

Electrical safety policy

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1. Introduction

1.1 This policy applies to;

- [Luton Council Housing Department \(Luton Council\)](#)
- [Building and Technical Services the trading arm of Luton Council \(BTS\)](#)
- tenants
- internal and external contractors
- visitors
- the general public

It covers all properties, premises and areas managed under the Housing Asset Management only for which it holds a maintenance responsibility. From here on Luton Council Housing Department will be referred to as Luton Council.

1.2 This electrical safety policy shall be implemented and maintained in alignment with the duties placed on duty holders under the [Building Safety Act 2022](#). Any electricity-related risks identified that could impact the structural or fire safety of a higher-risk building will be reported, managed, and, where applicable, escalated in accordance with the provider's Building Safety Policy, including mandatory occurrence reporting requirements

1.3 The purpose of this policy is to set out the specific guidance to ensure the safety of the fixed electrical installations in the properties we own and manage. Installations in dwellings owned and managed are to be installed, maintained and serviced to required standards and inspected at the appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury and or death.

1.4 We will ensure that a specific electrical contract is in place, in accordance with best practice, which provides adequate provision for suitably qualified and accredited electrical contractors to manage all aspects of the delivery of electrical testing, repairs, upgrades and the provision of new installations.

1.5 This document should be read in conjunction with the following supporting documents:

- [Electrical guidance note – procedure for replacement/repair of electrical lighting and tenant electrical installations](#)
- [Electrical Safety Best Practice Guide](#) – most recent including any amendments

2. Aims and objectives

2.1 This policy aims to ensure that we meet our obligations as a landlord, and seek to provide assurance that the electrical safety is adequately managed, ensuring the safety of our tenants, leaseholders and general public.

The main objectives of this policy are to:

- set out a clear approach for the maintenance and upgrading of the electrical installations
- ensure a prompt, efficient and cost effective repair, servicing and inspection service
- ensure our legal compliance
- promote good practice
- ensure remedial works are carried out within appropriate timescales so that homes remain safe and electrical installations are maintained to a high standard
- outline a comprehensive electrical inspection and monitoring system
- ensure adequate records and quality monitoring systems are implemented

3. Legislation

3.1 We are committed to ensuring our tenants and leaseholders homes remain safe and fit for purpose. In achieving this we will comply with all the relevant legislation and regulations.

The following list sets out the key legislation and requirements:

3.2 Section 9 and 11 Landlord and Tenant Act 1985 covers landlords' duties in relation to providing and maintaining properties. Part P of the Building Regulations requires electrical installation work to be undertaken in a home which should either be notified to a building control body or carried out by a competent person (registered for Part P). This ensures that electrical works undertaken should only be carried out by a qualified person.

3.3 BS 7671:2018 requirements for electrical installations sets the standards for the electrical installation in the UK. All new installations need to comply with the latest regulations and amendments.

3.4 This policy covers the main area of electrical safety inspections, of which :

- an electrical installation condition report (EICR) on the safety of the fixed electrical installation, fixtures and fittings
- domestic electrical installation certificate (EIC) which confirms that the work that had been carried out meets all standards for electrical safety according to the British Standard (BS 7671)

Other key legislation requirements (plus any since amendment) are:

- [Housing Act 2004](#)
- [Building Safety \(England\) Act 2022](#)
- [Management of Health & Safety at Work Regulations 1999](#)
- [Workplace \(Health, Safety & Welfare\) Regulations 1992 \(amended\)](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [Building Regulations \(including Part P requirements\)](#)
- [Right to Repair Scheme \(introduced 1994\)](#)
- [The Health & Safety at Work Act 1974](#)
- [The Electricity at Work Regulations 1989](#)
- [Requirements for Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018 \(including all amendments\)](#)
- [IET guidance 5th Edition – Inspection and Testing](#)
- [The Electrical Equipment \(Safety\) Regulations 2016](#)
- [Defective Premises Act 1972](#)
- [Environmental Protection Act 1990](#)

3.5 In particular, we are committed to achieving compliance with the 18th edition of the Institution of Engineering and Technology Wiring Regulations (BS7671:2018), which came in effect on 1 January 2019 (plus any since amendment).

