



WILLOW TREE

HOUSING PARTNERSHIP

Electrical Safety Policy

Version:	V3
Responsibility for the Policy	Head of Assets & Repairs
Date approved by Executive	May 2026
Date approved by Board (if applicable)	July 2026
Date due for review:	July 2028

Statement of Intent

Willow Tree Housing Partnership Limited (WTHP) believes all residents have the right to a home which is safe and supports their wellbeing and quality of life. The purpose of this policy is to set out the WTHP's approach to how electrical safety will be managed for our properties and offices.

Policy Objectives

The aims and objectives of this policy

- To ensure the Health and Safety of employees, residents, visitors, contractors etc. who may come into contact with electrical installations and equipment within WTHP properties.
- To ensure that Electrical Installations and Equipment are maintained in safe working order and condition and comply with all current legislation, including best practice.
- To provide clear lines of responsibility for the management of electrical safety.
- To ensure that electrical installation works and/or repairs are undertaken, managed and/or supervised by competent WTHP and or contractor personnel.
- To ensure a clear effective approach for monitoring and reporting of electrical safety.

Responsible Persons

The Head of Assets & Repairs (HoAR) will be responsible for the implementation of an effective electrical safety management policy for all properties.

The HoAR will oversee the implementation of the electrical safety policy and procedure and deliver reporting on the progress with compliance with the policy.

The Health & Safety & Planned Works Co-ordinator (HSPWC) will oversee the day to day administration including raising of repair orders. The Assets & Repairs manager (ARM) will provide monthly management information for Executive and Leadership Teams to ensure regulatory compliance is being met. HSPWC is responsible for ensuring that all EICR Certificates are entered into TCW to check they are correct. Certificate details are then entered onto the Housing

Management system and saved on MRI

The ARM will ensure that Electrical Installation Condition Reports (EICR) are reviewed monitor priority repairs or advisory notifications to ensure works are raised and completed.

The Corporate Services Manager will manage the delivery of electrical testing and PAT testing of all electrical appliances/equipment in the offices.

The Business Support Team Leader will arrange PAT testing for landlord assets where applicable.

Management of our properties (Electrical Installations)

Willow Tree will inspect all installations in residential accommodation and communal areas. A qualified electrician will inspect and provide us with an Electrical Installation Condition Report (EICR).

WTHP undertakes a rolling 5-year Electrical Installation Condition Reporting (EICR) programme to ensure 5-year compliance.

The 5 year/ will be broken down into annual inspections based on EICR expiry date which will be delivered by our appointed contractors. The day to day management of this will be overseen by the Safety and Quality team

All remedial works and upgrades identified will be carried out in a defined timeframe by contractor.

- Cat 1 works will be completed or made safe on the day of inspection.
- Cat 2 works will be completed on the day of the inspection or if not practicable within 28 working days
- Cat 3 works are recommendations and will be reviewed by the Property Team Leader and completed at point of void

Electrical Safety in Voids and Mutual Exchanges

All void properties and mutual exchanges will have an EICR carried out regardless of when the previous EICR was done.

A satisfactory certificate will be provided prior to letting.

PAT testing will be carried out on all electrical appliances at any applicable location where WTHP provides items for communal use on an annual basis.

A register of all equipment will be included in the Electrical Safety Procedure where new equipment is purchased the Head of Assets & Repairs will ensure that the

register is updated immediately.

Head Landlord Responsibilities

WTHP have a number of leasehold properties where the communal spaces are managed by a third party Managing Agent.

WTHP will request assurance from the Head Landlord that electrical safety inspections, testing and remedial actions for communal areas are being undertaken and managed in accordance with legal requirements.

Where there are high level FRA actions outstanding WTHP will have regular contact with the Head Landlord to ensure works are completed in a timely and appropriate manner.

Measuring and reporting Compliance of electrical safety

The HoAR will report to the Leadership/Executive monthly and will report to the Board with the following Key Performance Data on electrical safety on a quarterly basis.

- Number/% of properties with a satisfactory EICR within 5 years.
- Number/% of unsatisfactory certificates.
- Number /% of C1 remedial actions, completed at time of test
- Number /% of C2 remedial actions outstanding or completed at time of test
- Number /% of C3 remedial actions outstanding
- Notification of access issues and actions being undertaken

Resident Involvement

We will work closely with the Resident Scrutiny Panel to ensure tenants scrutinise our Health and Safety performance.

Our performance will be published on the website and in newsletters.

Reference Documents

There is a wide variety of legislation and regulation in respect fire safety; WTHP ensures compliance through internal audit review, monthly executive scrutiny and quarterly reporting to the Board.

External

- Landlord and tenant Act 1985
- Defective Premises Act 1972

- Health and Safety at work Act 1974
- Electricity at Work Regulations (EAWR) 1989
- Provision and Use of Work Equipment (PUWER)1998
- Personal Protective Equipment (PPE) Regulations 2022
- BS 7671 IET 18th Edition Wiring Regulations or its Successors, including amendments
- The Electrical Equipment (Safety) Regulations 2016
- Building Regulations 2010: Approved Document P (Electrical Safety, Dwellings)
- Housing Act 2004

Internal

- WTHP Repairs Policy
- WTHP Repairs Procedure
- WTHP Void Management Procedure
- WTHP Electrical testing and safety management procedure

When setting policy, the Willow Tree Housing Partnership will ensure a golden thread of best practice runs through all aspects of its operations in respect of equality, diversity and inclusion. It will seek to minimise adverse environmental impacts arising as a consequence of its work. This approach and all policies will be reviewed on their anniversary date or as new guidance or legislation is introduced, whichever occurs sooner.