



**COUNCIL HOUSING  
ELECTRICAL SAFETY POLICY**

**JULY 2025**

**Policy: COUNCIL HOUSING ELECTRICAL SAFETY POLICY****Date adopted:** 23 July 2025**Next review date:** 23 July 2026**Version control:**

Version Number	Purpose / Change	Author	Date
1.0	First issued	Steve Colk	01/08/2025

**Links to Council Corporate Plan 2025-28**

Council ambition	Linked?
<b>Working for a prosperous future</b> <i>We want to ensure the best possible local economy, with opportunities for our residents to succeed and achieve</i>	Yes
<b>Healthier, safer communities</b> <i>Residents should feel safe in our Borough and supported to be more active in order to improve their health and wellbeing</i>	Yes
<b>A greener and cleaner environment</b> <i>It's important to everyone that we look after our environment</i>	No
<b>Restoring the Council to good health</b> <i>We will place our Council on a sound financial footing and ensure resilience – delivering the service our residents deserve and expect</i>	Yes
<b>We ♥ Castle Point</b> <i>We will help create and maintain the best possible place to live in, work in and visit</i>	Yes

**Lead Officer responsible for owning the Policy and internal approval body (meeting / board where the Policy is approved for adoption or approved for referral to PFH or Committee for adoption)**

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**Equality Impact Assessment undertaken? Yes**

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## 1. Introduction

- 1.1 As a responsible social housing landlord, Castle Point Borough Council ("the Council") is committed to keeping safe the people that live in the homes it owns and manages. The purpose of this document is to describe how the Council manages its legal and statutory obligations in relation to electric safety in its homes and communal areas, and in addition any electrical appliances the Council is responsible for. The Policy demonstrates how the Council complies with current legislation and approved codes of practice.
- 1.2 Fixed electrical installations will be tested and inspected on a no more than 5 yearly programme as installations can deteriorate due to several factors such as damage, wear and tear, corrosion, excessive loading, aging, and environmental issues. There may also be incidences of unauthorised electrical alterations being carried out by, or on behalf of the tenant. Unsatisfactory electrical installations could lead to hazards such as fire and/or electrical shock. They will therefore be tested and inspected at no more than 5 yearly intervals to check whether they remain in satisfactory condition for continued use. To manage the risks resulting from the exposure to unsafe electrical installations and equipment, the Council will implement and maintain a periodic (5-yearly) fixed electrical installation inspection regime which results in the issue of an Electrical Installation Condition Report ("EICR").
- 1.3 This Policy should be read in conjunction with the Council's Housing Service Electric Safety Procedure which details the processes and procedures for the operational management of electrical safety in its homes and communal areas.
- 1.4 This Policy forms part of its wider organisational commitment to driving a health and safety culture amongst tenants, leaseholders, staff and contractors (as detailed within its Health and Safety Policy).

## 2. Scope

- 2.1 This Policy applies to Council housing only. This Policy relates to tenants and leaseholders where the Council is responsible for electric safety in communal areas. This Policy includes any electric wiring or installations in the tenant's home but excludes any electric wiring or installations in a leaseholder's home. All tenants and leaseholders, employees, contractors, stakeholders, and other persons who reside, work on, visit, or use Council owned premises, must adhere to this Policy.
- 2.2 The Council is committed to protecting all relevant persons from the risk of harm from faulty electrical installations in the homes it owns, manages or maintains.
- 2.3 This Policy is applicable to all fixed electrical installations within all Council owned and managed homes and communal areas of residential properties where the Council has a defined maintenance and repair responsibility. For clarity, all homes include those held in the HRA now and in the future including residential dwellings, common areas, specialised housing such as sheltered, and hostel accommodation. In addition, the Policy will outline the Council's approach to undertaking Portable Appliance Testing (PAT) on appliances provided by the Council for use by employees, tenants and visitors relating to their home or communal area.
- 2.4 The Policy should be used by all Council employees to ensure they understand the obligations placed upon the Council to maintain a safe environment for tenants,

leaseholders, Council employees, within the home of each tenant, and within all common areas of buildings and other properties it owns and manages.