All domestic wiring installations must now be designed, constructed, inspected, tested and certified to meet the requirements of BS7671:2018. Although these standards are not applicable to all works covered by this policy we will endeavour to apply them when undertaking any electrical upgrade work.

3.6 Any contractor undertaking electrical installation work must be registered through the National Inspection Council for Electrical Installation Contractors (NICEIC) the Electrical Contractors Association (ECA), National Association for Professional Inspectors (NAPIT) or other accredited body.

Where 'notifiable' works are required contractors must be registered with a competent person self-certification scheme, in order to certify compliance with Part P of the Building Regulations. Individual engineers working on the electrical installations must be trained, competent and hold a relevant industry recognised qualification.

4. Scope

4.1 An electrical installation is made up of all the fixed electrical wiring and the equipment that is supplied beyond the electric meter of a property. It includes the:

- cables that are usually hidden in the fabric of the building (walls, floors and ceilings)
- accessories (sockets, switches and light fittings)

- consumer unit (fuse board) that contains all the fuses
- circuit-breakers
- residual current breaker with over current (RCBO)
- residual current devices (RCDs)

4.2 This policy covers repairs, upgrading, testing and inspection of all electrical installations. All electrical repairs, upgrades and renewals will be categorised to ensure that the correct levels of priority are given. We will take specific account of the vulnerability or health and safety requirements during the prioritisation process for these works. The policy also covers any portable equipment owned by the organisation.

4.3 Electrical systems will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations.

4.4 Typical installations and systems covered include;

- domestic electrical installations
- communal landlord installations
- emergency lighting systems
- fixed fire or carbon monoxide alarm installations
- door entry systems
- electric heating systems (including convectional and sustainable heating systems for example air source heat pumps)

5. Electrical testing and certification

5.1 Only appropriately skilled and competent persons will carry out electrical inspection and testing. A person shall be deemed skilled to carry out the appropriate inspection and testing only if they have sufficient qualifications, knowledge and experience.

5.2 it is the responsibility of those undertaking inspection, testing, installation and repair to:

- ensure no danger occurs to any person
- ensure no damage occurs to property
- compare the inspection and testing results with the design criteria
- take a view on the condition of the installation and advise on any remedial works and their relevant priority
- in the event of a dangerous situation, make safe and immediately provide a recommendation to the responsible person
- issue appropriate certification, following review by qualifying supervisor where appropriate and keep necessary records

5.3 We will ensure that all our homes and communal installations are tested in accordance with the Institute of Engineering Technology (IET) Regulation statutory timescales. We test and certificate prior to the re-letting of our properties. We will also carry out electrical testing on all properties that are subject to particular types of improvement works where electrical circuits are affected and provide relevant certification. Specific timescales for this work are given in 5.9 below.

5.4 The frequency of inspection and testing will be determined taking into account:

- the type of installation and adequacy of earthing and bonding
- suitability of the switch gear and control gear
- serviceability of accessories and fittings
- type of systems and their conditions
- extent of any wear and tear, damage or other deterioration of other parts of the installation and level of misuse (example vandalism)
- presence of adequate identification and notices
- any change in use of the premises which have led to, or might lead to, deficiencies in the installation
- EICR observations and recommendations
- the frequency and quality of maintenance

5.5 We will regularly review and monitor the qualifications of all contractors' employees delivering works to ensure that only appropriately trained and skilled employees are engaged on these works.

5.6 All new installations shall be provided with an EIC complete with a schedule of inspections and test results. The documents shall be suitably completed and in full compliance with BS7671, IET Guidance Note 1 – and all current amendments.

5.7 On completion of an EICR, certification will be issued. Any remedial works that cannot be completed at the time of the EICR must be reviewed by the QS; any necessary remedial works will then be prioritised accordingly. All code C1 recommendations will be completed at the time of the test. Where recommendations relate to the observations only, these will be monitored through subsequent inspection and testing. Electrical works identified on the certification will be recorded using the following categories:

- code 1: where a real and immediate danger is observed that puts the safety of those using the installation at risk
- code 2: 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 foreseeable event was to occur
- code 3: used to indicate that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to an enhancement of the safety of the electrical installation but is not required

Where possible we would require repairs to be carried out to any electrical area that would generate an unsatisfactory report **before** the completion of the EICR, up to the

value agreed. This is to achieve a satisfactory EICR first time. If the repairs will exceed the value agreed, a telephone call must be made to the client to authorise the repairs to continue. All repairs that cannot be rectified at the time of the test must be carried out within 5 working days.

