



Havebury Housing Partnership

PERIODIC ELECTRICAL INSPECTIONS POLICY

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Equality & Diversity Impact Assessment	Impact low, last assessed March 2009

1. Responsibility

Operational Board is responsible for approval and oversight, the Director of Operations and the Gas & Electrical Contract Manager, and delegated staff as specified are responsible for delivery.

2. Definitions

TRSH - The Regulator for Social Housing (The Regulator)

NICEIC - National Inspection Council for Electrical Inspection Contracting

ECA - Electrical Contractors Association

BS - British Standard

Void - empty property

EICR - Electrical Installation Condition Report, a formal certificate certifying the condition of the electric supply in a property

HMO - House in Multiple Occupation - where more than 3 separate persons forming more than 1 household share basic facilities (e.g. kitchen, bathroom within a property)

3. Aims and Objectives

- 3.1 To safeguard the health and safety of tenants and occupants of properties owned by Havebury.
- 3.2 To ensure that electrical installations are safe at the commencement of the tenancy and maintained in a safe condition for the duration of the tenancy.
- 3.3 Any electrical alteration or additional electrical circuits added by a previous tenant or third party with or without the required permission will be tested and inspected as part of the installation.
- 3.4 To ensure that electrical installations in properties are inspected at appropriate frequencies in order to comply with current legislation, regulations and The Regulator for Social Housing (TRSH) Home Standard.

4. Policy Statement

- 4.1 Every Havebury property shall have a Periodic Electrical Inspection and a valid Electrical Installation Condition Report (EICR):
 - At least every 10 years, and with effect from 1st April 2021, the required frequency will reduce to every 5 years
 - Properties deemed HMO's by Havebury shall have an EICR not less than every 5 years
 - Prior to a property being let, on each occurrence that it becomes void
 - At every mutual exchange of properties
 - When major changes are made to electrical circuits within the property

NB: A new EICR certificate is required to be produced and attached to the property record on the IT database on each of the above occasions.

- 4.2 Only competent persons as defined by BS.7671 2008 (Requirements for Electrical Installations), including all amendments, will be deemed competent to carry out inspection and testing.
- 4.3 External Contractors will be required to conform fully with this Policy. They shall be incorporated in a recognised industry registration scheme (NICEIC or ECA for example).
- 4.4 All Electricians should have successfully completed City and Guilds 2382 (18th Edition), City and Guilds 2391 (Inspection, Testing and Certification of Electrical Installations), unless the relevant Manager is satisfied that each Electrician's skill level and experience is adequate for them to carry out testing.
- 4.5 Tenant's will be given a minimum of four weeks' notice in writing of the intention to undertake a Periodic Electrical test at their property. They will be advised that it may be necessary to switch off the electrical supply to the property.
- 4.6 Tenants will be advised that they are required to allow access to the property to permit the inspection to take place, provided Havebury has given the required written notice and made reasonable attempts to make a mutually convenient appointment.
- 4.7 Where a tenant refuses to give access to the property, appropriate action, including legal, will be taken against the tenant in order to secure access to undertake the inspection.

5. Legislation and Regulation

- Electricity at Work Regulations 1989
- Landlord and Tenant Act 1985
- Housing Act 2004
- Housing Act 1988
- Social Housing Regulator Regulatory Standard - Home Standard
- British Standard 7671 2008, requirements for electrical installations

6. Service Standards

Customer Service Standard

7. List of related internal documents (including procedures relating to the Policy)

- Capital Works Programme
- Empty Property Management Procedure
- Mutual Exchange procedure
- Electrical Access Procedure
- Havebury Housing Partnership Health and Safety at Work Policy