



Portus
Supported Housing

Electrical Safety Policy Version 1.0

Safe spaces for independent living

Review

Date of this review	Date of last review	Author(s)	Owner	Next review date
31/10/2025	31/10/2025	Jason Cox	Jason Cox	31/10/2028

Details of amendments

Version	Date	Update/ amendment detail	Resulting from

Approved by

Executive Team	[00/00/00]
Board	13/11/25



1. Introduction

Portus Supported Housing (PSH) is responsible for the maintenance and repair of its homes and other buildings, all of which contain electrical installations and appliances. The *Landlord and Tenant Act 1985* and the *Housing Act 2004* place duties on landlords to ensure that electrical installations are safe at the start of any tenancy and maintained in a safe condition throughout.

PSH is also responsible for maintaining electrical installations and equipment in non-domestic (communal) areas of buildings, offices, and other premises that PSH owns and manages.

This policy sets out PSH's planned, cyclical approach to servicing and inspecting electrical installations and ensuring all contractors are competent.

2. Purpose / Aim

PSH must establish a policy that meets the requirements for electrical safety under the legislation detailed in Section 4.

This policy must provide assurance to PSH that measures are in place to ensure compliance with these regulations and to identify, manage, and/or mitigate risks associated with electrical installations and portable electrical appliances.

PSH must also ensure compliance with electrical safety legislation is formally reported at executive and board level, including details of any non-compliance and the corrective actions planned.

3. Scope

This policy applies to all buildings and associated structures owned, leased, occupied, or managed by PSH.

The policy is relevant to all PSH employees, tenants, contractors, and other stakeholders who may work on, occupy, visit, or use PSH premises, or who may be affected by its activities or services.

The policy also applies to maintaining a safe working environment for all employees, tenants, and visitors within PSH offices.

4. Legal and Regulatory Framework

Core legislation

- *Landlord and Tenant Act 1985*
- *Electricity at Work Regulations 1989*
- *Electrical Equipment (Safety) Regulations 1994*
- *Homes (Fitness for Human Habitation) Act 2018*

Other legislation

This policy also operates within the context of the following legislation:

- *Health and Safety at Work Act 1974*



- *The Management of Health and Safety at Work Regulations 1999*
- *The Workplace (Health Safety & Welfare) Regulations 1992*
- *Management of Houses in Multiple Occupation (England) Regulations 2006*
- *Regulatory Reform (Fire Safety) Order 2005*
- *The Building Regulations for England and Wales (Part P)*
- *The Housing Act 2004*
- *The Occupiers' Liability Act 1984*
- *Provision and Use of Work Equipment Regulations 1998*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*

Codes of practice

The principal codes of practice applicable to this policy are as follows:

- *IET Wiring Regulations British Standard 7671:2018*
- *INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'*
- *Electrical Safety Council: 'Landlords' Guide to Electrical Safety 2009'*

5. Related Policies and Documents

Repairs and Maintenance Policy

Planned and Cyclical Maintenance Policy

6. Policy Statement / Principles

PSH will carry out a programme of electrical installation inspection and testing to all domestic properties. This inspection and test will be carried out at intervals of no more than 5 years and will include the issuing of a new satisfactory Electrical Installation Condition Report (EICR). This inspection and test is driven from the anniversary date of the most recent EICR, which may have been carried out at the start of a new tenancy or following planned component replacement works.

PSH will carry out a programme of electrical installation inspection and testing to common areas of non-domestic properties and any 'other' properties where there is a landlord's electrical installation (and where PSH has the legal obligation to do so). This inspection and test will be carried out at intervals of no more than 5 years and will include the issuing of a new satisfactory Electrical Installation Condition Report (EICR). This inspection and test is driven from the anniversary date of the most recent EICR, which may have been carried out following planned component replacement works.

PSH will carry out a programme of portable appliance testing (PAT) to all electrical portable appliances owned and/or provided by the organisation every 2 years. These appliances will be tested in accordance with the testing guidance set out in 'The Code of Practice for In-Service Inspection and Testing of Electrical Equipment' (ISITEE).



7. Roles and Responsibilities

PSH's Board will be responsible for approval of the policy and its implementation and monitoring performance.

The Chief Executive Officer will be responsible for the implementation of this policy and responsible for the delegation of its full implementation and delivery to the Head of Property and Assets and their authorised deputy.

The Director of Strategic Asset Management will be responsible for the implementation of this policy along with any associated procedures, and responsible for the day-to-day management of the same, supported by their authorised deputy.

The Maintenance and Compliance Managers will be responsible for the day-to-day management of this policy and any associated procedures in the event that the Director of Strategic Asset Management is unavailable.

9.5. PSH's Surveyors will be responsible for completing PATs on all PSH owned equipment in common parts of the buildings it manages. These individuals will be suitably trained and aware of their duties under current legislation and this policy.

8. Monitoring, Review and Compliance

To comply with legislation and codes of practice, all electrical installations are required to be periodically inspected and tested.

The intervals between inspections are not set within any regulations, however, best practice guidance from the Electrical Safety Council and BS 7671:2018 states that electrical installations are tested at intervals of no longer than five years from the previous inspection and/or on change of tenancy. Any deviation from these intervals should be at the recommendation of a competent person qualified to NICEIC standards (or equivalent) and supported by sound engineering evidence.

All electrical installations should be inspected and tested prior to the commencement of any new tenancy (void properties), mutual exchanges, or transfers. A satisfactory Electrical Installation Condition Report (EICR) should be issued to the tenant before occupation.

Commented [JC1]: 'including' void properties?

The *Electrical Equipment (Safety) Regulations 1994* requires landlords to ensure any electrical appliances provided as part of a tenancy are safe when first supplied.

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

9. Equality, Diversity and Inclusion



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PSH is committed to mainstreaming equality and diversity throughout all its activities as well as meeting the general and specific duties imposed on it through the legislation. Please refer to PSH's Equality and Diversity Policy to read the policy details in full.

