

# **Electrical Safety Policy**

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## **Introduction**

- 1.1 Oxford City Council acknowledges its legal duty as a landlord and as the freeholder to leasehold properties to ensure safe electrical installations in its properties.
- 1.2 It is also a key component of Oxford City Council's overall Asset Management Strategy, ensuring that the useful life of individual electrical components is safely maximised and, hence, value for money is optimised.

## **Purpose**

- 2.1 This policy aims to ensure the safety of residents.

## **Scope**

- 3.1 This policy applies to all properties owned or managed by Oxford City Council.

## **Definitions**

- 4.1 Periodic Electrical Inspection – an inspection of the condition of an existing electrical installation, to identify any deficiencies against the current national standard for electrical installations.
- 4.2 Portable Appliance Testing (PAT) – the process of checking electrical appliances for safety through a series of visual inspections and electronic tests.
- 4.3 Lightning Protection Systems (LPS) – a system of external earthing and internal surge protection designed to prevent lightning strike damage to buildings.
- 4.4 Electrical Installation Condition Report (EICR) – a formal document produced following a periodic electrical inspection which evidences the condition of the electrical installation.
- 4.5 Electrical Installation Certificate (EIC) – a safety certificate issued to confirm that a new electrical installation or addition is safe to use at the time it was put into service.
- 4.6 National Inspection Council Electrical Installation Contractors (NICEIC) – a voluntary body that regulates the training and works of electrical contractors and organisations across the UK.

## **Responsibilities**

- 5.1 It is the Property Services Manager's responsibility to monitor the implementation of this policy.
- 5.2 The Chief Executive appoints responsible people to deliver the policy and ensure adequate resources are in place.
- 5.3 The Technical Manager is accountable for the Electrical Safety Policy.
- 5.4 The Compliance Manager is responsible for ensuring compliance with this policy.
- 5.5 All Property Services and Housing staff are responsible for implementing and adhering to this Electrical Safety Policy.
- 5.6 All contractors, consultants and partner organisations are responsible for operating by this policy when delivering services on behalf of Oxford City Council.
- 5.7 Oxford City Council will take breaches of this policy very seriously. Any such behaviour will be thoroughly investigated and may be subject to disciplinary procedures.

## **Electrical safety aims and objectives**

- 6.1 To implement an electrical inspection and testing cyclical programme consisting of five yearly inspections (as a minimum – but potentially less based on Risk Assessment) for domestic and commercial properties and communal areas.
- 6.3 To conduct a full electrical inspection before re-letting a property as well as before approval is granted for mutual exchanges.
- 6.4 To conduct a full electrical inspection before the Council sells or buys a previously occupied property.
- 6.5 Complete an 'Electrical Installation Condition Report' for all properties and complete all repair recommendations by the following descriptions and timescales;

Code	Description	Meaning	Response Time
<b>C1</b>	<b>Danger present</b>	The safety of those using the installation is at risk, and immediate remedial action is required.	Immediate
<b>C2</b>	<b>Potentially dangerous</b>  This term refers to a risk over a reasonable period of time where a qualified electrician has judged that a response by up to 30 days will ensure the safety of residents	While C2 issues are not immediate safety hazards, they represent a significant potential risk that should be addressed promptly to prevent accidents or damage.	Reactive Repair Within 30 days  To be triaged on a case by case basis depending on the circumstances of each issue in order for some cases to be dealt with earlier, if needed, within the 30 day period
<b>C3</b>	<b>Improvement recommended</b>	The installation meets safety standards; however, a C3 classification (improvement recommended) is made for the [specific area/device] to enhance the overall safety and performance of the installation."	Enrolled in a Certification Programme
<b>F1</b>	<b>Further Investigation</b>	Further investigation is required to determine the issue and the corrective action that was not fully resolved after the initial Certification.	Reactive Repair Within 30 days

6.6 To maintain the housing stock and preserve its asset value.

### Electrical safety implementation

7.1 To meet the aims that this policy sets, Oxford City Council will:

7.2 Maintain all electrical systems safely and under the current safety regulations and legislation.

7.3 Implement a 5-year testing cycle covering the internal and external electrical systems unless the recommendations on the electrical certificate suggest periodic testing of less than 5 years. If a property's wiring is over 30 years old, an electrician will recommend a more frequent inspection interval such as every 3 years instead of every 5 years for a full or partial rewire, depending on the circumstances within the property.

