



Bristol City Council Housing and Landlord Services

Electrical Safety Policy

Version 2

Approved by: HSLT: Director of Homes and Landlord Services

Author: Asset Management Officer

Date approved: 15 April 2026

Date adopted: 15 April 2026

Date for Review: 3 years from adopted date

Service Area: Housing Repairs and Maintenance

Classification: Compliance

History of most recent policy changes			
Date	Page	Change	Origin of change (e.g., legislation)
Sept 2022	4	Applied feedback	Head of service
Dec 2022	Various	Applied feedback	Service lead
Mar 2023	5	Applied additions	Service lead and manager
May 2023	Various	Additions	Service manager

Dec 2023	Various	States commitment to move towards 5yr testing prog. Includes awareness training ref. Roles and Responsibilities includes – wider roles e.g., Business Development and Estates.	Programme manager and service manager
Nov 2025	Whole document	Updated to new template Updated to include new regulations	Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.
Jan 2026	Whole document	Additions to roles and responsibilities. Removed section defining specific cost limit for remedial repairs requiring permission. Amended to state that if a repair can't be completed on site then it should go through normal procedures to book and pay for. Introduction of: reference to site management, audits, Safe isolation procedure, PAT testing, Signage and Waste Management.	Service leads and head of Service comments or additions.

Contents

Contents.....	1
Definitions	2
1. Purpose.....	3
2. Scope.....	4
3. Aims and objectives	4
4. Roles and Responsibilities and Authority	5
4.1 Competent Persons:	5
5. The Policy	5
5.1 Legal Context and Consumer Standards.....	5
5.2 Tenants Rights.....	5

5.3 New Installation (domestic).....	6
5.4 Inspection and Testing.....	6
5.4.1 Electrical faults.....	6
5.4.2 Limitations of Testing.....	7
5.5 Re-Letting Empty Homes.....	8
5.6 Mutual Exchange.....	8
5.7 Fire Alarm Standard and Testing.....	9
5.8 Communal Heating Systems / Boiler Rooms/ Meter Rooms.....	10
5.9 Laundries.....	10
5.10 Responsive and Emergency Repairs.....	10
5.11 Risk Assessment.....	10
5.12 Training and Personal Development.....	11
5.13 Record Keeping.....	11
5.14 Independent External Audit.....	12
5.15 Equality and Diversity.....	12
5.16 Complaints.....	12
6. Quality Assurance.....	12
6.1 Publishing.....	13
6.2 Review.....	13
6.3 Monitoring and Reporting Requirements.....	13
Appendices.....	14
Appendix A Legal and Policy Context.....	14
Appendix B – Roles and Responsibilities.....	14
Appendix C – Signage.....	16

Definitions

The Electricity at Work Regulations 1989
Regulations that all electrical workers must comply with.

Electrical Installation Condition Report (EICR)
Periodic inspection report on a property's safety relating to its fixed wiring

Building Safety (BS 7671)
Building Safety Guidance based on Electricity at Work Regulations 1989. BS 7671 (IET Wiring Regulations) sets the standards for electrical installation in the UK. The IET co-publishes BS 7671 with the British Standards Institution (BSI) and is the authority on electrical installation.

Competent Person

Person who has the necessary skills, knowledge, and experience to help an organisation meet its health and safety duties effectively. This includes having enough training and practical understanding to recognise workplace hazards and implement sensible control measures.

National Inspection Council for Electrical Installation (NICEIC)

NICEIC is one of several organisations which regulates the training and work of electrical enterprises in the UK. NICEIC is one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry.

Re-charge

Costs of work will be passed back to the tenant or leaseholder

M&E

Mechanical, Electrical and Heating Team

Void

A period where the property is not tenanted or occupied.

CPD

Continuous Professional Development.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Practical regulatory advice requiring employers to control the risks to safety from fire, explosions and substances corrosive to metals.

1. Purpose

This policy outlines Bristol City Council's (BCC) approach to making sure we are compliant with relevant legislation and regulations relating to electrical safety. The policy describes how BCC will install, test, inspect, and maintain its electrical wiring, equipment and appliances present within its Housing Directorate. This extends to ensuring appropriate investment in the homes we manage and make improvements that make them more energy efficient, need less maintenance and have a longer more sustainable life for current and future residents.

BCC has a duty of care to protect the safety of residents, and leaseholders, as well as anyone else who may be affected by our activities, so far as is reasonably practicable. This includes ensuring that homes and communal areas within blocks of flats are safeguarded against electrical risks.

