



London Borough
of Hounslow

ELECTRICAL SAFETY POLICY

Assistant Director for Asset Management & Programme Delivery

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1.0 Introduction

- 1.1 The London Borough of Hounslow is committed to act as a Responsible Landlord and fulfil its legal obligations, in compliance with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations- 18th Edition – BS 7671: 2008 and other electrical testing and installation related regulations and standards.

2.0 Aim and Objectives

- 2.1 This policy aims to outline the arrangements to managing electrical safety within the London Borough of Hounslow owned and managed properties.
- 2.2 This policy also aims to underscore key roles and responsibilities in ensuring compliance with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations- 18th Edition – BS 7671:2008 and other electrical safety and installation related regulations and standards.

3.0 Scope

- 3.1 This policy applies to the London Borough of Hounslow owned and managed residential buildings and corporate properties and to any property, where the London Borough of Hounslow has a legal responsibility for maintenance and repairs.

This includes and not limited to the following:

- General Needs.
- Supported Housing and Sheltered Housing.
- Offices and Depots.
- Community Centres.
- Libraries and Leisure Centres.
- Schools and Education Premises.

4.0 Legislation

- Electricity at Work Regulations 1989.
- IEE Wiring Regulations- 18th Edition – BS 7671:2008.
- Building Regulations 2010 (as amended) – Part P.
- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Housing Act 2004.
- Freedom of Information Act 2000.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

5.0 Policy Statement

- 5.1 London Borough of Hounslow recognises that anyone living or visiting its residential buildings, working in their offices or in any other premises where it is the legal

Landlord, these individuals must be protected in as far as reasonably practicable, from the harm caused by the lack of electrical safety checks and inspections.

- 5.2 London Borough of Hounslow shall ensure that a competent electrical contractor is in place, for the adequate provision of suitably qualified and accredited electrical professionals to manage all aspects of the delivery of electrical testing, repairs, upgrades and the provision of new electrical installations.
- 5.3 London Borough of Hounslow shall ensure that electrical installations in corporate properties and residential buildings are installed, maintained and serviced to the required standards, as well as inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to the property, injury(s) and/or death(s).
- 5.4 London Borough of Hounslow shall ensure that it takes all reasonable actions to meet its legal and statutory obligations in respect of electrical safety and to ensure that these actions are documented and appropriately evidenced.
- 5.5 London Borough of Hounslow shall ensure that its residents are aware of- and clearly understand- their obligations in respect of allowing access to their properties, so that Hounslow Council can fulfil its obligations in respect of electrical safety inspections and testing.
- 5.6 London Borough of Hounslow shall provide its contractors with a clear statement of Hounslow Council's processes and procedures to meet its legal and statutory obligations as well as their role in ensuring those obligations are adequately and efficiently met.
- 5.7 In alignment with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations- 18th Edition – BS 7671:2008, London Borough of Hounslow shall endeavour to carry out a periodic check of fixed wiring electrical systems within domestic properties, HRA Community centres as well as offices and depots every 5 years.

6.0 Roles & Responsibilities

6.1 Chief Executive

- 6.1.1 The Chief Executive is the Responsible Person and has the overall responsibility and accountability for Electrical Safety within the Council's owned and managed property portfolio and where the Council has a landlord compliance responsibility, unless agreed otherwise.
- 6.1.2 The Chief Executive is responsible for providing strong leadership in the management of Electrical Safety related issues and ensuring Directors take ownership of electrical safety matters within their respective areas of responsibilities.

6.2 Assistant Director for Asset Management & Programme Delivery

- 6.2.1 The Assistant Director for Asset Management & Programme Delivery shall hold the delegated responsibility given to them by the Chief Executive for the implementation of this policy, across the Council's owned, managed properties and where the Council has landlord's compliance responsibility.

- 6.2.2 The Assistant Director for Asset Management & Programme Delivery shall ensure that sufficient funds and resources are available to enable an adequate management of electrical safety related inspections and testing, and - where applicable – any works arising from the Electrical Inspection Condition Records and/or from other repairs undertaken on electrical appliances.
- 6.2.3 The Assistant Director for Asset Management & Programme Delivery shall provide the Chief Executive and the Senior Leadership Team with reassurances that Electrical Inspections Condition Records and electrical safety related matters are being adequately carried out in the required timeframe, and where repairs and inspections have been identified as requiring additional and urgent attention, an Action Plan shall be drawn up to address any shortcomings and prevent compliance breaches.

