



WOKINGHAM
BOROUGH COUNCIL



**Approved by
Tenant Volunteers**

Wokingham Borough Council Electrical Safety Policy

July 2026



This is the Policy for Electrical Safety for Wokingham Borough Council's Housing Service.

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SIGNING OFF SECTION

This Policy has been subject to consultation, proof-reading, ease of reading and sign off with the following:

- Asset Management and Compliance Team.
- Repairs and Maintenance Consultative Panel.
- Local Housing Companies (Loddon Homes Ltd and Berry Brook Homes Ltd).
- Legal Services.
- Housing Leadership Team.
- Housing Innovation Partnership.



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Electrical Safety Policy

1. Policy Overview

- 1.1 Wokingham Borough Council (WBC) manages approximately 3,000 residential properties, which will all have fixed electrical installations.
- 1.2 This policy provides a framework within which electrical safety will be managed. It includes the associated roles and responsibilities, as well as the governance arrangements to ensure WBC is meeting its legal and moral duty to ensure that council tenants, employees, contractors and visitors are adequately protected from all foreseeable electrical risks that may arise in homes owned and managed by the Council.
- 1.3 This Policy will be supported by an Electrical Safety Management Plan (ESMP), which provides operational details to managing electrical safety including monitoring arrangements, risk management, electrical safety access procedures, and emergency protocols. The operational procedures in the ESMP set out how WBC will meet the statutory obligations outlined in this policy; therefore, the ESMP is enforceable through this policy.

2. Purpose

- 2.1 The purpose of this policy is to ensure that all fixed electrical installations and electrical appliances provided as part of a tenancy within the homes owned and managed by Wokingham Borough Council are monitored, well maintained and in a safe and compliant condition.
- 2.1 This policy is designed to protect the health and safety of tenants, residents, staff, contractors and visitors by minimising the risk of electric shock, fire, or equipment failure due to faulty or unsafe electrical systems.
- 2.2 This policy outlines the statutory and regulatory obligations applicable to WBC and states the governance arrangements in place to meet these.

3 Scope

- 3.1 This policy applies to all residential properties owned and managed by Wokingham Borough Council where fixed electrical installations and electrical appliances provided as part of a tenancy are present.
- 3.2 It covers:
- Council-owned tenanted dwellings,
 - Temporary accommodation provided by the Council,
 - Communal areas of residential blocks,



- Gypsy, Roma and Travellers (GRT) sites,
- Properties managed by Wokingham Borough Council on behalf of a client.

3.3 The policy applies to all employees, contractors, and agents acting on behalf of the Council in the delivery of electrical safety management and maintenance services. It does not apply to commercial or corporate properties, which are governed by separate health and safety arrangements.

4. Legislation and Regulatory Requirements

4.1 Wokingham Borough Council recognises its statutory and regulatory obligations in relation to electrical safety, as well as the available codes of practice, which can be found listed below:

- Health and Safety at Work Act 1974
- Defective Premises Act 1972 (Section 4)
- Smoke and Carbon Monoxide Alarm (amendment) Regulations 2022
- Building Regulations Act 1984
- Landlord and Tenant Act 1985 (Section 11)
- Electricity at Work Regulations 1989
- Environmental Protection Act 1990
- Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994
- Electrical Equipment (Safety) Regulations 1994
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Housing Act 2004
- Decent Homes Standard 2006
- Housing Health and Safety Rating System (HHSRS) 2006
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Building Regulations – Electrical Safety - Dwellings: Approved Document P 2013
- Reporting of Injuries Diseases & Dangerous Occurrence Regulations 2013
- Construction (Design and Management) Regulations 2015
- Data Protection Act 2018
- Homes (Fit for Human Habitation) Act 2018
- Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018
- Pre Action-Protocol for Housing Condition Claims England 2021
- Code of Practice for the Management of Electrotechnical Care in Social Housing 2022
- Social Housing (Regulation) Act 2023; Consumer Standards framework – Safety and Quality Standard



- Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025

4.2 To comply with these requirements WBC will ensure compliance with the relevant statutory requirements. This will include but is not limited to the following activity:

