



Places to live. Space to grow.

Electrical Safety Policy

Contents

Where to find the information you need

Introduction and policy purpose	1
Policy statement	2
Inspections and Testing	3
In-Service Inspection and Testing of Electrical Equipment	4
Roles and Responsibilities	5
Record Keeping	6
Regulation	7
Reporting	8
Consultation	9
Communication	10
Review	11

1 Introduction: the purpose of this policy

- 1.1 At West Kent, we are committed to keeping everyone safe. This policy explains our legal and regulatory responsibilities and how we manage and reduce risk. It applies to all staff, residents, contractors and anyone who works in, visits or is affected by our buildings or services.
- 1.2 This policy sets out our legal and regulatory obligations and how we will meet them. This policy applies to all our staff, residents, contractors, and other people who may work on, occupy, visit or use our premises or who may be affected by our activities or services.
- 1.3 We must ensure that electrical installations are safe when a tenancy begins and are maintained in a safe condition throughout the tenancy for our rental properties. Shared owners and leaseholders will be responsible as per their leases.
- 1.4 We will inspect and test electrical installations every 5 years in line with Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.

2 Policy Statement

- 2.1 We will ensure electrical safety standards are met. They are set out in the 18th Edition of the Inspection and Testing Wiring Regulations, which are published as British Standard 7671.

3 Inspections and Testing

- 3.1 We will inspect and test electrical installations every five years (unless recommended sooner) in line with Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.
- 3.2 A copy of the Electrical Installation Condition Report (EICR) will be provided to the tenant within 28 days of the test being completed.
- 3.3 Supply a copy of the Electrical certificate to any new resident on occupation of the property.
- 3.4 The inspection is driven from the anniversary date of the most recent Electrical Installation Condition Report (EICR). Within these reports, safety categories are used which include:
 - C1 – Immediate risk of injury. Immediate action required
 - C2 – No immediate danger but could become dangerous if left unaddressed. Urgent remedial work required
 - C3 – Installation safe to use, but room for improvement. Improvement recommended.
 - F1 – Further investigation is required. Urgent investigation is required.

- 3.5 We will ensure that all electrical installations are in satisfactory condition following the completion of an electrical installation inspection and test and not accept any EICRs with outstanding C1 or C2 faults.
- 3.6 F1 items must be investigated and resolved within the required timescales.
- 3.7 Any C3 faults will inform any future rewire programme or be fully considered for other necessary future planned programmes.
- 3.8 Any remedial works identified as a C1, C2 or F1 within an electrical safety inspection will be carried out within 28 days. C1 faults that cannot be rectified immediately will be made safe by isolation, disconnection or other suitable action. The Decant process will be initiated if residents cannot safely remain at the property fully supported by our Housing Team.
- 3.9 We will ensure a competent, qualified person with the National Inspection Council for Electrical Installation Contracting (NICEIC) (or equivalent) will conduct the inspection and testing.
- 3.10 We will conduct inspections and testing before the start of any new tenancies, mutual exchanges, and transfers and issue an EICR to the tenant at the start of the tenancy.
- 3.11 When carrying out planned programs for component replacement, we will issue a certificate relevant to the works in the form of a minor works certificate or an electrical installation certificate.
- 3.12 We will test smoke and CO-alarms as part of the EICR carried out every 5 years.
- 3.13 We will operate effective contract management in the form of regular West Kent-led meetings to discuss the Electrical Safety check program and remedial works with the appointed electrical contractor.
- 3.14 We will follow the No Access procedure to gain access to any home, and we will consider resident vulnerabilities and tailor our approach.

4 In-Service Inspection and Testing of Electrical Equipment

- 4.1 In-Service Inspection and Testing (ISIT) will replace Portable Appliance Testing (PAT) for any electrical equipment provided as part of the tenancy by the landlord. Electrical equipment provided by West Kent under the tenancy can include any electrical fitting, fixture or appliance that is not fixed electrical cables. Examples include: fridges, washing machines, etc.
- 4.2 ISIT will also be needed for any equipment provided as part of our offices, schemes, or communal spaces.