- 7.4 Maintain an up-to-date and accurate electronic database for electrical certificates, the property's history records, the date the next periodic test must be completed, any electrical appliances installed, and any specific servicing required.
- 7.5 Complete an electrical periodic test on all void properties before the property is re-let.
- 7.6 In respect of mutual exchanges tenants are entitled to exchange (Deed of Assignment). The EICR should be carried out before the deed is completed, but the absence of one will not hold up a move over the statutory deadlines.
- 7.7 Periodic inspection and testing must be carried out only by electrically competent persons registered with the NICEIC/ECA or other government-approved schemes who must provide their registration certificates and insurance details to Oxford City Council.
- 7.8 Operate clear, concise, convenient, and well-published arrangements to complete the periodic tests and any necessary repairs in line with Oxford City Council's repair timescales.
- 7.9 Implement a quality assurance framework involving random sample checks on site to check repairs with a suitably qualified person.
- 7.10 Positively promote the importance of electrical safety to our residents, ensuring that relevant information is made available in alternative languages and versions upon request.
- 7.11 Develop and implement, in consultation with our customers, clear procedures to gain access to undertake the periodic testing.
- 7.12 Where efforts at gaining access have been exhausted, the Council will consider legal proceedings to gain access to carry out the EICR.
- 7.13 Adopt a systematic approach to performance management in monitoring electrical safety and repair services, reporting the key performance results and monthly outturns to the Property Services Manager.
- 7.14 Ensure sufficient and suitably qualified colleagues, consultants and contractors undertake work to enable the Council to meet its periodic testing and repairs responsibilities.
- 7.15 Provide a free electric cooker connection service for tenants being decanted or moved from one property to another. However, Oxford City Council will not provide an electrical maintenance service for domestic appliances in new properties.
- 7.16 Ensure that all colleagues, contractors, and consultants employed to deliver Oxford City Council's electric periodic testing, repairs and maintenance service adhere to the Health and Safety requirements for colleagues and contractors.

- 7.17 Monitor the effectiveness for basis for the arrangements to ensure there are periodic monthly electrical testing
- 7.18 Each classification of defect will be documented. These procedures should also detail the requirements for the re-issue of testing paperwork following completion of rectification works, including those instances where a partial or full new installation is required.
- 7.19 The [Electrical Safety Standards in the Private Rented Sector \(England\) \(Amendment\) \(Extension to the Social Rented Sector\) Regulations 2025](#) require the Council to carry out In-service Inspection and Testing of Electrical Equipment (ISIT) (commonly known as PAT testing) on all electrical appliances the Council provide as part of a tenancy such as a Furnished Tenancy.
- 7.20 Some buildings will be installed with a Lightning Protection System and where these are present there is a requirement for them to be maintained in accordance with BS EN 6305.
- 7.21 At the same time as the undertaking of the EICR, ensure that a check is made of any installed Smoke, Heat and Carbon Monoxide alarms. The visiting electrician will test that each appliance is sound and working in line with manufacturer's instructions and industry best practise.
- 7.22 The engineer will replace any existing defective alarms with a battery-operated replacement. In line with expected amendments to the Smoke and Carbon Monoxide Alarm (England) Regulations 2015, the Council will ensure all properties have an installed smoke alarm and where there are fixed gas appliances a carbon monoxide alarm.
- 7.23 The Council is not responsible for the maintenance of electrical appliances unless the appliance has been supplied by the Council.
- 7.24 The Council has a responsibility for electrical appliances issued or used by staff and also electrical appliances within communal areas that may be used by staff or members of the public. Where the Council is responsible for electrical appliances a PAT will be carried out in line with IET Code of Practice for In-service Inspection and Testing of Electrical Equipment guidance. The frequency of testing would be on a yearly or bi-annually basis depending upon the risk assessment.
- 7.25 Where Lightning Protection System (LPS) are installed to buildings there will be an annual safety inspection carried out by a lightning protection specialist and in line with BS EN 62305.
- 7.26 Valid certification will be in place for all fixed electrical installations and portable appliance within all buildings and properties. The Council will hold and maintain an accurate record within the asset database of all buildings and properties that require an EICR, PAT, LPS safety inspection, together with the last test, testing frequency and the next due date.

