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| Electrical Safety  Policy |  |
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**Last updated: October 2023**

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Useful Definitions:

**The Councils** – Refers to the South Oxfordshire District Council and Vale of White Horse District Council.

**Landlord** – This will be the named Landlord on the Tenancy Agreement and will be either South Oxfordshire District Council **OR** Vale of White Horse District Council

**The Service Provider –** This means the appointed sub-contractor for the Councils who will implement the terms of the Policy. As of 30 October 2023, this will be Soha Housing.

**Tenant/s –** Person/s who occupy the property which is owned or leased by the Landlord.

Electrical Safety Policy

**Policy Statement**

1. The Councils will work with The Service Provider to take all reasonable steps to secure the health and safety of employees who install, use, operate and/or maintain electrical equipment. It is acknowledged that work on electrical equipment can be hazardous and therefore all opportunities to reduce risk will be taken as far as is reasonably practicable.
2. The Service Provider will:

* Take all reasonable steps to ensure a safe working environment for The Service Provider employees, residents, contractors, visitors, and other persons on The Councils premises;
* Ensure the safe and effective management of electrical safety and seek to mitigate any risk associated with electrical works;
* Set out clear roles of responsibility for electrical safety to comply with all relevant electrical safety legislation applicable to those premises managed by The Service Provider;
* Seek to minimise the impact and disruption of electrical works by The Service Provider wherever practicable.

**Aim of the Policy**

1. The aim of this policy is to ensure that electrical safety is managed safely and effectively by The Councils and The Service Provider.
2. The Councils and The Service Provider aims to ensure that all electrical systems and equipment will be installed and maintained in accordance with the National Inspection Council for Electrical Installation Contracting (NICEIC).
3. All new equipment purchased and used will be to the appropriate standard such as British Standards (BS) and European Norms (BS EN) and marked as conforming to European Union general standards (CE marked). E.g., BS 7671 is the national standard in the United Kingdom for electrical installation and the safety of electrical wiring in domestic properties.
4. Electricity is a potential and significant risk for The Councils and The Service Provider. This policy seeks to mitigate the risks that arise in relation to potential claims, reputation and operations.
5. The Councils and The Service Provider will apply the Electrical Safety Policy consistently, fairly and will not discriminate against any person on grounds of their race, colour, ethnic or national origins, religion, sexual orientation, disability, gender, age or any other matter which may cause The Service Provider to treat a person with injustice.

**Implementation**

1. Only NICEIC accredited contractors will undertake works on electrical systems in accordance with the requirements of the relevant statutory legislation and approved codes of practice.
2. Any installation, maintenance or testing will be recorded electronically by the Contractor on the appropriate NICEIC form and sent to The Service Provider.
3. The Service Provider will be notified of any remedial works required and carried out by the contractor within the agreed timescales.
4. Approved NICEIC contractors will carry out inspections and testing on all void properties and all The Councils properties every five years.
5. All electrical systems and equipment will be installed in accordance with national Inspection Council for Electrical Installation Contracting (NICEIC) guidelines.
6. All new equipment purchased will be at the appropriate standard such as British Standards BS 7671 and European Norms (BS EN). and marked as conforming to European Union general standards (CE marked).

**Training**

1. Employees working in electrical safety management, installation and maintenance will receive training in accordance with legislative requirements.

**Resident Involvement**

1. This Policy directly affects the safety of tenants in their homes. The Service Provider will raise tenants’ awareness of Electrical Safety within publications and on the website.

**Monitoring and Responsibility**

1. The Head of Service for The Councils has overall responsibility for implementation of this policy. All employees must comply with health & safety procedures at all times.
2. The Councils and The Service Provider will ensure, through risk assessments and ongoing monitoring the necessary requirements to maintain electrical safety. This will be in partnership with specialist competent contractors.
3. Context

This Policy is based on current legislation and industry best practice. The Councils will amend it in line with any changes.