Failure to maintain electrical compliance responsibilities could result in death or injury, destruction or damage to property, the exposure of BCC to prosecution and fines and its employees to prosecution and imprisonment. The aim of the policy is to protect life and property, in accordance with legislation.

2. Scope

This policy refers to all communal and domestic electrical work, installations, fixed wiring, tools, electric heating, associated hazardous energies, and appliances that BCC is responsible for installing, servicing, repairing and maintaining within the Housing Directorate. This includes installations that have been adopted by BCC a

The policy applies to all staff, including temporary staff, apprentices, and contractors, plus residents, visitors and members of the public who may encounter BCC's electrical services.

This policy excludes properties leased to Housing Associations or Registered Providers and Commercial units, where BCC is not responsible for repairing or maintaining electrical services, as agreed in lease arrangements. It also excludes leaseholders who have exercised the right to buy their property, except where BCC remain the freeholder and their property continues to be served by communal electrics.

BCC does not accept responsibility for the installation, servicing, repair and maintenance of tenant or leaseholder owned electrical appliances.

3. Aims and objectives

It is our objective to ensure that employees understand their duty to contribute to the robust management of electrical safety, and this includes:

- Accurately completing and appropriately storing landlord electrical safety certificates, providing a copy to the resident.
- Completing electrical servicing and repairs in line with manufacturers specifications.
- Protecting the safety of tenants and residents and members of the public as well as colleagues, particularly those that work with electricians in and around our blocks and homes.
- Ensuring BCC work predominantly to the guidelines and legislative standards put forward in:
 - 1) The Electricity at Work Regulations 1989 and Building Regulations.¹
 - 2) The Health and Safety at Work etc. Act 1974
 - 3) The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (where applicable)
 - 4) BS 7671 Requirements for Electrical Installations (IET Wiring Regulations)
 - 5) The Management of Health and Safety at Work Regulations 1999
 - 6) The Housing Act 2004 and the Housing Health and Safety Rating System (HHSRS)
 - 7) The PUWER (Provision and Use of Work Equipment Regulations)

¹ [The Electricity at Work Regulations 1989 - HSR25 \(hse.gov.uk\)](https://www.hse.gov.uk/electricity/)

4. Roles and Responsibilities and Authority

The Executive Director for Housing is the Principal Accountable Person for electrical safety.

The Head of Capital Works and Specialist Projects and the Head of Building Safety Compliance are the Accountable Persons for this policy.

Delegated authority is given to Duty Holder – Electrical & Mechanical Compliance Manager.

BCC will support residents to understand their responsibilities concerning electrical safety.

4.1 Competent Persons:

In line with BS 7671 and Part P of Building Regulations, all landlords involved in engaging in electrical work must ensure those employed to carry out these works hold current qualifications and are a member of a competent person's scheme .²

The table in [Appendix B](#) details roles for implementation of this policy and associated procedure.

5. The Policy

5.1 Legal Context and Consumer Standards

Electricity at Work Regulations 1989, cover electrical safety at work.

Housing Act 2004 provides the Housing, Health and Safety Rating System (HHSRS) which includes hazards from electrical installations.

The Housing and Planning Act 2016 provides the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 which were updated in 2025 to include the social rented sector.(3)

BCC will work to the HSE Electrical Safety Guidance and The Meter Operation Code of Practice Agreement (MOCOPA) in delivering this policy.

5.2 Tenants Rights

The Electrical Safety Standards in the Private rented sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025 provided residents with the right to:

- an electrical test at least every 5 years.
- receive a copy of the Electrical Installation Condition Report (EICR) within 28 days of an inspection, or to any new tenant before they move into the property.

² [Electrical safety: Approved Document P](#)

³ [The Electrical Safety Standards in the Private Rented Sector \(England\) \(Amendment\) \(Extension to the Social Rented Sector\) Regulations 2025](#)

- in-service inspection and testing of electrical equipment (PAT testing equipment we are responsible for)
complete any follow up work needed after an inspection, within 28 days.

5.3 New Installation (domestic)

Depending on the scale of the works required, BCC will complete rewiring when necessary. We expect our rewires to have a lifecycle of approximately 40-yrs.

