

# Electrical Safety Policy

**April 2025**



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

<b>Version</b>	<b>Date</b>	<b>Reason for change</b>	<b>Authorised</b>	<b>Review by Date</b>
1	Dec 19	Published Policy	Electrical Contracts Manager	Dec 2020
2	Mar 25	Review by Electrical Contract Manager/Service Improvement	OU/DF/AR	
3	April 2025	Sign off from Head of Service	JC	April 2030
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## **1. Introduction**

- 1.1. As owners and managers of homes, the Royal Borough of Kensington and Chelsea (RBKC) has a duty of care to ensure that residents, service users, staff, and other parties can use its buildings safely.
- 1.2. The Electrical Safety Policy provides assurance that measures are in place to ensure compliance with the regulations and to identify, manage, and mitigate risks associated with electrical installations and electrical portable appliances.
- 1.3. The policy is relevant to all RBKC employees, tenants, residents, contractors, and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon RBKC to maintain a safe environment for tenants and employees within the home of each tenant and within all non-domestic (communal) premises or areas of buildings.
- 1.4. Electricity can severely injure or kill people and cause damage to property from the effects of resulting fires and explosions. Every year accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Electric shocks do not always cause lasting injury, but in certain circumstances can result in death (known as electrocution).
- 1.5. Arcing, overheating, and, in some cases, electrical leakage currents can cause fire or explosion by igniting flammable materials. This can cause death, injury, and considerable financial loss.
- 1.6. This policy is designed to provide a clear acknowledgment of the responsibilities and approach that RBKC Housing Management has in relation to the management of electrical safety within its properties.

## **2. Related documents**

- 2.1. This policy should be read in conjunction with the Council's Housing Management associated policies and procedures
  - Electrical Access No Access Escalation Procedure
  - RBKC Corporate Health and Safety Policy
  - Repairs Policy
  - Voids and Lettings Policy/Procedure
  - Mutual Exchange Policy
  - Tenancy Management Policy
  - Lone Working Policy
  - Tenant Handbook

### **3. Legal Context and Guidance**

3.1. This policy will ensure full compliance with relevant legislation, regulatory requirements and best practice to health and safety regarding Electrical Safety.

3.2. This policy adheres to the following legislation and guidance:

- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 2016
- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety & Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations for England and Wales (Part P)
- Landlord and Tenant Act 1985
- The Housing Act 2004
- The Occupiers' Liability Act 1984
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Construction, Design and Management Regulations 2015
- The Building Regulations for England and Wales 2005 (Part P)
- Data Protection Act 1998
- Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Social Housing Act 2023
- Regulator of Social Housing - Consumer Standards April 2024

3.3. Information and guidance on Electrical Safety is also noted within other publications such as:

- IET Wiring Regulations BS 7671 of 2018
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
- HSE INDG236: Maintaining portable electrical equipment in offices and other low-risk environments
- Electrical Safety Council: Landlords Guide to Electrical Safety 2009

### **4. Policy statement**

4.1. The scope of this policy applies to:

- RBKC Housing Management residents (living on HM estates)
- RBKC employees

- 4.2. For the purposes of this policy, “residents” will refer to RBKC tenants and leaseholders living on HM estates. Sub-tenants of leaseholders residing on an RBKC HM estate are also included.
- 4.3. Keeping residents, employees, and members of the public in our buildings safe from electrical hazards is paramount to us. There is legislation and guidance relevant to Electrical Safety to these areas that we will comply with and follow to keep people safe.
- 4.4. We will follow a systematic approach to the management of electrical work to ensure it meets the requirements set out in all relevant British Standards and guidance documents relevant to electrical safety, to ensure the safety of tenants, employees, and members of the public.
- 4.5. We have a duty of care to carry out regular testing of all its portable electrical equipment to ensure it is suitable and maintained properly to avoid danger.
- 4.6. Our contractors and third-party providers are expected to adhere to this policy.