- Ensure that works in relation to a fixed electrical installation or portable appliance is carried out by a suitable qualified and competent person in line with the regulations.
- Ensure that all parties contracted/commissioned by WBC to carry out works in relation to fixed electrical installations or portable appliance are working to current regulations and standards.
- Ensure installations meet the safety standards set out in Electrical Installation IET Wiring Regulations 18th Edition BS7671:2018.
- Have installations inspected and tested at least every five years and provide the tenant a copy of the Electrical Installation Condition Report (EICR) within 28 days of the electrical safety test.
- Provide tenant's a copy of an updated EICR within 28 days of any remedial works or further investigation works which are required following the initial electrical safety test.
- Have installations and appliances provided as part of a tenancy inspected and tested prior to letting at every change of tenancy and provide copy of the EICR to the incoming tenant.
- Have electrical appliances provided as part of a tenancy to be inspected and tested every five years, and an In-Service Inspection and Testing (ISIT) record produced.
- Display a copy of the latest EICR in a common area of a building where the electrical installation serves the communal lighting and power.
- Retain copies of all Electrical Installation Condition Reports (EICR) completed, even after a new report supersedes the previous one.

4.3 WBC has no statutory duty to service or maintain properties that are occupied under a Leasehold agreement (e.g. flats which have been sold via the Right to Buy), however it is advised that the leaseholder should confirm the existence of a valid Electrical Installation Condition Reports (EICR), undertaken independently to WBC, every five years.

5. Definitions

5.1 For the purpose of this Policy and the ESMP, the following definitions apply:

- WBC: Wokingham Borough Council.
- Tenant: a person that has signed a tenancy agreement to rent a home from WBC.
- Licensee: a person who is granted permission to occupy a property without acquiring tenant rights.



- Resident: a person that is registered as living in a WBC home.
- Leaseholder: a person that owns a home within a WBC owned building.
- Visitor: a person that visits a WBC home / building and is not referenced amongst the above definitions.
- Employee: a person that is employed and works for WBC.
- Client: a person /company which WBC is working on behalf of e.g. Loddon Homes Ltd and Berry Brook Homes Ltd.
- Contractor / Agent: a person / company that works on behalf of WBC.
- EICR (Electrical Installation Condition Report): a formal document produced by a qualified electrician after a thorough visual inspection of a property's fixed electrical installation, including wiring, sockets, switches, lighting, fuse boards, and earthing/bonding systems. Its main purpose is to identify potential hazards, deterioration, or faults that could lead to electric shocks or fires, ensuring the electrical system is safe to use and compliant with UK safety standards (BS 7671:2018).
- Remedials: Corrective actions and repairs identified and recorded on the ECIR from the electrical safety test, which include the following categories:
 - C1 – Danger present – The electrician completing the safety test must make any C1 hazards safe before leaving the property.
 - C2 – Potentially dangerous – Requires further remedial works.
 - C3 – Improvement recommended - Further remedial work is not required for the report to be satisfactory.
 - FI – Further investigation required – Further investigation required without delay.
- PAT (Portable Appliance Testing): is a process used to examine electrical appliances and equipment to ensure they are safe for use. It involves a visual inspection of the equipment and associated cables and plugs, along with a series of electrical tests to identify any potential hazards.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013): Requires the reporting of electrical-related incidents that cause death, or major injury.
- HHSRS (Housing Health and Safety Rating System): A risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.

6. Roles and Responsibilities

6.1 Wokingham Borough Council (WBC) is the landlord responsible for ensuring the statutory and regulatory obligations are met.

6.2 The Chief Executive is the appointed Duty Holder and has the overall responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the management of electrical safety.