2.5 All references to the Council within this document refer to the Council's function as a landlord of a home.

### 3. Definitions

ECIR	Electrical Condition Installation Report
HRA	Housing Revenue Account
NICEIC	National Inspection Council for Electrical Installation Contracting
PAT	Portable appliance testing- the process of checking electrical appliances for safety through a series of visual inspections and electronic tests.
PV	Solar panel (photovoltaic)
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.
RIDDOR	Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations

### 4. Aims and Objectives of the Policy

- 4.1 The aims of this Policy are to ensure the tenants, leaseholders (and their visitors) that live in the Council's homes are safe. The Council will do this by fulfilling its legal obligations and duty of care to ensure its legal and regulatory requirements in respect of electrical safety are met.
- 4.2 The key objective of this Policy is to ensure that the Council, its partners, tenants and leaseholders are clear on their legal and regulatory electrical safety obligations. This Policy provides the framework for its staff, contractors and stakeholders to follow to ensure that the Council meets its obligations.
- 4.3 This Policy will ensure that the Council takes all reasonable and practical steps to eliminate, minimise and manage risks of electrical hazards to its tenants and leaseholders and properties and to ensure that the Council meets all its obligations in respect of electrical safety, with regards to the British Standard and the Guidance Notes.

### 5. Policy Statement

- 5.1 The Council will ensure, so far as is reasonably practicable, that its tenants, leaseholders and their visitors, Council employees, and contractors are properly protected from the risks relating to faulty electrical installations in its homes and the communal areas.
- 5.2 In order to manage the risks resulting from the exposure to unsafe electrical installations and equipment, the Council will implement and maintain a periodic fixed electrical installation inspection regime which results in the issue of an Electrical Installation Condition Report (EICR).
- 5.3 To achieve this the Council will:

- a) Establish an electrical inspection regime that is in line with the British Standard and the Guidance Notes, which states that the maximum period between testing will be no longer than 5 years and for domestic dwellings will also be carried out at every change of occupancy.
- b) Have robust processes in place to ensure a full and accurate record of all electrical installations requiring testing, together with the last test date and next test due date.
- c) Where completion of an EICR requires access to a tenant's home, the Council's Access Policy and Procedure will be followed to gain access, evidencing that all reasonable and practical steps have been made to complete the testing.
- d) Upon completion of a fixed electrical installation test, an EICR will be produced as evidence of the inspection and to confirm that the installation is in satisfactory condition. The EICR will state the testing electricians' recommendation as to when the installation will be next inspected, up to an interval of no more than 5 years. They will make this decision based on their assessment of the overall condition of the electrical installation.
- e) In some instances, the electrician may identify defects with electrical installation. Defects will be classified by the electrician as one of the following and they will detail within the EICR their recommended rectification:
  - i. Classification code C1 - Danger present. Risk of injury. Immediate remedial action required. The Council's electrical contractor is instructed to remove any danger, once the corrective action is complete the EICR will state that the installation is satisfactory.
  - ii. Classification code C2 - Potentially dangerous. Urgent remedial action required. The Council's electrical contractor is instructed to remove any danger. Once the corrective action is complete the EICR will state the installation is satisfactory.
  - iii. Classification code C3 - Improvement required. EICR will state the installation to be satisfactory.

