of the EICR will be rectified within 28 days.
- 4.2. Portable Appliance Testing
- 4.2.1. We will undertake annual portable appliance testing of any white goods provided to our residents under their tenancy.
- 4.2.2. To protect our employees, contractors and visitors from electrical hazards associated with portable appliance we will undertake portable appliances testing in line with a risk-based schedule (typically every 1-2 years).
- 4.3. Competency and Capability
- 4.3.1. All electrical work, including inspection, testing, and remedial actions, will be carried out by competent persons in accordance with the Electricity at Work Regulations 1989. Teign Housing will ensure that contractors and staff undertaking electrical work hold appropriate qualifications and accreditations (e.g. NICEIC, City & Guilds).
- 4.4. Teign Housing will ensure that all staff whose roles involve the use of electrical equipment or interaction with electrical systems receive appropriate training. This includes awareness of electrical hazards, safe use of portable appliances, and procedures for reporting faults or incidents. Training will be proportionate to the level of risk and refreshed periodically to maintain competence.

## **5. Record Keeping**

- 5.1. Teign Housing will maintain a central register of portable appliances, including test dates, outcomes, and next due dates.
- 5.2. Records of Electrical Installation Condition Reports (EICRs), visual inspections, and remedial works will be retained securely and made available for internal audit,

assurance reporting, and regulatory inspection.

- 5.3. All records will be stored in accordance with Teign Housing's data retention policy and reviewed periodically to ensure accuracy and completeness.

## **6. Incident Report**

- 6.1. We are committed to learning from incidents and near misses to improve safety across our properties and operations.
- 6.2. All incidents and electrical incidents will be recorded in our incident reporting system. Incidents will be investigated to identify root causes and determine preventative actions. Where electrical related incidents involve technical faults or serious harm, Teign Housing may seek support from external electrical safety specialists to ensure a thorough and competent investigation. Findings will inform preventative actions and future safety improvements.

## **7. Review**

- 7.1. This policy will be reviewed annually by the Health and Safety Manager, or sooner in response to significant changes in legislation, risk profile, or organisational structure. Lessons learned from incidents, audits and external inspection will inform policy updates.

## **8. Governance and Assurance**

- 8.1. Performance Reporting
  - 8.1.1. Compliance with the policy in relation to electrical safety management will be reported to the Health and Safety Committee and included in assurance reporting to the Board.
- 8.2. Regulatory Compliance
  - 8.2.1. Compliance with the Electricity at Work Regulations 1989 and the Electrical safety Standards in the Private Rented Sector (England) Regulations 2020 (as extended to Social Housing) and other relevant regulations will be assured through

scheduled inspections, review of maintenance records, and internal audits.  
External technical reviews may be commissioned where needed.

### 8.3. Contractor Oversight

8.3.1. All inspection servicing and repairs will be carried out by approved contractors. Performance will be monitored through service-level agreements, KPIs, and periodic audits

## **9. Equality and Diversity**

9.1. We recognise the diverse needs of the people who use our buildings.

9.2. Teign Housing will apply this policy consistently and fairly and will not discriminate against anyone based on any protected characteristics, including those set out in the Equalities Act 2010.

9.3. Teign Housing will carry out an equality assessment in line with our policy.

## **10. Relevant Legislation and Guidance**

- Health and Safety at Work etc Act 1974
- Landlord and Tenant Act 1985
- Housing Act
- Building Safety Act 2022
- Regulatory Reform Fire Safety Order 2005 as amended
- Defective Premises Act 1972
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Building Regulations Part P
- Private Rented Sector (England) Regulations 2020 (as extended to Social Housing)