## **5. Our Commitments**

- 5.1. Staff and Contractors
- 5.2. We will ensure that all staff and contractors responsible for the implementation and delivery of this policy are suitably trained and competent for their roles.
- 5.3. We will use innovative methods to encourage tenants to provide access for annual safety checks and raise awareness of electrical safety. Where necessary, a warrant will be applied for and served to gain legal access where access has been unreasonably withheld. This approach would be very much a last resort, following a clear, staged escalation process which gives the tenant several opportunities to provide access prior to legal action and the serving of a warrant. The additional cost incurred by the council including legal costs will be recharged to the tenant in accordance with our Electrical No Access Procedure.
- 5.4. Electrical Installations and Portable Appliances
- 5.5. We will ensure that all communal electrical portable appliances are tested in accordance with a risk-based approach in accordance with best practice guidance. We will do this by preparing and maintaining an inventory of relevant equipment, risk assessing based on frequency of use and movement, preparing a programme of routine visual checks, and supplementing with portable appliance testing (PAT) where deemed necessary.
- 5.6. We shall record the details of all electrical portable appliances that are our responsibility with details of PATs and inspections undertaken.

- 5.7. We will ensure that all domestic properties and non-domestic properties (communal areas of flats, office spaces, community rooms), owned or managed by us, have a 'Satisfactory' and valid Electrical Installation Condition Report (EICR) that is dated no more than five years from the date of the last EICR.
- 5.8. We will ensure that all electrical installations shall be in a 'Satisfactory' condition following completion of an electrical installation inspection and test.
- 5.9. We will ensure that there are processes in place for the management of any follow-up works required arising from any electrical inspection or test. As a minimum, we will make safe and/or where possible endeavour to repair all Code 1 and Code 2 observations identified during an EICR before leaving the site after completing and testing works. Except where a rewire is needed (partial or full), any further Code 1 and 2 remedial works that cannot be completed at the time of the test will be made safe and completed within 10 working days.
- 5.10. We will ensure that electrical installations inspection and tests are carried out prior to the commencement of any new tenancies (void properties) and mutual exchanges.
- 5.11. We will ensure that only competent NICEIC, NAPIT, ECA, or other approved body, electrical contractors or engineers undertake electrical works in our properties.
- 5.12. We will test and replace as necessary smoke and carbon monoxide alarms annually.
- 5.13. We will ensure that robust processes and controls are in place to manage the completion of follow-up works identified during inspection and testing of electrical installations and portable appliances.
- 5.14. We will ensure that robust processes and controls are in place to ensure that all electrical works are properly notified and approved under Part P of the Building Regulations for England and Wales where this is required, and the certificates returned to us.
- 5.15. We will ensure that robust processes and controls are in place to manage works to voids and occupied properties that may affect the existing electrical installations.
- 5.16. We have an Electrical Testing No Access Procedure in place, with a clear escalation process which, as a last resort, utilises the Injunction as a legal action to gain access. When access to a property is an issue, we will use this procedure to facilitate timely access to check/ensure that the property is compliant as well as ensuring the safeguarding and well-being of our tenant.

## **6. Resident Responsibilities**

- 6.1. RBKC considers good communication essential in the safe delivery of electrical safety management and will publicise the importance of electrical safety to our residents, regardless of tenure, and ask them to report any concerns to us.
- Residents are responsible for ensuring that we have access to undertake inspection, repairs, and maintenance.
  - The actions of residents may affect the electrical safety of a building. If a leaseholder carries out their own upgrade which involves the electrical installation, they should provide us with a copy of a valid certificate.
  - Residents are responsible for portable, transportable, or stationary appliances within their homes. We will advise tenants and leaseholders to check plugs and cable flexes regularly for wear and tear.
  - If a leaseholder has undertaken or arranged work that is later found to be defective, the supply may be terminated, and we may recharge the resident if we have had to pay for repair work.
  - We may also direct the leaseholder to put in place the necessary arrangements to rectify the faulty installation. This is irrespective of whether the leaseholder had permission from us for the work to be undertaken.
  - Where we believe that the action or inaction of the tenant or leaseholder has breached their tenancy or lease agreement, we may consider tenancy enforcement action.