## 6. Legislation, Regulation and Guidance

6.1 The Council is committed to ensuring that tenants' homes and tenants' and leaseholders' communal areas remain safe and fit for purpose. In achieving this, the Council complies with relevant legislation and regulations. The following list sets out the key legislation, regulation and guidance:

- Health and Safety at Work (etc) Act 1974
- Landlord and Tenant Act 1985
- Electricity at Work Regulations 1989
- Housing Act 2004
- INDG236 - Maintaining portable electrical equipment in low-risk environments 2013
- Tenancy Agreement Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)
- Electrical Equipment (Safety) Regulations 2016
- Homes (Fitness for Human Habitation) Act 2018

- IET Wiring Regulations British Standard 7671:2018 (18th edition)
- Code of Practice for the Management of Electrotechnical Care in Social Housing (2019)
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (IET) 2020 (5th edition)
- ET Wiring Regulations: 18th Edition BS7671 (Amended 2022)
- The Regulator of Social Housing Consumer Standards Safety and Quality Standard 2024
- The Regulator of Social Housing Consumer Standards Neighbourhood and Community Standard 2024
- Tenancy Agreement
- Lease Agreement

## 7. Statement of Intent

- 7.1 The Council acknowledges and accepts its responsibilities with regard to electrical safety under the legislation and regulations, as outlined in Section 6.
- 7.2 The Council will ensure that all electrical installations are in a satisfactory condition following the completion of an electrical installation test and inspection and will require the production of a condition report or other certificate which confirms that the installation is safe. The evidence of this will be an EICR Certificate issued within the past 5 years, with a Satisfactory status. The Council will not accept any other certificate or report to confirm this.
- 7.3 The Council will ensure that a full electrical installation inspection and test is undertaken in the case of a change of occupancy (void properties, mutual exchanges, and transfers), and when completing planned works within domestic properties; this will be evidenced through a satisfactory EICR for the property in question.
- 7.4 The Council will install, test, and replace (as required) battery/hard-wired smoke and carbon monoxide alarms as part of the annual gas safety check visit (or at void stage). The Council will ensure that all properties have a hard-wired smoke alarm system within 2 years following the approval of this Policy. Where a property is outside of the annual gas safety check programme, this work will be completed during routine EICR checks every five years.
- 7.5 The Council will operate a robust process if there is difficulty gaining access to a property to carry out the electrical safety check or remediation works. The Council will use the legal remedies available within the terms of the Tenancy Agreement, lease or licence provided the appropriate procedures have been followed and approval given by a Head of Service (or more senior role). Where tenant vulnerability issues are known or identified, the Council will ensure that the Council safeguards the wellbeing of the tenant.
- 7.6 The Council will ensure whenever an electrical safety check identifies a danger, it will be rectified immediately, or made safe, and rectified within 7 calendar days.
- 7.7 The Council will operate effective contract management arrangements with the contractors responsible for delivering the service, ensuring contracts/service level agreements are in

place, conducting client-led performance meetings and ensuring that contractors' employee and public liability insurances are up to date on an annual basis.

- 7.8 The Council will operate measures to identify, manage and/or mitigate risks related to portable electrical appliances in the properties it is responsible for.
- 7.9 The Council will share information between teams, and its contractors, to make sure its tenants and leaseholders are kept safe, for example the Compliance Manager or Mechanical & Engineering Manager will provide information to the Fire Safety Manager regarding the status of EICR for all blocks and schemes that require a Fire Risk Assessment.
- 7.10 The Council will establish and maintain a risk assessment for electrical safety management and operations, setting out its key electrical safety risks and appropriate mitigations.
- 7.11 The Council will ensure there is a robust process in place to investigate and manage all RIDDOR notifications made to the HSE in relation to electrical safety and will take action to address any issues identified and lessons it has learned, to prevent a similar incident occurring again.

## **8. Programme of Work**

- 8.1 Electrical testing programme – the Council will carry out a programme of no more than five yearly electrical installation inspections and tests to all domestic properties, communal blocks, and other properties (unless the competent person recommends an earlier next test date), and this will include the issuing of a new satisfactory EICR. The date of the inspection and test is driven from the anniversary date of the most recent EICR.
- 8.2 At the time of a void for a property, a new EICR will be carried out, with any remedial works being identified and completed before a new tenant moves in. A satisfactory EICR Report will be issued by the relevant contractor, to confirm that the electrical system is safe.
- 8.3 All solar Photovoltaic (PV) isolators will be in communal areas and clearly signed to make sure their location can easily be identified and accessed quickly by any attending fire crew. All solar PV isolators in single domestic homes will be easily accessible and identifiable.

