



Electrical Safety Policy

1. Introduction

- 1.1 Salvation Army Homes is committed to ensuring that resident's homes, communal areas, and offices are safe and secure places to live and work.
- 1.2 This policy sets out how we intend to meet our obligations as a landlord and provide assurances that electrical safety is appropriately managed. We aim to ensure that residents, the general public, employees, and contractors are not exposed to any risk that may impact on their health, safety, and wellbeing.
- 1.3 As a landlord and employer, Salvation Army Homes is responsible for meeting all its statutory obligations. In addition, as a landlord and provider of Social Housing, it must meet the Regulatory Standards contained within Regulator of Social Housing Regulatory Framework for Social Housing.
- 1.4 This policy sets out how Salvation Army Homes will ensure that relevant electrical installations are correctly managed and periodically examined in line with current legislation.
- 1.5 A premise of this policy is that all Salvation Army Homes staff and contractors operate with an 'eyes open' approach and that they must actively consider the safety of the installations routinely, whether they have responsibility for them or not.
- 1.6 This policy should be read in conjunction with the Electrical Safety Management Plan, the Repairs Policy and Damp and Mould Policy.

2. Policy Statement

- 2.1 Salvation Army Homes will comply with all relevant legislation to meet our electrical safety obligations to protect residents, their visitors, staff, and contractors from any risk to health and safety.

2.2 Management of Electrical Safety Duties

Salvation Army Homes will ensure the following general electrical safety precautions are implemented and will: -

- Appoint a competent person to lead the management of electrical safety and ensure compliance is achieved and maintained. Although the organisation has an appointed Duty Holder (HoAM), Salvation Army Homes Chief Executive will be ultimately responsible for ensuring compliance with current legislation, ensuring that the organisation fulfils its duties and responsibilities as outlined in this policy document and the supporting procedures.

- PAT testing will be every two years with the exception of OFSTED registered properties which will be annual.
- Appoint properly qualified staff or contractors to undertake inspections and testing of installations and provide an Electrical Installation Condition Report (EICR).

An Electrical Installation Certificate (EIC), Minor Electrical Installation Works Certificate or full Electrical Installation Condition Report (EICR) will be completed as applicable when a property is first recorded on the database system, and when changes occur. Such changes will include:

- New Property Acquisitions
- New Build
- Refurbishment
- New electrical installations will comply with BS7671 Institution of Engineering & Technology (IET) Wiring Regulations including all amendments current at the date of the electrical works (18th Edition BS 7671:2018+A3:2024) and Part P Building Regulations.
- Complete a 5-year periodic electrical test for all residential, communal areas of our properties. Salvation Army Homes will ensure that all electrical inspections, maintenance and rewires conform to the latest edition of BS7671 and IET Guidance notes.
- In addition to our 5-years periodic electrical testing, Salvation Army Homes, will undertake electrical inspection and testing at the end of each tenancy or when there is a change in tenancy or new acquisition.
- Conduct any necessary remedial work to make the electrical installation safe within the recommended time outlined in the EICR.
- Test portable electrical equipment, where supplied by Salvation Army Homes (not residents' personal items). Salvation Army Homes will follow HSE guidance - Class 1 equipment including stationery and IT equipment should be tested every 48 months. Moveable equipment such as extension leads, and portable equipment should be tested every 24 months, except in our Ofsted registered properties where we will carry out every 12 months.
- Lightning Protection – Salvation Army Homes will comply with BSEN 62305. Salvation Army Homes will conduct tests and report on buildings on which we have lightning protection approximately every 11 months, covering various weather conditions throughout the year.
- Minimise the inconvenience to residents caused by the inspection, testing and any associated remedial electrical works.
- New fire alarm installation certificate is completed in line with applicable part(s) of BS 5839 for new and refurbished installations. Where new property acquisitions take place, the existing system shall be tested and certified. Fire alarm installation shall be in accordance with the fire strategy for the building, as per our Fire Safety Policy.