6.3 Property Compliance Team.

- 6.3.1 The Property Compliance Team shall be responsible for ensuring all structural building as well as mechanical and electrical inspections and testing, within the corporate properties and residential buildings have been effectively carried out and monitored for compliance, in line with the council legal duties and responsibilities.
- 6.3.2 The Property Compliance Team shall ensure adequate management of the electrical contractors as well as the data compliance monitoring of all statutory electrical safety inspections, electrical installation and repairs related works carried out.
- 6.3.3 The Property Compliance Team shall ensure that all works carried out to address Mechanical & Electrical compliance, including electrical installations and electrical related repairs are adequately checked for quality assurance and standard requirements.
- 6.3.4 The Property Compliance Team - in co-operation with the Asset management Team - shall ensure an adequate management of the electrical contractors, undertaking electrical safety inspections and -where applicable- electrical safety related remediation works, as part of the preventative planned maintenance and reactive repairs.
- 6.3.5 The Property Compliance Team shall ensure the measurement of the Council's Mechanical & Electrical compliance performance and evaluation, generating accurate reports and solutions to support the London Borough of Hounslow in meeting its regulatory duties, as laid out by the relevant legislation.

6.4 Asset Management Team

- 6.4.1 The Asset Management Team shall ensure that a register is in place which holds all relevant data information pertaining to the Council's owned and managed properties, plants and equipment. This includes the location of electrical appliances that require a statutory Electrical Inspection Condition Records and electrical Appliance installations.
- 6.4.2 The Asset Management Team shall ensure all Properties and Plants data is being regularly checked, validated and maintained for accuracy.

- 6.4.3 The Asset Management Team shall ensure that all data compliance collected during a handover from the Development Team, these are communicated to the Property Compliance Team for validation and recording.
- 6.4.4 The Asset Management Team shall – in cooperation with the Property Compliance Team- take ownership of a risk register for all areas of contract management, ensuring that property, plant and equipment compliance requirements for inspection and testing as well as reactive repairs are being effectively delivered and any risk to property compliance, is being brought to light and adequately controlled and managed.

6.5 Directors and Head of Services

- 6.5.1 The Directors (including Assistant Directors) and Head of Services are responsible for the communication and the local implementation of this policy, across their areas of responsibility.
- 6.5.2 They shall ensure that they are familiar with relevant legislation which could impact London Borough of Hounslow statutory compliance with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations- 18th Edition – BS 7671:2008, repairs and installations of electrical appliances and any other related work(s) carried out within and/or by their Directorates.
- 6.5.3 They shall support and - where applicable- implement electrical safety recommendations as received from the London Borough of Hounslow's approved and competent electrical contractor(s), ensuring that colleagues under their control have received sufficient information, instructions and training to undertake work activities that do not impede the integrity of the properties and/or result in a non-compliance with the statutory requirements.
- 6.5.4 They shall also have an adequate understanding and are familiar with any relevant service level agreements (i.e. The Council's own premises where services are provided by a third party) and which may either impact the Electrical Safety Management Process and/or any other associated electrical safety related works, such as repairs and/or installations.

6.6 Managers

- 6.6.1 Managers shall ensure that all colleagues receive adequate induction, information on electrical safety within the London Borough of Hounslow owned properties and where the Council has landlord responsibility.
- 6.6.2 As part of the induction process, managers shall ensure that all colleagues are made aware of this policy, as well as how and where to report Electrical Safety issues and concerns.
- 6.6.3 Any budgetary requirements for the purposes of statutory electrical safety inspections and - where applicable- any related works are reviewed and approved. Where budgets are declined, a written record must be generated and maintained, outlining the reason(s) for the budget refusal and names involved in this decision making.

- 6.6.4 Managers shall ensure that suitable arrangements are in place to enable access to premises and residential buildings for the purpose of undertaking electrical safety inspections and/or completing any identified electrical safety related works.

6.7 Employees

- 6.7.1 London Borough of Hounslow's employees must ensure that they are familiar with this policy and to comply with its content effectively at all time.
- 6.7.2 All employees are responsible for ensuring they report any electrical safety issues and concerns to the building managers and/or housings managers for corrective actions to be taken.

6.8 Corporate Health and Safety Team.

- 6.8.1 The Corporate Health and Safety Team shall ensure the health, safety and wellbeing of employees, visitors and other relevant stakeholders that are occupying the Council's owned and managed buildings.
- 6.8.2 The Corporate Health and Safety Team shall provide adequate health and safety advise to all employees and relevant stakeholders- this includes Hounslow community schools and where the London Borough of Hounslow is the employer and Landlord, with the aim to prevent the risk of accidents, incidents and near misses to their health, safety and wellbeing as a result of electrical safety concerns and compliance breaches.
- 6.8.3 The Corporate Health and Safety Team shall measure health, safety and wellbeing performance, for accidents, incidents and near misses to prevent reoccurrence.