## **9. Remedial Actions**

- 9.1 The Council will repair all Code 1 (C1) and Code 2 (C2) defects identified by an electrical installation inspection and test at the time of the check, to produce a satisfactory EICR. Where this is not possible, at the time of the inspection, the contractor will make the installation safe and return to complete the required remediation works within 7 days to ensure a satisfactory EICR is produced.
- 9.2 The Council will review all Code 3 (C3) and Further Investigation observations to determine and take the most appropriate course of action.

## **10. Competent Persons**

- 10.1 The Council will appoint a compliance specialist, who will be trained and instructed to be responsible for the delivery of electrical safety.

- 10.2 Within the Council Compliance Team, a member of the team will hold the Level 4 VRQ in Electrical Safety Management or Level 4 VRQ Diploma in Asset and Building Management (or equivalent). If this is not a qualification in the existing team, one team member (responsible for electrical safety) will work toward obtaining this qualification.
- 10.3 Duty Holder – Mechanical & Electrical compliance specialist.
- 10.4 Mechanical & Electrical compliance specialist, who has lead responsibility for operational delivery, will maintain Approved Electrical Contractor Accreditation with the National Inspection Council for Electrical Inspection Contracting (NICEIC), or equivalent, for all areas of electrical inspection, testing, installation, and repair works that they undertake.
- 10.5 Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on its behalf.
- 10.6 Only suitably competent NICEIC (or equivalent) third party technical auditors will undertake quality assurance checks.
- 10.7 The Council will ensure that its contractors hold the relevant qualifications and accreditations when the contract is procured, and thereafter on an annual basis; the Council will evidence these checks and each contractor's certification appropriately.
- 10.8 The Council, prior to contracting and as part of managing the contract, will check annual insurance renewals and other specified terms and conditions required in the contract. In addition, the team will ensure contractors provide and maintain a register of all electrical contractors and electricians carrying out testing works for the Council. This will include the specific qualifications of the electricians and if applicable the expiration date.

## **11. Tenant and Leaseholder Responsibilities**

- 11.1 The Council will encourage tenants and leaseholders, through the provision of publicity information, to allow access to carry out electrical safety checks and inspections in their homes and communal areas. It is the tenant's responsibility to provide access to their home to enable the Council to fulfil its duties and carry out a 5 yearly electrical safety survey or any remediation work. The Council will use the legal remedies available within the terms of the tenancy agreements should any tenant refuse access.
- 11.2 It is the tenant and leaseholders' responsibility to report any concerns to the Council regarding any electrical installations. Tenants and leaseholders must not tamper with any of the electrical wiring or installation in their home or communal areas of the block.
- 11.3 The tenant or leaseholder must put in writing any request to install an electric vehicle charger. Tenants or leaseholders are not permitted to charge mobility scooters or E-scooters or E-bikes in communal areas of blocks of flats. Permission for keeping mobility scooters, E-scooters and E-bikes will only be given by the Council on the instruction the scooter or bike is never left unattended while on charge.

## **12. The Council's Responsibilities**

- 12.1 It is the Council's responsibility to keep homes it owns safe and free from health hazards. The Interim Head of Housing Technical Services will appoint suitably qualified persons to oversee the implementation of this Policy.

12.2 The associated Electrical Safety Procedure identifies the roles and responsibilities of those who will undertake the day-to-day tasks for electrical safety.

12.3 The Council will check that its contractors hold the relevant qualifications and accreditations when procured, and thereafter on an annual basis; the Council will evidence these checks and each contractor's certification appropriately, along with details of contractors' employers' liability, public liability and professional indemnity insurances are up to date on an annual basis. All evidence will be stored in the contract file, for the duration of the contract.

