

Policy title	Electrical Safety Policy
Summary	The aim of this policy, and the associated procedures and control documents is to ensure the safety from electricity, or fire caused by electrical fault, for people living and working in properties, owned or managed by Mosscare St Vincent's [MSV].
Scope	This policy applies to all properties owned or managed by MSV.
Author & Job Role	Callum Jones – Director of Asset Strategy
Business Area	Homes – Asset Strategy
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Consultation	Senior Leadership Team Electrical Safety Team Compliance Team Dodd Group

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1. Introduction & Policy Purpose

The overall aim of this policy, and the associated procedures and control documents is to ensure the safety from electricity, or fire caused by electrical fault, for people living and working in properties, owned or managed by Mossclare St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with electrical hazards so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring electrical safety.

This purpose of this policy is to ensure MSV meets its obligations under the following legislation:

- Landlord and Tenant Act 1985
- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 2006;
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- 18th Edition of the Wiring Regulations (BS7671 – 2022).
- The Electricity at Work Regulations 1989 [1]
- The Electrical Equipment (Safety) Regulations 2016 [4]
- The Provision and Use of Work Equipment Regulations 1998.
- Regulatory Reform (Fire Safety) Order 2005 (England & Wales).
- Approved Document P – Electrical Safety in Dwellings.
- The Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

2. Scope

This policy applies to all properties owned or managed by MSV. MSV does not hold a duty of care to leaseholders or shared owners in respect of domestic electrical installations unless agreed differently through a contract.

MSV is aware that the requirement for mandating electrical installation checks in owner-occupied leasehold properties in social housing blocks is currently under review, and the scope of this policy will be updated to reflect our requirements on publication of any changes.

3. Definitions

The key MSV policy objectives are:

1. Carry out Electrical Inspection Condition Reports (EICR) for all fixed electrical installations at suitable intervals as follows:
 - a) Communal areas of blocks (Landlord's supply), commercial premises and offices every 5 years.
 - b) Dwellings within a 5-year period.
 - c) During major upgrade works where electrical installations are affected. e.g. kitchen replacement.
 - d) At every change of occupancy including mutual exchange (exceptions may apply for short-term lets in certain properties).
2. Ensure the Electrical installation is satisfactory and fit for purpose when a tenancy begins.
3. Issue a copy of the Electrical Installation Condition Report (EICR) to customers within 28 days of an inspection, or to any new customer before they occupy the property.
4. To undertake in-service inspection and testing of electrical equipment provided as part of a tenancy (sometimes known as 'PAT testing').
5. To complete any remedial works following an inspection, within 28 days.
6. Develop and maintain a register [the Register] listing installations that the group are responsible for in all property whether owned or managed and date of the last Electrical Installation Condition report (EICR).

7. Promptly repair or renew any defective part of electrical installations.
8. Ensure any unauthorised, defective alterations or additions to electrical installations are rectified or removed upon discovery.
9. Only appoint electrical contractors registered with the NICEIC, ECA, NAPIT or other accredited body and who are registered under a recognised Domestic Installer Self-Certification Scheme in compliance with Part P of the Building Regulations.
10. Annually review the job profiles, skills, knowledge and experience of those staff involved in the delivery of this policy and where necessary, provide training so that they are able to deliver this policy.

4. Roles and Responsibilities

The accountabilities for implementation of this policy are as set out below:

1. The Chief Executive retains overall accountability for the implementation of this policy.
2. The Executive Director - Homes is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Director of Asset Operations & Director of Asset Strategy are responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.
4. The Compliance Manager is responsible for maintaining the Register, and accountable for achieving the targets associated with the key policy objectives.
5. The Electrical Compliance Manager is responsible for operational delivery, including the management of all contractors carrying out electrical works and for updating the Register as appropriate.
6. Neighbourhood and Wellbeing staff shall support asset management and contractors teams using all avenues available to secure access to carry out electrical testing and works in the event of entrenched failed access.
7. The Group Health & Safety Manager is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.
8. All staff are responsible for following the requirements of the plan.

1. Monitoring, Review & Evaluation

The effectiveness of this policy will be monitored using a set of performance measure as below:

Measure	Target	Min. Reporting Interval	Reviewed by
% of communal blocks with satisfactory EICR undertaken within past 5 years	100%	Monthly	Electrical Safety & Compliance Manager - Weekly Director of Asset Strategy & Operations - Monthly Customer & Communities Committee and Board – Quarterly or as required.
% of communal blocks with no actions completed after 28 day target date	100%		
% of dwellings with satisfactory EICR undertaken within past 5 years	100%		
% of dwellings with no actions completed after 28 day target date	100%		

Policy implementation will be reviewed:

1. Monthly by the Director of Asset Strategy & Operations via SLT.
2. At each Committee and Board meeting via the regular Asset Compliance report.
3. By the MSV external & internal audit teams, as required, and a report provided to the Audit & Risk Committee or Strategic Safety Forum.