- 6.3 The Cabinet Member for Housing Services is responsible for ensuring performance on housing safety and compliance is reported to tenants and Members as appropriate.
- 6.4 The Service Director for Housing Services is responsible for ensuring that sufficient resources are provided for ongoing delivery of the policy and that employees have the appropriate competencies and qualifications, and for setting budgets that are sufficient to meet compliance requirements.
- 6.5 The Strategic Asset Manager is responsible for overseeing the implementation of this Policy. They are also responsible for procuring services within the respective budgets allocated, as well as adhering to the Housing Services assurance framework in relation to electrical safety.
- 6.6 The Building Compliance Manager is responsible for the contract management of suppliers and contractors as well as the performance monitoring and management of these agreements to ensure compliance with legislation. They are also responsible for ensuring that relevant employees and contractors have the necessary qualifications and training to undertake their roles in respect of electrical safety.
- 6.7 The Compliance Officer is responsible for the day-to-day operational duties to ensure electrical safety checks are carried out within the required timescales, certification and service records are checked and stored, with the respective systems and documents updated. They will also support the Building Compliance Manager with the contract management duties of the suppliers and contractors engaged to deliver electrical safety works.
- 6.8 Contractors will employ competent electricians who will have the knowledge, skills and experience to complete repairs, testing and installation works. They will arrange appointments with tenants and administer the required communications to arrange access. Upon completion of the relevant electrical safety checks/works, they will provide the relevant certification, documents and reports to WBC.
- 6.9 Tenants will allow reasonable access to their homes for the purpose of the respective electrical safety checks/works, and will not attempt to tamper with, repair, or make changes to the fixed electrical installations themselves. They will also report any suspected faults or defects associated to fixed electrical installations, or appliances provided as part of a tenancy, to WBC or its appointed contractor immediately.

7 Governance

- 7.1 Electrical safety performance reports will be produced and presented to several internal groups and forums, aligned to the Housing Services assurance framework, to provide evidence of compliance and ensure suitable operational and strategic oversight.



7.2 Electrical safety performance will be submitted externally to the Regulator of Social Housing, on an annual basis, in accordance with the Technical Requirements of the Tenant Satisfaction Measures (TSM).

7.3 In addition, the following quality assurance activity is undertaken:

- The Compliance Officer will check all Electrical Installation Condition Report's (EICR) for completeness and compliance and will liaise with the respective contractor regarding any concerns until a satisfactory conclusion.
- Internal audit will provide independent assurance on the operation and effectiveness of controls regarding electrical safety. The frequency is agreed as part of the Internal Audit Programme and reported to the respective WBC Committee.
- A third-party supplier, independent to the contractor completing the electrical safety checks/works, will complete a percentage of post-inspection checks.

7.4 Employees undertaking key roles within the delivery and management of electrical safety will have access to training and support applicable to their roles.

7.5 Electrical related accidents, incidents and near misses will be reported on WBC's health and safety system in accordance with the Council's health and safety procedures and will be investigated by a member of the Asset Management and Compliance team. Any RIDDOR reportable incidents will be reported to the Health and Safety Executive (HSE).

8 Policy Review

8.1 This Policy will be reviewed every three years, or sooner, if and whenever there are any relevant changes to legislation, regulatory requirements, case law or good practice that would impact this policy, as well as any required service improvements identified through internal audits, service reviews, learning from complaints or regulatory judgements.

8.2 The review process will:

- Assess the effectiveness of existing procedures and controls.
- Incorporate feedback from audits, inspections, and performance monitoring.
- Reflect any organisational changes or lessons learned.
- Ensure continuous improvement in electrical safety management.

8.3 The Strategic Asset Manager will lead on future policy reviews and any revisions will be approved through the appropriate governance channels and communicated to all relevant stakeholders.

9 Equality and Diversity

9.3 Wokingham Borough Council is committed to promoting equality, diversity, and inclusion in the delivery of all its services, including electrical safety. The Council recognises that

some residents may have specific needs or vulnerabilities that require reasonable adjustments or additional support to ensure they can comply with electrical safety requirements and access services safely.

9.4 In implementing this policy, the Council will:

- Ensure communication and information relating to electrical safety is accessible and available in a range of formats and languages, where required.
- Make reasonable adjustments for individuals with disabilities, health conditions, or support needs, including offering alternative access arrangements or involving support services.
- Treat all residents with dignity and respect, free from discrimination based on age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Monitor the delivery of electrical safety services to identify and address any inequalities in outcomes or access.

9.5 This commitment supports the Council's broader responsibilities under the Equality Act 2010 and its duty to foster good relations, eliminate discrimination, and advance equality of opportunity.

10 Appendices

10.3 Appendix A – Equality Impact Assessment Form



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