- 7.27 Testing schedules will be updated to reflect any property divestments, acquisitions (including new builds) and any changes to maintenance and repair responsibility. In addition, on an annual basis a full EICR property reconciliation will be carried out.
- 7.28 Upon completion of an inspection and test, the Council will obtain from the contractor the EICR, PAT record or LPS safety certificate, which will be then used to update the asset system with the testing date and also the next test due date. The Council will only accept EICRs that are stated as “Satisfactory”.
- 7.29 Further to paragraph 7.7, all sub-contractors who undertake electrical testing must be accredited with The National Inspection Council Electrical Installation Contractors (NICEIC). The electricians undertaking the testing on behalf of YHG will hold the following qualifications:
- NVQ level 3 Electrical Installation or recognised equivalent.
  - City & Guilds 2382-18 Level 3 Award in Requirements for Electrical Installations BS7671:2018.
  - City & Guilds 2391 or 2394 & 2395
- 7.30 The Council will undertake an assurance check of at least 5% of the housing stock to ensure compliance standards have been met An Equalities assessment will be undertaken with the annual review of the policy.

## **Resident Engagement**

- 8.1 Oxford City Council is committed to providing a high level of customer care and positive communication which is vital to effective fire safety. This will support residents in their understanding of electrical safety and advise them of how they can manage the risks within their properties and encourage them to report any concerns about fire safety.
- 8.2 Further monitoring of feedback will take place through resident surveys and this intelligence will be used to inform future reviews of this policy.
- 8.3 Periodic engagement with residents will take place to ensure that this policy, along with other policies, remain customer facing.
- 8.4 Advice will be provided on the use of electrical equipment in the welcome pack given to new tenants and information that would be sent from Landlord Services to existing tenants.
- 8.5 Residents who are wanting to report a non-urgent safety concern can do so by using the link below: [Report a Building Safety Concern with council housing | Instructions – Oxford City Council](#)
- 8.6 All emergency and urgent fire safety reports should be made to 01865 249811.



## **Equality, diversity, inclusion, and vulnerability (including most at risk groups)**

- 9.1 An Equality Impact Assessment (EqIA) has been carried out to determine whether the policy would have an impact on any member of staff, tenants, or contractor workforce, which unfairly discriminates or disadvantages them in the context of the Equality Act 2010.
- 9.2 Whilst the EqIA has identified that there are no particular groups who will be unlawfully disadvantaged by this policy, it is identified that there are certain groups at increased risk. These groups are:
- children
  - adults with learning difficulties
  - oxygen users
  - people taking certain medication
  - those suffering the effects of drugs and alcohol
  - adults aged 65 and older
  - people with disabilities who may not be able to quickly escape in the event of an emergency due to reduced mobility
  - Individuals being supported by the Community Safety team and related support services

## **Policy review**

- 10.1 A full policy review will take place in response to any changes in legislation, significant events that may impact on the policy, or at periods not exceeding 2 years.

## 11. References

Related External Documents	
Reference	Link to reference
Landlord and Tenant Act 1985	<a href="https://www.legislation.gov.uk/ukpga/1985/70">https://www.legislation.gov.uk/ukpga/1985/70</a>
Housing Act 2004	<a href="https://www.legislation.gov.uk/ukpga/2004/34/contents">https://www.legislation.gov.uk/ukpga/2004/34/contents</a>
Management of Houses in Multiple Occupation (England) Regulations 2007	<a href="http://www.legislation.gov.uk/wsi/2006/1713/contents/made">http://www.legislation.gov.uk/wsi/2006/1713/contents/made</a>
Part P of the Building Regulations	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441872/BR_PDF_AD_P_2013.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441872/BR_PDF_AD_P_2013.pdf</a>
Regulatory Reform (Fire Safety) Order 2005	<a href="http://www.legislation.gov.uk/uksi/2005/1541/contents/made">http://www.legislation.gov.uk/uksi/2005/1541/contents/made</a>
Electricity at Work Regulations 1989	<a href="http://www.legislation.gov.uk/uksi/1989/635/contents/made">http://www.legislation.gov.uk/uksi/1989/635/contents/made</a>
Related Internal Documents	
Electric Periodic Testing Procedures	