5.8 Guidance provided at table 3.2 of guidance note 3 Inspection and Testing by the Institute of Engineering Technology suggests a frequency of five years for an EICR for domestic properties from the date of the first installation, with an inspection also carried out at change of tenancy. These frequencies should be increased if information relevant to the installation indicates signs of progressive deterioration.

5.9 Our properties will be subject to a full Electrical Installation Condition Report (EICR) test at the following times:

- new build flat / house – first inspection carried out five years after installation
- rewires flat / house – first inspection carried out five years after installation
- low rise block communal areas – inspections carried out every three years
- high rise communal areas - inspections carried out every two years
- sheltered scheme communal areas - inspections carried out every three years
- at a change of tenancy:
 - following any major upgrade works where electrical installations are affected
 - at the time of a mutual exchange (if there is no power supply to carry this out, the work will be carried out as an urgent repair priority as soon as the power supply connection has been arranged by the new tenant)
 - after any significant fire, flood or activity or occurrence that would warrant inspection

6. Monitoring and control

6.1 In order to ensure full compliance, monitoring will be under taken regularly by the electrical technical team and associates via auditing, all assets will be documented along with their relevant testing timescales.

6.2 Certificates will be available on true compliance for review by the electrical technical officers these officers may also engage a third party auditor to check for errors in both condition reports provided, and to check the quality of work undertaken onsite.

7. Roles and responsibilities

Lines of responsibilities of each area of compliance

Duty holder

The duty holder has a responsibility to support this policy by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training.

In particular, they will:

- ensure that Luton Council abides by the 18th edition of the institution of engineering and technology wiring regulations (BS7671:2018)
- appoint appropriate 'responsible persons' to oversee, control and coordinate the control of the electrical policy
- ensure that there are adequate resources available to ensure that the electrical compliance is kept
- the duty holder is the **chief executive**

The responsible person

The responsible persons have been given their authority by the duty holder. The position carries with it the authority to put into effect such measures as are required by the 18th edition of the Institution of Engineering and Technology Wiring Regulations (BS7671:2018) as a matter of routine and in the event of a crisis.

The responsible person has a duty to ensure that relevant guidance and all relevant legislation associated with the management and control of electrical safety are adhered to. The responsible person also has a responsibility to ensure records are kept to confirm that this policy has been implemented.

The responsible person has the overriding authority for the control electrical safety. They have the authority to instruct and enforce where necessary the 'jointly accountable responsible person' to ensure that all Luton Council sites meet the requirements of legislation and this policy.

The responsible person is required to ensure that jointly accountable responsible person's are trained and competent to carry out the prescribed task on their behalf and to ensure that the responsible person's tasks and requirements are duly met.

The responsible persons have the authority to appoint a responsible manager and jointly accountable responsible manager. The responsible manager and jointly accountable responsible manager has/have been given their authority by the responsible persons to act on their behalf to oversee the day-to-day management of all electrical safety for Luton Council's housing stock, designated by the responsible person.

The responsible person is required to ensure that the responsible manager is trained and competent to carry out the prescribed task on their behalf and to ensure that the 'responsible person' tasks and requirements are duly met.

The responsible person for the control of electrical safety within Luton Council's - housing property portfolio is the **corporate director of Inclusive Economy Department**.

Jointly accountable responsible persons

Typically for the individual service areas within the department

The jointly accountable responsible person assumes the same duties as the responsible person delegated by the responsible persons.

The responsible person is available to assist and offer advice to enable 'jointly accountable responsible persons' meet their duties.

The jointly accountable responsible person for the control of electrical safety within Luton Council's - housing property portfolio is the **service director of Housing**

Responsible manager

The responsible manager has been given their authority by the 'responsible person' or by the jointly accountable responsible person to act on their behalf to oversee the strategic management of electrical safety for Luton Council, designated by the responsible person, has responsibility for overseeing and co-ordinating the policy and procedure.

This position carries with it the authority to put into effect such measures as are required to control the electrical safety both as a matter of routine and in the event of a crisis.

The responsible manager also has a responsibility to ensure records are kept to confirm that this policy has been implemented.