All electrical installation work is to be carried out to the manufactures specifications or instructions and meet the requirements of the current edition of BS 7671.⁴

We will keep a record of the EICR, Electrical Installation Certificate (EIC) and Building Regulations compliance Certificates. A copy of the EICR will be provided to existing residents within 28 days of inspection; or to new residents before they move in.

5.4 Inspection and Testing

BCC will complete an inspection and testing programme at least every five years.

To complete the electrical safety checks, BCC will need to go into the home. We try to come to an appointment time that works for both the resident and the inspection schedule. If BCC cannot get into the property because of problems with access like hoarding or the resident doesn't allow the engineer to come in, we will follow our 'Gain Access' procedures. This means that we may pursue legal action to meet our obligation as a landlord to do the safety tests. In this case, BCC will aim to agree access with the resident for testing within six months of the original due date. (See Gain Access Policy).

Regarding void properties, electrical safety checks must be carried out before a property is re-let, and any defective or unsafe equipment shall be replaced.

The council will operate a PAT testing schedule. Equipment that fails inspection or testing must be immediately removed from service, residents will be supplied with replacements.

5.4.1 Electrical faults

Colleagues follow the requirements of the current edition of BS 7671 for electrical safety testing. If we see damage, deterioration, defects, dangerous conditions, that don't meet those requirements and could be dangerous this must be recorded and appropriate action taken.

The Electrical Engineer will raise an Electrical Fault as:

- C1- Immediate Risk, action must be made safe on the same day.

⁴ [Electrical standards and approved codes of practice - HSE](#)

- C2-Potential Risk, BCC will complete required remedials within 28 days. EICR will remain unsatisfactory.
- C3- Recommendation of improvements but no timescale.
- FI – Further Investigation Required - BCC will aim to complete further investigation within 28 days. EICR will remain unsatisfactory.

In the case of emergency damage to the Distribution supply equipment the Engineer will Call 105. Phone lines are open 24 hours a day, 365 days a year.

5.4.2 Limitations of Testing

No live working will be performed unless justified and approved by a competent manager. Where identified, damaged cables, plugs, or equipment must be reported as defective, and withdrawn immediately.

Lock-out/tag-out (LOTO) procedures must be used when isolating electrical systems.

Staff must visually inspect tools and cables before use.

BCC will also complete a visual inspection which would include:

- 100% inspection of the external condition of the electrical installation on display.
- 100% internal inspections of all consumer units. Including Surge Protective Device (SPD's), Residual Current Circuit Breaker with Overcurrent Protection (RCBO's), Arc Fault Detection Device (AFDD's) and Miniature Circuit Breaker (MCB's).
- 100% internal inspection of the main switchgear.
- 100% inspection of the main earth and protective bonding.
- 10% internal inspection of all accessories and enclosure in the installation.

BCC will complete testing which would include:

- 100% testing of final circuits, tests to include all the following:
 - Continuity of circuit protective conductors
 - Ring circuit continuity.
 - Polarity of radial circuit.
 - Polarity at all accessible socket outlets.
 - Insulation resistance between live conductors and earth.
 - Earth fault loop impedance testing of all circuits and at all accessible socket outlets using moulded plug.
 - Trip test of all Residual Current Device/ Arc Fault Detection Device (RCDs/AFDD's) in the circuit.
- 100% testing of:
 - Polarity at all consumer units.
 - Earth fault loop impedance at all consumer units.
 - Earth electrode resistance if applicable.

- Operation of test button on all RCDs/AFDD's.
- Circuit Protective Conductor (CPC) continuity at accessible exposed conductive parts of current using Earth continuity on e.g., Class 1 equipment (See paragraph below).

The sample of tests must be representative of the installation. The percentage will be recorded into the appropriate section of the EICR.

If the samples prove unsatisfactory then further checks/tests are to be carried out. If these further checks prove unsatisfactory, then BCC should be notified to arrange for further investigation. The observations sections of the EICR must show what the further investigation and testing is needed with a brief description as to why this is required.

EICRs are saved onto the housing management system in accordance with our procedures.

5.5 Re-Letting Empty Homes

BCC will complete an electrical safety check to all properties before the next resident moves in. This will be in digital format. This means we make sure that there is a safe working environment for the teams that may need to do some repairs work at the property while it is empty and that the home is safe for the next residents to move in.

Residents will be asked to take any equipment or appliances that they may have installed with them when they move out. If there are any left in the property, BCC will remove them. The former resident may be charged for the cost of the removal. (Re-charge Policy)

While the property is empty, BCC will replace or upgrade electrical heating systems in accordance with our planned maintenance programmes. EICR documentation will be made available for the residents when they move in.

