



Solihull
Community Housing
Shaping our neighbourhoods

Electrical Safety Policy 2026

Lead officer	Head of Building Safety and Compliance
Approval Chain:	ELT
Last reviewed on:	June 2026
Next review date:	June 2028

Version Control:

Version	Date	Reason for Change
1.0	June 2023	New Policy
2.0	September 2025	Amended following internal audit. Removal of process and procedure from policy
3.0	June 2026	Updated to reflect new electrical regulations

Solihull Community Housing (SCH) manages and maintains council homes and delivers housing services on behalf of Solihull Metropolitan Borough Council (SMBC). Although SCH provides day-to-day housing services, the Council remains the owner of the housing stock and is your landlord. The Council retains the responsibility for ensuring your home is managed in line with the Consumer Standards.

1. Policy objectives

1.1 The purpose of this policy is to outline Solihull Community Housing's (SCH) approach to managing electrical safety in properties we manage and control. We recognise that we have a duty of care towards employees, residents, contractors, visitors, and others who may be at risk from electrical installations within our premises.

1.2 This policy provides a framework within which electrical safety will be managed and key roles for its implementation. The policy forms part of our wider organisational commitment to driving a health and safety culture amongst staff and contractors (as detailed within our Health and Safety Policy).

1.3 The Electrical Safety Management Plan (ESMP) will provide SCH's operational approach to managing electrical safety, including monitoring arrangements, risk management, electrical safety access procedures and emergency protocols.

1.4 The operational procedures in the ESMP set out how SCH will meet the statutory obligation outlined in this policy and is therefore enforceable through this policy.

2. Introduction

2.1 SCH is responsible for keeping safe, carrying out repairs and maintaining homes, buildings and facilities we manage and control, all of which have electrical installations. This places a duty of care on us towards employees, residents, contractors, visitors and others who may be at risk from hazards arising from electrical installations in premises managed and controlled by SCH.

2.2 This policy supports SCH to ensure that our obligations as an arms-length organisation and employer are being met, and seeks to provide assurance that risks associated with electrical installations are appropriately managed.

3. Policy statement

3.1 SCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at our premises. There is a reasonably foreseeable risk to health & safety from electrical installations in premises under SCH's control if not managed in accordance with statutory and best practice requirements. SCH accepts that it is the Duty Holder for its premises, and has a responsibility to protect residents, employees, those who work in SCH premises and others from risks arising from electrical installations.

3.2 SCH will ensure compliance with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England; the Safety and Quality Standard is the primary one applicable to this policy. The Social Housing (Regulation) Act 2023 changes the way social housing is regulated and may result in future changes to this policy.

3.3 The Landlord and Tenant Act 1985, Housing Act 2004 and the Homes (Fitness for Human Habitation) Act 2018 place duties on landlords to ensure that electrical installations in rented properties are safe when a tenancy begins and maintained in a safe condition throughout the tenancy, so the property is fit for habitation.

3.4 The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and appliances within the workplace are safe and that only competent persons work on the electrical installations, systems, and equipment.

3.5 The Electrical Equipment (Safety) Regulations 2016 requires landlords to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied.

3.6 The Management of Houses in Multiple Occupation (England) Regulations 2006 require that every electrical installation in a House of Multiple Occupation (HMO) is inspected and tested at least every five years by a suitably qualified person.

3.7 To meet our statutory duties in relation to risks posed by electrical installations and equipment SCH will comply with our duties under Health and Safety at Work etc. Act 1974, Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025. and Requirements for Electrical Installations - BS 7671 IET Wiring Regulations 18th Edition.

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

- Ensure that all electrical installations are inspected every 5 years or when there is a change in occupancy.
- Ensure electrical equipment provided by SCH under the tenancy is checked by a qualified person at least every 5 years.
- Supply a copy of the report to the existing tenant within 28 days of the inspection and test.
- Supply a copy of the report to a new tenant before they occupy the premises.
- Supply a copy of the report to any prospective tenant within 28 days of receiving a request for it.
- Supply the local council with a copy of the report within 7 days of receiving a request for it.
- Retain a copy of the report until the next inspection and test is required or (if later than this) conducted, unless it is superseded by a more recent report.
- Supply a copy of the report to the inspector and tester who will undertake the next inspection and test.
- Where the report shows that remedial or further investigative work is necessary, complete this work within 28 days or any shorter period if specified as necessary in the report.
- Within 28 days of the completion of the remedial work or further investigative works, supply the tenant and the local council with the report, and written confirmation from the qualified person who carried out the works.
- Ensure that we have comprehensive records for each home and communal areas where electrical installations are found for individual and landlord supplies.
- Ensure all planned and re-active works is carried out to approved standards in line with the Electrical Work Regulations 1989 and BS 7671: 2018 (as amended).
- Ensure that all planned and re-active electrical work is carried out by a suitable qualified and skilled person who is NICEIC qualified (or equivalent).
- Ensure that detailed records are kept and administered for all electrical inspections, including tracking the completion of recommendations from inspections.
- Ensure that all non-domestic electrical appliances are serviced and maintained in accordance with the manufacturers' requirements and with the relevant legislation.
- Ensure that all portable appliances provided by SCH are safe and in good working order by testing office and communal equipment yearly and testing home working equipment 2-yearly.
- Ensure at least one smoke alarm is equipped on each storey of properties where there is a room used as living accommodation.
- Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).