12.4 The Landlord and Tenant Act 1985 and the Homes (Fitness for Human Habitation) Act 2018, place duties on landlords to ensure that electrical installations in rented properties are:

- safe when a tenancy begins
- safe when any tenancy changes (namely mutual exchange, succession or assignment).
- maintained in a safe condition throughout the tenancy so the property is fit for habitation.

12.5 To comply with these duties, electrical installations are required to be periodically inspected and tested. There is no legal requirement setting out how frequently it must carry out inspections and tests in domestic properties, however the government is consulting on introducing mandatory checks on electrical installations for social housing at least every 5 years and / or change of tenancy.

12.6 Any solar panels on the homes or blocks the Council owns will be included in a periodic check of the system by a competent person.

12.7 Best practice guidance from the Electrical Safety Council and from BS7671:2018 recommends that electrical installations are tested at intervals of no longer than five years from the previous inspection. This guidance also states that any deviation from a five-year interval will be at the recommendation of a competent NICEIC qualified (or equivalent) person and will be backed up by sound evidence to support the recommendation.

12.8 All electrical installations will be inspected and tested prior to the commencement of any new tenancies. This means that tests will be carried out whilst properties are void and when mutual exchanges and transfers take place, and a satisfactory Electrical Installation Condition Report (EICR) must be issued to the tenant upon moving in.

For the avoidance of doubt, a satisfactory EICR Certificate is the only certificate or report that the Council will accept and rely upon to confirm the electrical safety of a property.

12.9 The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent persons work on the electrical installations, systems, and equipment.

12.10 The Electrical Equipment (Safety) Regulations 2016 requires landlords to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied. The Health and Safety Executive INDG236 is clear that most portable appliances require a visual inspection rather than a Portable Appliance Test. However, the Council will use the Portable Appliance Test (PAT) and sticker the appliance and record as evidence that it has checked the appliance.

12.11 The Council is responsible for taking tenancy or lease enforcement action where there are electric safety breaches, to protect the safety of all tenants and leaseholders.

### **13. Contractor Responsibilities**

- 13.1 The Council has a responsibility to ensure that contractors are competent.
- 13.2 Contractors and others working in Council owned properties are required to demonstrate that their representatives understand how the work they undertake may impact on electric safety. No works can begin until the method statement for the activity, has been approved by the Council. Contractors are required to immediately report any risks or concerns to their manager and the Council's Housing Compliance Manager, and to stop ongoing works if the concern is significant or warrants immediate action. The contractor undertakes work in accordance with the specific requirements set out in the contract.
- 13.3 Only suitably competent NICEIC (or equivalent) electrical contractors and operatives will undertake electrical works on its behalf.
- 13.4 The contractors will provide evidence to the Council that the operatives who work on the Council's contract hold the relevant qualifications and accreditations at the contract mobilisation stage, and thereafter on an annual basis.
- 13.5 The contractors will provide evidence to the Council prior to contracting and as part of managing the contract that they have the appropriate insurance in place as specified in the terms and conditions of the contract. In addition, the contractor will provide and maintain a register of all electrical contractors and electricians carrying out testing works for the Council. This will include the specific qualifications of the electricians and if applicable the expiration date.

### **14. Monitoring and Continual Improvement**

- 14.1 The management actions necessary to ensure the safety of tenants regarding electric safety are monitored, using a set of Key Performance Indicators by the Interim Head of Housing Technical Services.
- 14.2 Electrical safety is not specifically covered by the Tenant Satisfaction Measures; however, the Council will adopt the same approach for reporting to ensure consistency with other compliance areas and ensure all dwellings at risk are accounted for in the Key Performance Indicator (KPI) measures for electrical safety.
- 14.3 Performance will be reported internally monthly to the Senior Leadership Team. The position reported will be based on the following criteria:

Data – The total number of:

- Properties – Domestic properties, with and without a satisfactory EICR
- Properties – Communal properties, with and without a satisfactory EICR
- Properties with a valid and in date survey / re-inspection
- Properties without a valid and in date survey / re-inspection
- Properties due to be surveyed / re-inspected with the next 30 days
- Completed, in time and overdue follow up / remedial actions arising from surveys.