*Tenants must not carry out any works to electrical installations. If there are any issues with their electrical installations, they should contact Housing Management who will carry out any works required.*

## **7. Investment Programmes**

- 7.1. We will establish and implement programmes of electrical installation and upgrade works to improve electrical installations in both domestic and non-domestic premises, that have been identified as not meeting current standards but are in a satisfactory condition for the purposes of an EICR, up to a standard that meets the current requirements of BS 7671.
- 7.2. We will ensure that the requirements of the Construction Design and Management Regulations (CDM) 2015 are applied when undertaking work.

## **8. Record Keeping**

- 8.1. We will establish and maintain accurate records of all completed EICRs, Minor Electrical Works Certificates (MEWC), and Building Regulation Part P notifications associated with remedial works from these reports and Electrical Installation Certificates and keep these for a period of not less than ten years.

- 8.2. We will establish and maintain accurate records of all completed electrical PAT reports and details of associated completed remedial works and keep these for a period of no less than five years.

## **9. Monitoring and Audit**

- 9.1. RBKC will carry out independent third-party quality assurance audits of completed EICRs, completed electrical repairs, and installation works. As a minimum, we will undertake a 5% sample of all works which may be increased at the discretion of the Electrical Contract Manager.
- 9.2. We will ensure that all electrical inspection, repairs, and installation contractors comply with all relevant health and safety legislation and hold appropriate certification of qualification to carry out works on the range of electrical installations provided by RBKC.
- 9.3. We will manage compliance through keeping comprehensive and accurate records, which will be stored securely and in a manner that enables easy recall.
- 9.4. A suitable suite of performance measures will be put in place which allows accurate performance monitoring.
- 9.5. Annual reviews of contractor health and safety procedures as well as regular review of contractor compliance and performance will be carried out.
- 9.6. This policy will be reviewed annually to account for changes in requirements and updated when legislation or regulation changes.
- 9.7. Activities covered by this policy will be subject to periodic audit review, both external and internal.
- 9.8. HMT will be provided with regular updates on EICR and remedial works compliance, in line with existing KPI reporting schedules.
- 9.9. HMT will be notified at the earliest opportunity should this Policy not be complied with.
- 9.10. We will ensure that the manager(s) with lead responsibility for operational delivery is appropriately qualified holding a recognised safety management qualification.
- 9.11. We will ensure that only suitably competent Approved Electrical Contractors (or equivalently accredited) contractors are procured and appointed to undertake electrical inspection, testing, installation, and repair works. The Property Services Contract Team will check the relevant accreditations for the work that they are carrying out. These checks will be undertaken on an annual basis.

- 9.12. We will ensure that only suitably competent engineers are employed or appointed to undertake electrical PAT. The Property Services Contract Team will check the relevant qualifications of persons undertaking PAT testing to ensure that they are certified as competent to carry out PAT testing. These checks will be undertaken on an annual basis.

## **10. Equalities statement**

- 10.1. The Council is committed to promoting fair and equal access to services and equal opportunities in employment, the procurement of goods and as a community leader. The Council's policies, procedures and day to day practices have been established to promote an environment which is free from unlawful and unfair discrimination, while valuing the diversity of all people.
- 10.2. Discrimination on the grounds of race, nationality, ethnic origin, religion or belief, gender, marital status, sexuality, disability and age is not acceptable: the Council will take action to ensure no person using the council's premises or services receives less favourable treatment or is disadvantaged by requirements or conditions that cannot be justified. The Council will tackle inequality, treat all people with dignity and respect and continue to work to improve services for all service users.

## **11. The General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018**

- 11.1. As a directorate of RBKC, Housing Management shares the commitment to ensure that all data is:
- Processed lawfully, fairly and in a transparent manner
  - Collected for a specific and legitimate purpose and not used for anything other than this stated purpose, or as provided for in our privacy and fair processing notices
  - Relevant and limited to whatever the requirements are for which the data is processed
  - Accurate, and where necessary, kept up to date. Any identified inaccuracies will be amended or removed without undue delay
  - Stored for as long as required, as specified within RBKC's Records Retention policy
  - Secured with appropriate solutions, which protect the data against unauthorised or unlawful processing and accidental loss, destruction or damage.
- 11.2. For further information about the Council's commitment to GDPR, please see the Council's website at [www.rbkc.gov.uk](http://www.rbkc.gov.uk).