- Develop access procedures which support the implementation of this policy.
- Electrical heating installations will have circuits inspected under our periodic electrical inspection regime every 5 years.
- Ensure that our staff are well trained to understand good customer services, identify and manage health and safety risks and understand this policy and their role in delivering it.

4. Legislative and regulatory framework

The main legislation and regulations governing this policy are:

- Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.
- Electricity at Work Regulations 1989 (HSR 25)
- Health & Safety at Work etc. Act 1974
- Housing Act 2004
- Landlord & Tenant Act 1985
- The Electrical Equipment (Safety) Regulations 2016
- The Homes (Fitness for Human Habitation) Act 2018
- The Management of Houses in Multiple Occupation (England) Regulations 2006
- Regulatory Reform (Fire Safety) Order 2005
- BS 7671 2008 (IET Wiring Regulations) 18th Edition (as amended)
- Part P Building Regulations (England and Wales)
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- The Social Housing Regulation Act 2023

Additional legislation

- The Occupiers' Liability Act 1984
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Construction, Design and Management Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Equality Act 2010 and relevant statutory Codes and guidance produced by the Equality and Human Rights Commission

5. Scope

5.1 The Electrical Safety policy applies to all SCH employees, contractors, stakeholders, individuals who may be affected by our activities or services and other persons who may work on, occupy, visit, or use SCH managed or controlled premises.

5.2 This policy applies to the following locations:

- Rented properties including garages
- Communal areas
- Offices and storage facilities
- Leasehold and shared ownership premises where SCH retains the responsibility to maintain all or part of the building.

6. Key roles and responsibilities

Role	Responsibilities
Solihull Metropolitan Borough Council	As the landlord is responsible for ensuring that the housing stock is managed in accordance with legal and regulatory requirements.
SCH Board	- The Board has the overall governance responsibility for ensuring that SCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes: - Establishing key H&S policies. - Awareness of risks and risk controls in place. - Agree performance targets and a performance monitoring framework. - Ensuring availability of adequate resources and competencies for delivering policy commitments - Ensuring appropriate reporting and auditing activity - Ensuring residents' voices are heard.
Chief Executive	The Chief Executive is the appointed Duty Holder and has ultimate 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.
ELT	- Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met. - To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties.
Head of Building Safety and Compliance	- Ensuring the Electrical Safety Management Plan is implemented, relevant, current, and practical. - To ensure that all activity required for compliance with this policy is carried out. - Provision of quarterly performance reports for the Board as part of the monitoring framework. - Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.
Building Safety Manager	- Delivery of the Electrical Safety Management Plan - Administer associated contracts and act as the first point of contact for electrical related queries. - Ensure effective management of SCH's electrical programme and works. - Ensure that electrical safety information is available for those carrying out work in SCH premises. - Liaising between the employees, contractors, electrical professionals, and residents about matters pertaining to all electrical installations in properties managed or owned by SCH.
Employees, Residents and Contractors	Adhere to the framework set out in this policy

7. Communications

7.1 A copy of this policy will be made available to all stakeholders on the SCH website, to new tenants during the tenancy sign-up process, when new tenants move in following mutual exchanges and when major works are undertaken in homes.

7.2 SCH staff managing contracts and projects will ensure that appropriate electrical safety information is provided to contractors prior to commencement of works.

7.3 SCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

7.4 SCH will promote electrical safety awareness through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

7.5 To ensure that appropriate and suitable training is provided to staff, SCH will carry out training needs where appropriate.

8. Meeting individual needs and reasonable adjustments

8.1 SCH values equality, fairness and inclusion, and recognises that our residents represent diverse communities. We fully recognise the need to ensure that all tenants are treated fairly and can have equal access to our homes and services. We will ensure that when we come across individual needs, we will do our best to keep people safe from harm and hazards. This means communicating with residents in diverse ways by offering translation and interpretation, offering or explaining information in alternative languages and formats and working with carers, families and advocates for those with vulnerabilities and young adults setting up a home for the first time.

9. Equality, Diversity and Inclusion summary

9.1 SCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise our duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff and residents to share these values and treat all customers with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

9.2 SCH will apply a zero-tolerance response to acts of discrimination, bullying, harassment and domestic abuse.

10. Monitoring and review

Monitoring Arrangements

10.1 SCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with our contractors delivering services.

10.2 Performance against key performance indicators will be monitored via our performance management framework.

Review

10.3 This policy will be reviewed every two years by Head of Building Safety and Compliance unless there are any significant changes to current legislation or regulation, good practice or guidance, or as the result of the outcome of an incident review or Ombudsman determination.

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