Narrative – an explanation of the:

- Current position
- Corrective action required

- Anticipated impact of corrective action
- Progress with completion of follow up / remedial works

14.4 The Compliance Team will monitor the implementation of and compliance with this Policy. The risk associated with electrical safety will be recorded and assessed through the Council's Housing Service Risk Register.

14.5 Electrical safety performance indicators will be reported monthly to the Senior Leadership Team, together with any significant issues that arise. Electrical safety performance will be reported quarterly to Cabinet and monthly to the Portfolio Holder for Health, Wellbeing and Housing.

14.6 The Council will ensure there is a robust process of auditing electrical safety checks. Internally it will undertake:

- 100% desktop audits of all EICRs and other records and certificates.
- 10% desktop review of all electrical works including solar PV.
- 50% of full rewires.

14.7 Audits and reviews provide data reflecting the effectiveness of this Policy and identify opportunities to achieve continual improvement in the management of electrical safety at the Council. The Council will commission an independent audit of electrical safety at least once every two years, to specifically test for compliance with legal and regulatory obligations and to identify any non-compliance issues. An action plan will be developed for any issues identified during the audit, with appropriate timescales agreed for corrective actions to be carried out. Other checks and reviews may be undertaken periodically as required.

## **15. Data and Records**

15.1 The Council will maintain a core asset register of all properties it owns or manages, with component/attribute data against each property to show electrical safety testing and inspection requirements. All data including certificates will be updated automatically by its contractor into its compliance system.

15.2 The Council will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from the electrical safety programme and the programme remains up to date.

15.3 The Council will maintain accurate records, in the appropriate corporate system, against each property it owns and/or manages, of the following:

- Inspection dates
- EICRs
- Minor Electrical Works Certificates and Building Regulations Part P notifications associated with remedial works
- Electrical Installation Certificates

The Council will store the safety check records in a dedicated compliance system.

15.4 The Council will keep all records and data in line with its Document Retention Policy and will have robust processes and controls in place to maintain appropriate levels of security for all electrical safety related data, including how it will share sensitive information with its contractors. The Council will keep at least the two most recent EICR records or certificates.

## **16. Equality, Diversity and Inclusion**

- 16.1 The safety of the Council's tenants, leaseholders and Council employees is of the utmost importance. This Policy has been written to protect all concerned, considering all protected characteristics as set out in the Equality Act 2010.
- 16.2 The Council will ensure that relevant information is communicated in an accessible and understandable way with the aim of keeping people safe. This may include clear signage, instruction, and in some cases liaising with those giving support to a tenant, in accordance with Data Protection law.
- 16.3 An Equality Impact Assessment has been carried out which determined there is no negative impact specific to those with protected characteristics. See Appendix 1.

## **17. Communication**

- 17.1 Once the Policy is approved, a summary document "a policy on a page" will be placed on the Council's website with a link to the full Policy. An approved version of this Policy will be published internally and accessible to Council employees.
- 17.2 The Council recognises good communication is essential in the effective delivery of electrical safety programmes.
- 17.3 The Council will also aim to successfully engage with vulnerable and hard to reach tenants. The Council will share information clearly and transparently and will ensure that information is available to tenants and leaseholders via regular publications and information on its website.
- 17.4 The Council has a leaflet on electrical safety which is made available to tenants and leaseholders. It aims to inform about our regular electrical inspections, what they can do and how the Council will deal with electrical safety and any queries or concerns.

## **18. Review of Policy**

- 18.1 This Policy will be reviewed initially after a period of 12 months and then every two years, unless new legislation or good practice, or in the event of a relevant major incident means it needs to be reviewed sooner.