They have the responsibility for the management including ensuring that the scheme of precautions to control the electrical safety is implemented fully by competent persons, whether directly employed by Luton Council, contracted or subcontracted.

In particular they will:

- oversee the control and management of electrical compliance on behalf of the duty holder
- ensure that inspections are carried out on behalf of the duty holder
- arrange maintenance, monitoring and management of the precautions controlling the risk, including reviewing the risk assessment regularly, periodically or as required
- arrange the procurement of competent help, as required, including ensuring that the organisations and individuals deployed are competent and appropriately trained and

- experienced
- keep records
- Manage the duties in respect to the implementation and management of this policy

The Responsible Manager is the **service head (Building and Technical Services manager)**

Jointly accountable responsible manager

The jointly accountable responsible manager' assumes the same duties as the responsible manager delegated by the responsible persons. they also have the duties to work more closely operationally to assist in fulfilling the requirements of the relevant legislation.

The responsible manager is available to assist and offer advice to enable 'jointly accountable responsible manager' meet their duties.

The jointly accountable responsible person for the control of electrical safety within Luton Councils'-housing property portfolio is **housing asset manager**

Responsible operator

Responsible operators have responsibility for ensuring the day-to-day compliance for electrical safety and implementing the scheme of precautions and doing so using safe and responsible working practices.

In particular, they will:

- perform with integrity the given tasks that they have been trained to perform
- maintain records as required by the legislations
- inform the responsible manager of any problems, discrepancies or anomalies
- attend regular training events to maintain the required level of competency to perform their given tasks

The responsible operator for the control of electrical safety Luton Councils housing property portfolio is the **building services manager**

Advisors

Who are directly employed by Luton Council, provided by a contractor or appointed separately in an independent capacity, have responsibilities to supply relevant, accurate and up to date information within their field of expertise.

This is via the established lines of communication to facilitate and support the control of electrical safety abiding by this policy and all council standing orders.

The advisors for the housing portfolio is:

- health and safety officer (client/contract)
- project managers

- electrical and mechanical engineers
- technical officers
- surveyors
- consultants
- contract managers (repairs, voids, new builds, planned and special projects)

7.1 Service director Inclusive Economy Luton Council (duty holder) - retains the overall responsibility for the implementation of this policy.

7.2 Head of building and technical services (BTS) – is responsible for ensuring that adequate resources are made available to enable the objectives of this policy to be met.

7.3 Housing asset manager – is responsible for the associated procedures; this includes responsibility for the monitoring, review policy development and ensuring risks associated with the electrical installations and safety are managed effectively.

7.4 Building services manager – is responsible for the operational delivery of and compliance with this policy, staff awareness & training, and communication to customers. The technical electrical team will take the lead on contact management for the main service areas involving electrical testing and installation.

7.5 Electrical technical officers – will take day-to-day responsibility for implementing this policy, including:

- ensuring adequate processes and procedures are in place to manage the risks arising from the electrical work
- ensuring sufficient information, instruction and training is carried out
- monitoring the performance of staff and contractors
- ensuring that members of the public, staff and contractors are not unnecessarily exposed to risk
- ensuring appropriate risk assessments are undertaken and that regular reviews are carried out
- ensuring appropriate inspections are made to assess the condition of the electrical installations and equipment
- maintain property records and relevant certification
- maintain an up-to-date knowledge of legislative requirements and best practice
- attend regular instruction and refresher training to maintain skills
- provide advice on the application of this policy on an individual case by case basis

7.6 Employees

All employees, irrespective of their position shall

- take reasonable care for their own health and safety and that of other persons who may be adversely affected by electrical works, including members of the public, tenants visitors and contractors
- co-operate as appropriate with other staff and agencies to ensure compliance with this

- policy and all other legal requirements
- halt works that, constitutes a serious risk to health and safety
- report any concerns that they may have in relation to the management of electrical compliance and electrical safety

8. BTS's responsibilities

8.1 We will ensure that all electrical installations are installed and maintained to the relevant standards and are sufficient to meet the needs of our tenants and leaseholders. We will ensure the following:

- sufficient socket outlets for the number of portable appliances likely to be used; in order to minimise the use of multi-socket adaptors and extension leads
- provision is in place to prevent contact with live parts
- residual current device and residual current breaker with over- current protection is provided
- satisfactory earthing /bonding arrangements are present to incoming services, example gas and water
- sufficient circuits are installed to avoid danger and minimise inconvenience in the event of a fault
- cables, fittings and equipment are correctly specified

8.2 We will make arrangements and inform tenants and leaseholders of electrical works.

8.3 We will take every opportunity to involve interested tenants in managing and developing this service. Including utilising their skills in procuring contracts, challenging performance at meetings, and advising on and revising policy changes.