If residents have temporarily moved out of their homes for repairs work following fire, flood or major works required to the property, an electrical test should be completed in the same way as described in this section before the residents return home.

5.6 Mutual Exchange

BCC will complete an EICR before the exchange of homes to make sure that the electrical installations are safe for the incoming residents. A copy of the EICR will be provided to incoming residents.

After the incoming resident has moved in BCC will visit the home to do a visual check of electrical installations to ensure ongoing safety and reset the timeframe for the next inspection. This will happen within a minimum of 5 working days after the residents have moved in. If we cannot get access to do this test in time, we will follow our Gain Access Policy.

5.7 Fire Alarm Standard and Testing

BCC aims for its fire alarms within all properties to be a minimum industry standard of D1, LD2 or LD1 for sheltered housing schemes. This means there are different types of fire protection (see table below) and the alarms design will be to BS: 5839-Part 6 standard.⁵ This gives guidance on the design, installation, and maintenance of fire detection and fire alarm systems in domestic homes.

D1 Mains-powered alarms with a tamper-proof / sealed long-life backup battery

- Battery is typically 10-year sealed lithium
- Cannot be removed by the tenant
- Meets current best practice for rented housing

LD1 Highest level of protection

“Life protection, Category 1”

- Detectors installed in all circulation spaces (hallways/landings) *and*
- All rooms where a fire could start, except bathrooms.
- This is the most comprehensive level.

Used for:

High-risk properties, HMOs, vulnerable occupants, supported housing.

LD2 Intermediate level of protection

“Life protection, Category 2”

- Detectors in circulation spaces (hallways, landings)
- Plus high-risk rooms such as:
 - Kitchen
 - Lounge/living room
 - Any room with a fuel-burning appliance

Used for:

Most rented homes, standard risk properties.

Residents are asked to make sure that they do their own routine testing by activating the test button monthly. If an alarm isn't working residents need to report the problem to BCC and we will arrange a replacement. Routine testing may not be possible in empty homes. BCC will attend any property where a faulty heat or smoke alarm is reported and will replace as needed.

⁵ [Fire British Standard BS 5839-6:2019+2020 | Aico](#)

BCC will inspect, test and replace if required detectors to ensure compliance. In accordance with our Smoke, Heat and Carbon Monoxide Detection Policy.

Electrical fires including those caused by lithium-Ion batteries should not be tackled by residents or BCC staff. If detected, they should call 999 and follow evacuation procedures.

BCC will place firefighting equipment as necessary in areas specified by the fire risk assessment for the building, in rooms that are not accessible to the public, such as boiler rooms, lift motor rooms etc. BCC staff and contractors who may operate in these areas will be trained in the use of this equipment. Specifically relating to electrical fire this may include equipment such as P50 and water mist extinguishers safe to use up to 1000v.

5.8 Communal Heating Systems / Boiler Rooms/ Meter Rooms

BCC is responsible for scheduling the service maintenance and compliance of EICRs in communal rooms within high and low-rise flats.

BCC employees and the registered contractors regularly access these areas. Any issues identified in these areas will be reported and dealt with immediately to ensure the health, safety and wellbeing of the public, tenants, leaseholders and staff in these areas.

5.9 Laundries

BCC is responsible for the maintenance and repairs of communal laundry equipment, including washing machines, tumble driers, and spin driers and the utilities serving the equipment include both gas and electric.

BCC will use its internal workforce to provide planned electrical maintenance and servicing to our laundries and equipment with a minimum annual maintenance visit. If the equipment states earlier electrical checks or has been identified internally as a high usage laundry, then BCC will complete servicing twice a year or comply with manufactures instructions. BCC will also complete repairs and part replacements where required.

5.10 Responsive and Emergency Repairs

BCC will respond to reports for electrical related repairs in line with our response repairs procedures. Repairs may be chargeable. Residents should first review the repairs that they are responsible for. [See Repairs and Maintenance Policy]

If there is a loss of power, critical systems (IT, alarms, emergency lighting) have resilience measures such as UPS (uninterrupted power supply) or backup generators.

5.11 Risk Assessment

BCC electrical trades colleagues will carry out a dynamic risk assessment before commencing any works.