6.9 Housing Management Team.

- 6.9.1 The Housing Management Team shall ensure that this policy is communicated, implemented and made readily accessible to all those that are affected by it, within the residential buildings.
- 6.9.2 The Housing Management Team shall ensure that all Housing Officers and Coordinators are provided with adequate information and instructions to support London Borough of Hounslow's management of electrical safety risk, across its residential building portfolio.
- 6.9.3 The Housing Management Team shall ensure that Housing Officers and Housing Coordinators work cooperatively with the Corporate Health and Safety Team for reporting all accidents, incidents, near a miss and ill health, as a result of electrical safety, so that these can be investigated and/or reported to the regulators through the appropriate channels, as and when required to do so.
- 6.9.4 The Housing Management Team shall ensure that Housing Officers and Housing Coordinators work cooperatively with the Asset Management Team, Corporate Health and Safety Team and the Property Compliance Team, by communicating the information passed on to them to the Council's Housing tenants and reporting health, safety and property compliance concerns back to the Council.

- 6.9.5 The Housing Management Team shall cooperate with the Council's approved Electrical Contractors, ensuring where no- accesses to residential dwellings for statutory Electrical Inspections Condition Records and/or any electrical safety related repairs and installations, these are recorded and appropriate actions are taken to arrange access to the residential dwellings, as soon as practicable.

7.0 Management Arrangements

7.1 Electrical Inspection Condition Records

- 7.1.1 An Electrical Inspection Condition Record is a statutory Five yearly inspection carried out on all electrical fixed wiring appliances. Electrical Inspection Condition Surveys are required to be carried out by a certified NICEIC electrical professional.
- 7.1.2 Pursuant to the 18th Edition of the IEE Wiring Regulations BS 7671: 2008, it is the landlord's statutory requirement to ensure that an Electrical Inspection Condition Survey is carried on its owned and managed properties.
- 7.1.3 A documentary certificate shall be generated because of each inspection, indicating the successful or unsuccessful outcome of this inspection. All unsuccessful results will require to be revised to address all defects and remediations, as outlined in the documents.
- 7.1.4 Electrical equipment that does not form part of the fixed electrical system is considered to be an electrical appliance and will not require to be included in the Electrical Inspection Condition Records. Most of these appliances are fitted with a plug and be can easily portable (such as Kettles, toasters and hand tools), whilst other appliance may be fitted with a plug but not necessarily portable (such as washing machines, fridges and ovens). These appliances can be transportable for servicing and/or repairs.
- 7.1.5 In order to fulfil the regulatory requirements, arrangements for electrical safety inspections in the London Borough of Hounslow owned properties are included within the maintenance contracts held by the Council's approved and competent electrical contractor(s).
- 7.1.6 No works should be carried out, repairs and / or modifications to fixed electrical equipment or electrical appliances, unless these are undertaken by the Council's approved competent electrician.

7.2 Risk Assessments

- 7.2.1 Where the normal use electrical equipment presents a significant risk to the health and safety of a person, a risk assessment must be undertaken. The use of well-maintained electrical equipment for the purpose for which it was intended, may not require a risk assessment.
- 7.2.2 Works undertaken on fixed electrical systems may have a number of associated risks, all of which should be fully considered and controlled prior to any work commencing.

- 7.2.3 A permit to work and risk assessment should be carried out where necessary. Issues relating to the presence of Asbestos Containing Materials and additional control measures which may offer alternative temporary accommodations, may be considered.

7.3 Privately Owned Electrical Appliances

- 7.3.1 Employees wishing to bring their own electrical equipment onto the workplace must obtain a written authorisation from their line managers. All privately owned electrical appliances brought to the workplace require to be new or well maintained and have a CE label.
- 7.3.2 All privately owned electrical appliances brought to the workplace must be added to the local equipment register and tested for safety. All electrical appliances that have been previously used and not new must undergo a safety electrical testing, prior to their use.

7.4 Quality Assurance

- 7.4.1 Quality Assurance checks shall be applied to a Minimum 10 % of inspections and refer any concerns about contractor performance or service quality through the regular monthly meetings with the contractor(s).
- 7.4.2 Regular Quality Assurance checks shall be carried out on receipt of valid Electrical Installation Condition Records, against the agreed programme delivery. With monthly operation meetings carried out with all the parties involved in delivering the electrical testing and re-inspection programmes.

7.5 Policy Review

- 7.5.1 This Electrical Safety Policy shall be reviewed two-yearly for adequacy and effectiveness, ensuring it remains in compliance with the legal requirements as well as with the organisational structure in place to support its implementation.
- 7.5.2 This Electrical Safety Policy shall be reviewed in the event of a major change that has occurred to London Borough of Hounslow's governance structure and/or had triggered a significant change in the Responsible Person's role and responsibilities.