The operational oversight of this policy will sit at the Strategic Safety Forum.

6. Related Documents

- 6.1. The Electrical Safety Procedure (ESP)
- 6.2. Appendices 1-19

7. Version History

Version	Date	Description/Summary	Status	Author
V1.0	06/06/2018	New policy launch – date of first approval.	Approved	Philip Glover
V2.0	12/12/2019	Annual review with minor revisions.	Approved	Callum Jones
V3.0	12/12/2021	Annual review with minor revisions.	Approved	Callum Jones
V4.0	12/12/2022	Annual review with minor revisions.	Approved	Callum Jones
V5.0	12/12/2023	Annual review with minor revisions.	Approved	Callum Jones
V6.0	12/12/2024	Annual review with minor revisions.	Approved	Callum Jones
V7.0	12/12/2025	New template with minor revisions.	Draft	Callum Jones

8. Delivering the Policy/Procedure

MSVs Electrical Safety Procedure (ESP) details the processes in which risks associated with electrical safety and fires caused by electrical fault are managed. This document explains how MSV meet the requirements of this policy.

Its purpose is to clearly set out the management arrangements that have been put in place, identify the responsibilities of teams, individual staff members and contractor's personnel and clarify the core processes designed to ensure effective implementation.

This document must be followed by all employees, customers and stakeholders of MSV to understand the obligations placed upon them to maintain a safe environment within all properties owned or managed by MSV.

This plan demonstrates assurance that appropriate and proportionate controls are in place to identify, manage and mitigate risks associated with electrical safety including maintaining an up-to-date record of the written scheme of control.

9. Appendices

None.

10. Impact Assessments

Equality Impact Assessment (EIA)

Name of Policy	MSV Electrical Safety Policy & Procedure	
Date of Assessment	12 th December 2025	
Name & Role of Assessors	Callum Jones – Director of Asset Strategy	
What are the desired outcomes of the policy?	The aim of this policy, and the associated procedures and control documents is to ensure the safety from electricity, or fire caused by electrical fault, for people living and working in properties, owned or managed by MSV.	
Who are the main stakeholders in relation to the function?	Occupiers of our properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with electricity so far as is reasonably practicable.	
Who will be consulted and what types of consultation will be carried out?	People & Talent, Compliance, Customer Services, Health & Safety, Property Care, Development & Voids. External Contractors – Dodd Group	
Summarise any evidence considered	<u>2025 Policy Review</u>	
Could the function have a differential impact on:	Yes / No	What evidence exists to support your analysis?
Race Consider language and cultural factors	Yes	Where it becomes apparent that customers require communication in a language other than English, such communication will be translated beforehand, or conversations held through Language Line.
Gender reassignment Consider people proposing to or have undergone a process of having their sex reassigned.	No	
Disability Consider physical, visual, aural impairment, mental, learning difficulties	Yes	Where it becomes apparent through the vulnerability markers that customers have learning difficulties or other impairments such as hearing or visual, MSV will accommodate their individual needs throughout the process.

Age Consider Elderly or young people	No	
Sexuality Either know or perceived	No	
Gender	No	
Religion or belief Consider religious or cultural observance including non-belief, practices of worship	Yes	Where it becomes apparent that customers hold specific beliefs, cultural considerations will apply both while carrying out home visits, and also during religious celebrations when arranging appointments.
Other protected or vulnerable characteristics: <ul style="list-style-type: none"> marriage or civil partnerships pregnancy or maternity? 	No	
<p>If the answer is NO to <u>all</u> questions and no differential treatment has been found there is no requirement for a full Equality Impact Assessment. Please go back regularly and review the cycle. If the answer is YES to any of the questions please complete the rest of the form.</p>		
<p>In what areas could the differential identified be considered to have an adverse impact in this function and what solutions will be introduced to overcome these adverse impacts?</p>		<p>Where it becomes apparent that customers require communication in a language other than English, such communication will be translated beforehand, or conversations held through Language Line.</p> <p>MSV will accommodate customers individual needs throughout the process when identified as having learning difficulties or other impairments such as hearing or visual, through vulnerability markers.</p> <p>For customers who hold specific religious beliefs, cultural considerations will apply both while carrying out home visits, and also during religious celebrations when arranging appointments.</p>
<p>In what areas could the differential identified be considered a positive impact in this function and what strategies will be introduced to safeguard and spread these positive impacts?</p>		<p>These functions aim to improve customer experience through clean procedures which give careful consideration to their individual needs.</p>
<p>Which Action Plans have these solutions/strategies been transferred into?</p>		<p>Electrical safety policy, process and associated appendices.</p>
<p>Who will be responsible for monitoring these Action Plans?</p>		<p>Electrical Safety Manager & Compliance Manager</p>

Ratified by: SLT/Executive Team

Date: 12 December 2025