- 4.3 All high-risk buildings, such as those over 18 meters in height or communal areas such as offices/communal halls/communal spaces in schemes, will have equipment tested annually by West Kent's appointed contractor.
- 4.4 Equipment in all other assets will be tested by West Kent's appointed contractor as part of the 5-yearly Electrical check.
- 4.5 Where the ISIT identifies that the equipment provided by West Kent is unsafe, the equipment will be repaired/replaced no later than 28 days after the test and the resident should be informed. A new record/test should then be obtained.
- 4.6 A copy of the ISIT test will be provided to an existing resident within 28 days of a written request, to a new tenant before occupation, and to the local housing authority within 7 days of a written request.
- 4.7 Tenants are responsible for making sure that their own electrical equipment is safe.

Air Source Heat Pumps

- 4.8 We will service Air Source Heat Pumps yearly using resources in our iNHomes Team.

5 Roles and Responsibilities

- 5.1 West Kent is the duty holder and responsible person for Electrical Safety.
- 5.2 West Kent's Board has overall governance responsibility for ensuring the Electrical Safety Policy is fully implemented to ensure full compliance with regulatory standards, legislation, and Approved Codes of Practice.
- 5.3 The Executive Team (ET) and Communities and Housing (C&H) will receive compliance dashboard reports in respect of Electrical safety testing and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified and decide on action needed, plus all follow-on works action monitoring.
- 5.4 The Director of Property and Asset Management has strategic responsibility for the management of Electrical Safety.
- 5.5 The Head of Planned Works and Servicing will be responsible for overseeing the delivery of the Electrical Safety Inspection programme and any remedial works required. They will ensure the contractor's Quality Supervisor has checked the appropriate certification under NICEIC requirements and that all obligations are being fulfilled, including contractors' skills and qualifications.
- 5.6 The Head of Strategic Asset Management will report on compliance and ensure Electrical safety data is kept up to date within the systems.
- 5.7 The Senior Contract Manager will have line management responsibility of the Contract Officer to ensure all compliance for Electrical Safety is upheld and manage the

programme with all remedial works. They will qualify or be seeking qualifications in Vocational related qualifications (VRQ) Level 4 Electrical Safety Management in Social Housing.

- 5.8 The Compliance Co-Ordinator will administer the contract for 3rd party quality control on Electrical Safety inspections, escalating any issues found.
- 5.9 Housing teams and the Community Safety Team will provide support with difficult-to-access properties and facilitate the legal process.
- 5.10 Appendix 1 outlines the roles and responsibilities along with 3 lines of defence for each compliance area.
- 5.11 Where we manage properties we do not own, the 'responsible person' is set out in the terms of the management agreement. If we are not the 'responsible person', we will obtain a copy of the electrical safety inspection from the responsible person(s). If certification is not received will follow legal escalation steps.
- 5.12 Where we own a property on a full repairing lease, we are the 'responsible person' for that property, unless specified otherwise by the lease. However, the lessee retains responsibility for maintenance and safety under the terms of their lease and is legally responsible for all matters under their control.
- 5.13 We will act on any electrical incident and follow our Health and Safety Accident and Incident reporting procedure. All Electrical incidents will be led by the Contract Officer for Electrical works.
- 5.14 Where there is a tenant request to carry out an alteration or improvement that affects the electrical system, they are referred to our Home Improvement Policy.

6 Record Keeping

- 6.1 We will hold accurate records against each asset we own or manage to identify control records to state if electrical servicing is required for that asset. These will be stored in our Housing Management System.
- 6.2 We will hold accurate records of when the electrical inspection was last carried out. These will be stored in our Housing Management System.
- 6.3 The Housing Management system will also track and monitor any non-compliance in terms of the date being older than 5 years for an electrical safety inspection; it will also adjust the next inspection due if the frequency of inspection is recommended as less than 5 years. The Electrical Installation Condition Report will be held on our document management system against the relevant asset.
- 6.4 The Senior Contract Manager will ensure that all contractors' employers and public liability insurances are up to date on an annual basis and maintain a record of this.