- New emergency lighting installation certificate is completed where applicable for new and refurbished installations. Where new property acquisitions take place, the existing system shall be tested and certified. Emergency lighting installation shall be in accordance with BS5266 and the fire strategy for the building.

2.3 Failure to Access Properties

If the contractor is unable to gain access to a property to conduct a service or complete any emergency works, Salvation Army Homes will review the reason for this and explore other appropriate and reasonable ways to gain access. However, this will not delay Salvation Army Homes in applying to court for an injunction to gain access to the premises.

2.4 Promotion of Electrical Safety

Where Salvation Army Homes has supplied an electrical appliance the resident and staff must use the appliance in accordance with the instructions to avoid misuse. The person using the appliance should check it is in a safe condition before use.

- 2.5 Salvation Army Homes will ensure arrangements are in place with contractors so that residents and staff are aware of any testing or maintenance work to electric installations and appliances and that any disruption to the supply is kept to a minimum.

2.6 Keeping Electrical Safety Records

Salvation Army Homes will keep and maintain:

- An accurate asset register of all premises where there is an active electrical supply and installation within all residential premises, communal areas, and offices.
- A register of any portable electrical appliances within each property, testing requirements for the appliance and details of any associated completed remedial works for a minimum period of 5 years.
- Accurate records of completed electrical inspections and associated notifications for remedial works for a minimum period of 10 years.

2.7 Training

All contractors engaged by Salvation Army Homes are required to provide and maintain a training policy and programme. This shall include but not solely be confined to technical skills, asbestos awareness, and equality/diversity/inclusion training.

3. Scope

- 3.1 The Electricity at Work Regulations 1989 requires Salvation Army Homes to ensure that any relevant electrical installations are periodically inspected and evaluated so that they are maintained in a safe condition.
- 3.2 This policy covers all residential properties, communal areas, and commercial properties. This will be delivered through:
- Ensuring that suitable EICR have been completed and necessary measures are implemented to mitigate risk to residents, staff, and contractors.
 - Having suitable management systems in place.
 - Appointing a competent person for managing systems to ensure the implementation of electrical safety.
 - The provision of suitable training for relevant staff.
- 3.3 The policy applies to all staff and contractors undertaking electrical work on Salvation Army Homes' behalf and anyone likely to be at risk from work on these properties.
- 3.4 Salvation Army Homes takes the health, safety and wellbeing of its residents and staff seriously. It is our policy to exceed, where possible, the minimum health and safety standard required by law.

4. Responsibilities

- 4.1 This encompasses all those who are involved in the execution, supervision, management, and monitoring of procedures relating to electrical safety. Where some tasks are delegated to other colleagues these will be specified in job profiles or other documents as appropriate. Also refer to the Electrical Safety Management Plan for further details of responsibilities.
- 4.2 Where reference is made to key personnel responsibilities it is the intention that, except for qualified contractors, those persons will be appointed directly but if this is not possible then duties will be assigned to an external resource.
- 4.3 Board
- 4.3.1 The Board has overall responsibility for Health & Safety, including Electrical Safety.
- 4.3.2 Salvation Army Homes Board has delegated authority to the CEO for implementing arrangements to achieve compliance with our health and safety policies, including the Electrical Safety policy.
- 4.3.3 Operational monitoring of Electrical Safety is subsequently delegated to the Operations Committee who receive reports and performance measure updates from the Head of Asset Management.

4.4 The Chief Executive Officer (CEO) is delegated by the Board to be the 'Responsible Person(s)' (RP)

4.4.1 The CEO is responsible for ensuring that electrical safety management is adequately resourced and implemented and retain oversight of performance.

4.4.2 This is achieved by the nomination of competent colleagues to assist in ensuring compliance on a day-to-day basis. The CEO therefore shall subsequently delegate the responsibility for managing electrical safety to the Duty Holder: Head of Asset Management (HoAM).