## 12. Compliance, monitoring & review

- 12.1. The overall responsibility for the approval of this policy sits with the Housing Management Team (HMT).
- 12.2. The Head of Resident Safety and Repairs will be responsible for reviewing this policy.
- 12.3. This policy will be reviewed every five year, or when legislative or regulatory changes take place that could affect it. The next review will take place by: **April 2030.**

## 13. Appendices

- 13.1. Appendix 1 - Glossary

### Appendix 1

#### Glossary – Electrical Safety

##### Appliances

- **Portable Appliance:** An item of equipment less than 18Kg, intended to be moved while in operation and can easily be moved from one place to another (e.g., vacuum cleaner, toaster).
- **Transportable Appliance:** 18Kg or less and not fixed, or equipment with wheels or castors or other means to enable movement by the operator to perform its intended use (e.g., air conditioning unit, electric compressor).
- **Stationary Appliances:** Stationary equipment with mass exceeding 18Kg and not provided with carrying handle (e.g., dishwasher, refrigerator, cooker).
- **Fixed Equipment:** Equipment or fixed appliance that is fastened to a support or otherwise secured in a specified location (e.g., central heating boiler, storage heater).
- **BS7671:** British Standard BS 7671 "Requirements for electrical installations" is the national standard in the United Kingdom for low voltage electrical installations.

##### Competent Person Electrical:

- For formal inspection and testing of portable appliances – an individual or business adjudged to have the necessary skills, knowledge, and experience to undertake formal inspection and testing of portable appliances.

- For all other electrical work – an individual or business that has been adjudged to be sufficiently competent to self-certify that their work complies with Part P of the Building Regulations of England and Wales.
- **ECA:** Electrical Contractors Association
- **EICR:** Electrical Installation Condition Report
- **Electrical Installations:** Fixed electrical installations refer to electrical installations. They are the electrical wiring, electrical machinery, and electrical components that are fixed to a building. They include things like all the electrical wiring in a building, main panels, distribution boards, lighting, socket outlets, and air conditioning.
- **HSE:** Health and Safety Executive - The national independent watchdog for work-related health, safety, and illness.
- **IET:** Institution of Engineering and Technology (previously Institution of Electrical Engineers). The IET plays a key role in electrical installation standards, it manages the national committee JPEL/64 and publishes the IET Wiring Regulations BS 7671:2008(2011) and Code of Practice for in-service inspection and testing of electrical equipment.
- **NAPIT:** National Association of Professional Inspectors and Testers
- **NICEIC:** National Inspection Council for Electrical Installation Contracting.
- **Part P of the Building Regulations:** Part P of the Building Regulations states that anyone carrying out electrical work in a dwelling must ensure that reasonable provision has been made in the design and installation of the electrical installations in order to protect any persons who might use, maintain, or alter the electrical installation of that dwelling from fire and injury, including electric shock.

**Notifiable Work:** From April 2013, electrical work in a dwelling, or associated with its surroundings, is notifiable to a local building control body where the work includes:

- The installation of a new circuit, whether at low voltage (typically 230V) or extra-low voltage.
- The replacement of a consumer unit (fuse box).
- Any alteration or addition to an existing circuit in a special location, whether at low voltage (typically 230V) or extra-low voltage.
- A special location is a room containing a bath or shower, swimming pool, or sauna heater.

- An alteration or addition to an existing circuit in a room containing a bath or shower is notifiable only where carried out in the space surrounding a bath or shower.
- An alteration or addition anywhere within a room containing a swimming pool or sauna heater is notifiable.
- **PAT:** Portable Appliance Testing – periodic inspection and testing of portable appliances for electrical safety and maintenance.
- **Plant:** This term refers to machinery such as boilers, sewage pumps, and other electrical equipment in some locations, not located within a defined ‘site’. For example, a combined heat and power or bio-fuel district system, which may not necessarily be attached to a scheme or building but housed within its own building/compound on an estate or site.
- **RCD:** Residual Current Device - A type of electrical safety device which breaks a faulty circuit providing protection against electrical currents flowing to earth.
- **Satisfactory Certificate:** EICR where the inspecting electrician has determined that there are no category defects or hazards that render the installation as Immediately Dangerous (category 1 defects) or potentially dangerous (category 2 defects).