8.4 In achieving this we will ensure that prior to any works commencing the appointed person must assure themselves of the technical competence of the contractors and gain appropriate information relating to the skills and competence of those responsible for carrying out the works.

8.5 We recognise that in certain cases there maybe underlying issues that contribute to access problems. These can relate to a support need, language or format issue, or specific tenancy management problem.

In these circumstances, where it is reasonably practicable to identify the need we will try and overcome or resolve the cause of the problem and be sensitive to the issue before pursuing legal action.

8.6 Detailed computerised information will be kept in line with General Data Protection Regulation (GDPR) for at least five years of all landlords' electrical safety certificates.

8.7 Appropriate and regular electrical safety awareness training will be provided to all property and first point of contact staff. Contract management will undertake in accordance with the specific requirements set out in the Electrical Works Contract.

9. Tenants responsibility

9.1 Under the terms of their tenancy agreement tenants must allow access to their property for maintenance and/or safety checks to be carried out. In order to undertake works it will be necessary to de-energise the electrical supply to the property.

9.2 Prior to under taking any works, written confirmation will be provided in accordance with our general strategy. It is the tenants responsibility to ensure that;

- any action in relation to saving electronic files such as its related software, programs or other electronic storage is taken prior to the commencement of the work
- any contingency arrangements arising from the absence of electrical supplies are highlighted and agreed in advance of the works
- appropriate access and relocation/removal of any obstacles will need to be undertaken (in situations where the tenant is unable to manage, support will need to be agreed prior)
- the emptying and storage of freezers/fridges
- there is temporary provision of heating and hot water as required
- floor coverings such as laminate flooring are removed
- loft spaces are cleared
- any repairs or faults are reported in a timely manner

10. Leaseholders responsibilities

10.1 Typically, this group do not fall directly under our responsibility for ensuring electrical safety, as the responsibility for these remain with the leaseholder. The importance of electrical safety will be communicated regularly and publicised at every opportunity.

10.2 Any defective or unauthorised works needing rectification may incur a recharge. If any installation has been undertaken without permission, and is found to be defective, the supply may be terminated.

10.3 Where tenants carry out property alterations and improvements, which include additions/alterations to the electrics, they should seek authorisation prior to any works being undertaken. If these works are approved, tenants are responsible for ensuring appropriate safety checks are carried out and all relevant certification are supplied following the works/installations completion, tenants are also responsible for meeting this cost.

11. Contractors responsibility

- 11.1 Contractors will comply with our Contractor Code of Conduct. When undertaking any electrical installation works, the contractor will also be required to conform in full with the requirements of this policy.
- 11.2 All appointed electrical contractors shall be registered under a recognised Domestic Installer Self-Certification Scheme in compliance with Part P of the Building Regulations.
- 11.3 Every effort will be made to arrange a convenient time and date with the tenant for access to complete the works. Appointments will be made and written notice provided. In cases where access is denied on a number of pre-arranged occasions and following several written notifications, we will consider using legal action to gain access.

12. Risk

- 12.1 Prior to commencement of any work activities, the appointed Technical Officer and or appointed contractor shall undertake a suitable sufficient Risk assessment covering the full scope of works. This assessment will include the impact of the works on all tenants/leaseholders affected, especially those with vulnerabilities.
- 12.2 The main hazards associated with this policy are:
- contact with exposed live parts
 - faults which could cause fires or electrocution
 - fire or explosion where electricity could be the source of ignition
 - defective and inoperable systems
 - system overload
 - inadequate or deficient earthing and bonding
 - failure to comply with legislative requirements
 - breaches in fire break compartmentation due to electrical works

13. Related documents

13.1 HSE provide advice on electrical safety and testing in the following publications.

HSE INDG354: safety in electrical