



**ELECTRICAL
SAFETY
POLICY**

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1. Policy Statement

- 1.1 This Electrical Safety Policy is to ensure that Eastlight Community Homes (hereafter ‘Eastlight’) meets its requirements under UK legislative, statutory and regulatory obligations.
- 1.2 This Policy also serves as a reference document for employees and third parties on the responsibilities of meeting our obligations as a landlord and ensuring electrical safety is adequately managed for the safety of our residents and those visiting our properties or offices.

2. Scope

- 2.1 This Policy applies to all properties and communal areas owned and managed by Eastlight.
- 2.2 An electrical installation comprises fixed wiring, equipment supplied from the meter onward, concealed building cables, accessories (sockets, lights, etc.), and the consumer unit containing fuses, circuit-breakers and residual current devices.
- 2.3 This Policy should be read in conjunction with, but not limited to, the following Eastlight policies:
 - Repairs Policy
 - Asbestos Policy
 - Complaints & Resolutions Policy
 - Compensation Policy
 - Letting Standards
 - Empty Homes & Lettings Policy
 - Disposal Policy
 - Health & Safety Policy.

3. Our Commitments

3.1 Statutory & Regulatory Reference

- 3.1.1 This Policy is designed to ensure Eastlight meets its obligations under the following legislative and regulatory requirements:
 - Management of Health & Safety at Work Regulations 1999
 - Workplace (Health, Safety & Welfare) Regulations 1992
 - The Construction Design & Management Regulations 2015
 - Building Regulations 2010
 - Health & Safety at Work Act 1974

- Electricity at Work Regulations 1989
- Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- IET Guidance Note 3 – Inspection & Testing
- The Electrical Equipment (Safety) Regulations 1994
- The Housing Act 2004
- The Homes Standard.

3.2 Any contractor undertaking electrical installation work for Eastlight must be registered through the National Inspection Council for Electrical Installation Contracting (NICEIC) or other accredited body. This will be monitored through our procurement and annual contractor reviews.

3.3 Eastlight will also be registered and maintain an accreditation via NICEIC for the electrical works that it undertakes.

3.4 Our Roles & Responsibilities

3.4.1 Eastlight will assign regulatory duties to suitable positions within relevant departments, ensuring individuals responsible for fulfilling these duties receive required training and have the necessary authority to execute a safe electrical testing and remediation programme.

3.4.2 Duty Holder: Overall responsibility for health and safety at Eastlight sits with the Board & Executive Management Team.

3.4.3 NICEIC Duty Holder: Operations Manager (Repairs and Maintenance).

3.4.4 NICEIC Qualified Supervisor: Repairs Manager (Electrical).

3.4.5 Responsible Person: Head of Landlord Compliance & Assurance.

3.5 Our Commitment

3.5.1 We will complete an inspection and prepare an associated Electrical Installation Condition Reports (EICR) every five years, with an additional inspection during changes in occupancy. Records will be provided to customers.

3.5.2 We will conduct electrical testing and issue certification at every change of tenancy. An electrician will visit empty properties, perform a full test (unless one occurred in the last 12 months and the installation is visually satisfactory), and provide the necessary certification.

3.5.3 On completion of an EICR, certification will be issued. Recommendations will then be made by a competent person and the necessary remedial works prioritised accordingly. In line with guidance from the IET, electrical works identified on certification will be recorded using the following categories:

- **C1:** Where immediate danger is observed that puts the safety of those using the installation at risk. We or our contractors will repair, if possible,

immediately, or isolate/ shut the system down until the fault can be rectified.

- **C2:** An observed deficiency not considered to be dangerous at the time of inspection but would become a real and immediate danger if a fault or other foreseeable event occurs. We or our contractor will book a return visit and complete this work within the agreed timescale on the EICR.
- **C3:** Not considered a source of immediate or potential danger though improvement would contribute to an enhancement of the safety of the electrical installation. We will monitor this at the next inspection.

3.5.4 We will inspect Eastlight-supplied portable appliances in line with the Health & Safety Executive (HSE) recommended testing intervals:

- Class 1 earthed equipment (e.g., kettles, kitchen equipment); every two years.
- Construction electricals (e.g., batter charges, transformers); annually.

3.5.5 If no access is achieved, we will follow our No Access Process.

4. Think Customer

4.1 At Eastlight, we exist to provide the best possible homes and services for residents.

4.2 Our ‘Think Customer’ approach aims to guide and support colleagues whenever they make decisions that affect our residents, directly or indirectly.

4.3 ‘Think Customer’ ensures our people fully consider how residents will experience and be impacted by the service we provide. Before acting, our people must think about:

- The short and long-term effects of their actions
- The residents’ individual needs and preferences
- Whether their communication is clear, respectful and appropriate
- If they can draw on any past insights or experiences to help them when making tough decisions
- Whether they, themselves, would be happy with the service being provided.

4.4 The ‘Think Customer’ model is designed to complement and work alongside all Eastlight policies and procedures, including this Electrical Safety Policy.

5. Assurance, Oversight & Continuous Improvement

5.1 The organisation maintains a clear “golden thread” of information to ensure landlord compliance and health and safety requirements are managed from operational delivery through to Board oversight.

5.2 The effectiveness of this policy is monitored through defined KPIs, agreed and overseen within the Performance Framework, with Board and the relevant oversight bodies determining the measures needed to support effective scrutiny. This aligns

with the Board-approved Governance Framework which sets out roles, responsibilities and oversight arrangements for the areas covered by this policy.

- 5.3** An established assurance framework supports the delivery of risk-based assurance plans agreed annually and mapped across first, second and third lines of defence. These plans are reviewed and approved by the Audit & Risk Committee which retains oversight of their delivery and outcomes.
- 5.4** Findings from audits and reviews are reported through appropriate governance routes, including operational groups, Executive Management Team and the Audit & Risk Committee, ensuring timely visibility and accountability.
- 5.5** The organisation is committed to continuous improvement, using insights from audit findings, performance data, complaints, incidents and wider lessons learned to strengthen controls and processes.
- 5.6** This policy will be reviewed periodically, both at defined intervals and in response to emerging risks or changes in regulatory expectations, to ensure it remains effective, up to date and aligned to organisational objectives.

6. Equality Impact Assessment

- 6.1** An Equality Impact Assessment (EIA) for this Policy was conducted. As a result, actions have been put in place to mitigate any negative impacts.

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