4.5 Head of Asset Management (Duty Holder)

4.5.1 Operational responsibility for ensuring the electrical safety management plan and programme is delivered and all actions arising from inspections are completed, recorded and managed accordingly.

- This individual is responsible for the management and control of the risks associated with electrical systems within a building.
- This person will ensure the preventative measures, remedial actions, and ongoing tests are in place to manage electrical safety. They will have the authority, competence and knowledge to oversee these responsibilities effectively.

4.5.2 Ensuring, through effective monitoring of colleagues, contractors and consultants', full compliance with legal and regulatory requirements in respect of electrical safety in any of the organisation's operations is achieved.

5. Assurance

5.1 The implementation of this policy will be conducted through staff briefings and the policy made available on the Hub.

5.2 Performance will be monitored and challenged through agreed performance indicators and will be reviewed at the following scheduled meetings:

- Health and Safety Committee
- Operations Committee
- EMT / Board

5.3 Salvation Army Homes will seek independent assurances through internal and external audit processes.

5.4 This policy will be reviewed every three years or where there has been a change in legislation prior to the scheduled review.

6. Data Protection and Equality Impact

6.1 In developing this policy, we have conducted assessments to ensure that we have considered:

- Equality, Diversity, and Inclusion
- Privacy and Data Protection

6.2 To request a copy of these full assessments, please contact the Business Assurance Team at business.assurance@salvationarmyhomes.org.uk.

7. Further information

If you have any questions regarding this policy, please contact your line manager or the Business Assurance Team at business.assurance@salvationarmyhomes.org.uk, who will direct your query to the relevant Policy owner.

Legislative and Regulatory Framework

The following legislation, regulatory standards and documents can be relied upon to inform this policy.

Legal Framework	Regulatory Standard	Other documents
Electricity at Work Regulations 1989	Safety and Quality Standard 2024	Health and Safety Policy
Electrical Equipment (Safety) Regulations 2016	Electricity at work – Safe working practices HSG85	INDG236 'Maintaining portable electrical equipment low risk environments'
Secure Tenants of Local Authorities (Right to Repair) Regulations 1994	BS7671	SAH Electrical Safety Management Plan
Landlord and Tenant Act 1985	Section 7 and E7 of BS EN 62305:3:2024: 'Protection against Lightning – Physical damage to structures and life hazard' and its subsequent amendments	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)	Maintaining portable and transporting electrical equipment HSG107	
The Regulatory Reform (Fire Safety) Order 2005	Section 9 BS EN 62305:4:2024: 'Protection against Lightning – Electrical and electronic systems within structures' and its subsequent amendments	
	Relevant parts of BS 5839 Fire detection and fire alarm system for buildings	
	BS 9991:2024 – Fire safety in the design, management and use of residential buildings – Code of Practice	
	BS 9999:2017 – Fire safety in the design, management and use of buildings – Code of practice	
Social Housing (Regulation) Act 2023	Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025 <i>commonly referred to as Awaab's Law</i>	
Housing and Planning Act 2016	Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.	

Document History Log

Lead Reviewer	Date			Version	Approval	
	Created:	Revised:	Expiry		By	Date
BAO		Minor update to reference Electrical Safety Management Plan	May 2025	3.0	BAM	Nov 2023
BAA		July 2024 Rebranding	May 2025	3.1	n/a	n/a
FLOH Consulting Ltd		June 25	Dec 2028	3.2	SMT EMT	10 Oct 2025 16 Dec 2025

Equality Impact Assessment Summary			
Protected characteristic	Impact (Positive, negative, neutral)	Protected characteristic	Impact (Positive, negative, neutral)
Age	Neutral	Disability	Neutral
Sex	Neutral	Race	Neutral
Religion of belief	Neutral	Sexual orientation	Neutral
Gender reassignment	Neutral	Pregnancy / maternity	Neutral
Marriage / civil partnership	Neutral		