7 Regulation

7.1 Regulatory standards must be complied with; these include the requirements of the Regulator of Social Housing's (RSH) Tenant Satisfaction Measures. The measure will be based on the proportion of homes in buildings that have had all the necessary Electrical Safety Inspections carried out.

7.2 The principal legislation applicable to this policy is:

Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.

Electricity at Work Regulations 1989 places duties on employers to ensure that all electrical equipment used within the workplace is safe to use.

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

Landlord and Tenant Act 1985; Section 8 of the Landlord and Tenant Act 1985 set out implied terms as to fitness for human habitation, and Section 11 of the Landlord and Tenant Act 1985 places repairing obligations in short leases.

7.3 This policy also operates in the context of additional legislation, regulations, standards, approved documents, codes of practice and guidance, detailed below:

- Code of Practice for the Management of Electrotechnical Care in Social Housing (January 2019)
- Health and Safety at Work Act 1974
- The Social Housing (Regulation) Act 2023
- The Management of Health and Safety at Work Regulations 1999
- Housing Act 2004
- Homes (Fitness for Human Habitation) Act 2018
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2022
- The Workplace Health, Safety and Welfare) Regulations 1992
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
- The Building Regulations - Approved Documents P – electrical safety in dwellings
- The Occupiers' Liability Act 1984

- Construction (Design and Management) Regulations 2015
- Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- BS 7671 Requirements for Electrical Installations, current edition and amendments
- IET Code of Practice for In Service INSpection and Testing of Electrical Equipment 5th Edition
- HSE INDG236: 'Maintaining portable electrical equipment in low-risk environments'
- Electrical Safety First, Landlords Guide to Electrical Safety: England and Wales. Current version
- Decent Homes Standard including HHSRS Operating Guidance - Housing Act 2004

8 Reporting

- 8.1 Performance reporting will take place monthly in our compliance dashboard, generated from our housing management system which monitors all compliance. This system holds the control records for each asset and, where an Electrical Safety Inspection is required, will record if the date according to its set frequency. A property that has not had its Electrical Safety Inspection in its recommended timescale will become non-compliant. An Electrical Safety Inspection that is not satisfactory will also be deemed non-compliant until a Satisfactory certificate/certificate of works is issued. All follow-on works that are overdue within timescales will also be reported.
- 8.2 This dashboard and any non-compliance will be discussed by ET monthly, Communities and Housing (C&H) and board quarterly. Non-compliance escalation will then be taken forward from these groups by the Head of Strategic Asset Management to ensure action is taken so that compliance is then assured.
- 8.3 Any incident that has resulted in a potential breach of legislation or regulatory standard or causes a risk to health or safety shall be immediately reported to the Property and Asset Management Director as per the Health and Safety incident reporting procedure.
- 8.4 Where necessary, the board will be notified so they can consider the implications and seek legal advice on a breach. If required, West Kent will disclose the breach to the Regulator of Social Housing in the spirit of co-regulation, or any other relevant organisation such as the Health and Safety Executive (HSE), as part of the Regulatory Framework.

9 Consultation

- 9.1 The changes made to the compliance policies in this review have been sent to the Operational Management Team, the Health and Safety Committee, and the Executive Team for comment and feedback.
- 9.2 Consultation on our compliance policies took place with the resident scrutiny Panel in 2024. Residents were consulted again on this policy in 2026 due to changes in policy and regulations around electrical inspections.

10 Communication

- 10.1 West Kent considers good communication and liaising with relevant parties essential. As such, we will share information clearly and transparently with residents.

11 Review

- 11.1 This Policy will be reviewed every two years or when there is a regulation/legislation change requiring it to be updated.