## **19. Consultation**

- 19.1 The Council is committed to meaningful tenant and leaseholder engagement. This Policy has not yet involved tenant or leaseholder consultation.
- 19.2 The Council intends to consult with tenants and leaseholders on this Policy, once its structure for tenant engagement is in place following the work it is doing with the Tenant Participation Advisory Service (Tpas).

## **20. Training**

- 20.1 The Council will maintain a skills/training matrix to ensure that all staff undertaking key roles within the scope of this Policy have appropriate training.

- 20.2 The Council will operate a detailed competency framework including regular appraisals as part of the Electrical Safety Procedure.
- 20.3 The Council will deliver training on this Policy and the procedures that support it, including team briefings; basic electrical safety awareness training; and more detailed training for those delivering the electrical safety programme, planned maintenance and repairs works as part of their daily job, to ensure all Council employees understand their responsibilities for electrical safety.
- 20.4 Training records will be maintained for all courses attended.

## **21. Significant Non-Compliance and Escalation**

- 21.1 The Council's definition of significant non-compliance is any incident which has the potential to result in a breach of legislation or regulatory standard, or which causes a risk to health or safety. All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred or of a Council employee being made aware.
- 21.2 Any non-compliance issue identified at an operational level will be formally reported to the Housing Compliance Manager in the first instance, who will agree an appropriate course of corrective action with the relevant Assistant Director and Interim Head of Housing Technical Services. The Assistant Director will report details of the same to a member of the Senior Leadership Team which includes the Chief Executive, Director, Corporate and Customer, Director, Commercial and Assets and Director, Place and Communities, Assistant Director, Legal & Democratic Services and Monitoring Officer and Assistant Director, Finance & Procurement and Section 151 Officer.
- 21.3 In cases of a serious non-compliance the Chief Executive will notify the Leader, Deputy Leader and the Portfolio Holder for Health, Wellbeing and Housing.
- 21.4 In cases of serious non-compliance, the Chief Executive will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.

## **22. Governance**

- 22.1 The Council has overall responsibility for ensuring that this Policy is implemented to ensure compliance with the law.
- 22.2 The Chief Executive reports to Cabinet to demonstrate accountability for corporate health and safety across the Council and is accountable for ensuring that health and safety compliance management duties in its landlord function are properly controlled and managed to keep its tenants and leaseholders safe. Under Section 26 of the Constitution (the Officer Scheme of Delegation) the Chief Executive is authorised to delegate duties to the Directors who are then responsible to take decisions for the effective sub delegation of duties within their service areas of responsibility; this is to ensure the Council's statutory duties and functions are effectively discharged.
- 22.3 The day-to-day responsibility for managing electrical safety for the Council's housing stock is implemented in line with this policy is delegated, via the Chief Executive, to the Director, Place and Communities. In addition, the Assistant Director, Housing, Health and

Partnerships is responsible for providing health and safety leadership across the Housing Service. The Electrical Safety Procedure also identifies the roles and responsibilities of those who will undertake the day-to-day tasks on behalf of the Director, Place and Communities.

22.4 The Director, Place and Communities has delegated their duty holder responsibility to the Interim Head of Housing Technical Services who has professional and technical responsibility for the homes and communal areas the Council owns.

### **23. Associated Policies and Procedures**

Council Housing Access Policy & Procedure  
Council Housing Electrical Safety Procedure  
Council Housing Fire Safety Policy & Procedure  
Council Housing Maintenance and Repairs Policy  
Castle Point Borough Council Health and Safety Policy  
Council Housing Estate Management Policy  
Council Housing Micro-generation Policy  
Council Housing Repairs Policy  
Council Housing Mobility Scooter Policy  
Council Housing Electric Vehicles Policy

### **24. Appendix**

Equality Impact Assessment for Electrical Safety Process  
map for Electrical Safety