Planned works are risk assessed to find out if there is anything that may affect the safety of the electrical installations. This means we can minimise risks of exposure, explosion, injury, or death, whilst maintaining access to electrics.

Managers and supervisors will advise and sign off on risk assessments of the work activities within their service area. Where risks are identified, managers will ensure suitable control measures are in place to reduce the risk to staff together with monitoring and reviewing how well those control measures are working.

Contractors will provide BCC with a full suite of risk assessments relating to the works. BCC will review and store all contractor risk assessments before allowing contractors to proceed with works.

Signage will be displayed where known safety hazards exist, with the key safety signs included in Appendix C.

5.12 Training and Personal Development

BCC will ensure all staff and new starters have the necessary skills and qualifications to be competent in their roles and provide opportunity for personal development and training.

BCC will provide suitable information, instruction, training, and supervision for colleagues who are at risk of harm from electrical services to support them to work safely.

Managers and operatives will attend all relevant health and safety training as required.

BCC will keep records of all operatives and their qualifications to ensure compliance. Line Managers will ensure that operative's training and qualifications are kept up to date and any changes to be reported to the Principal Duty Holder.

BCC will encourage staff involved with electrical safety to maintain continuing professional development (CPD) standards with NICEIC.

All those employed to carry out electrical works must have current electrical qualifications. Contracted providers should also be a member of approved bodies or CPS Schemes. Qualification must be kept up to date with NICEIC current qualifications for electricians along with C&G 2391-52 Inspection and Testing of Electrical Installations.

BCC will keep records of all external contractors and their qualifications to ensure compliance, and these will be reviewed annually.

5.13 Record Keeping

BCC retains all records of the EICRs for a minimum of 5 years from the date of the certificate to ensure hard copies can be produced when required.

The Electrical Servicing Contractor saves all electrical safety records including certificates electronically.

BCC and the Electrical Servicing Contractor keep accurate records of all their efforts to do an electrical safety check at a resident's home. This will include records/copies of all letters, appointment cards, telephone calls etc.

Communal electrical certification will be made available to the resident upon request via [Council block certificates \(bristol.gov.uk\)](http://bristol.gov.uk).

5.14 Independent External Audit

Every 5 years or as required BCC will work with an independent auditor who will assist in monitoring BCC procedures and working standards.

5.15 Equality and Diversity

We will act sensitively towards the diverse needs of individuals and communities, and we will take positive action to reduce discrimination and harassment.

An Equalities Impact Assessment exists for this policy has been reviewed and agreed by the Equalities Team.

The impact assessment identified that residents benefit from the electrical safety policy and can feel secure in the knowledge that the electrics are maintained and serviced as required and that BCC will respond to any changes in relevant regulations to ensure electrical safety is upheld.

BCC will consider a person's circumstances when we apply the policy and may offer more support where needed. Some residents are at greater risk because the condition of the property means we can't access safely to do electrical testing, maintenance or repair (E.g., hoarding). We will work together with the resident and support networks to ensure proper testing can happen and residents are safe.

5.16 Complaints

If residents are unhappy with the services provided by BCC or how their concerns have been handled, they're encouraged to use the official complaints procedure.

[Complaints and feedback](#)

6. Quality Assurance

Only skilled persons as defined by British Standards 7671 2018(Requirements for Electrical Installations) including all current amendments will be authorised to carry out Inspection and Testing.

All contractors procured to undertake electrical testing must be an accredited provider as per our procurement practices.

All internal operatives completing electrical installation or inspection and testing will be electrically skilled and possess suitable qualifications to enable them to perceive risks and avoid hazards.

All operatives will hold a Gold Electrotechnical Certification Scheme (ECS) card.

Operatives will be provided with accredited training on all new editions of BS7671 and will complete CPD training on amendments to existing regulations.

6.1 Publishing

This policy will be published on the BCC Website and communicated to relevant operational teams via policy briefings and other appropriate communications.

6.2 Review

This policy will be reviewed in three years or sooner if there is a change to legal or regulatory requirements, in accordance with our procedures.

6.3 Monitoring and Reporting Requirements

Service delivery and performance is measured against the Housing and Landlord Services Performance Framework. BCC uses performance management to enhance service standards and to improve tenant experience. In relation to this Policy BCC will monitor:

- Resident Satisfaction
- Complaints

The Mechanical and Electrical Compliance Lead will ensure that electrical performance is monitored closely, with quarterly performance monitoring information being provided to the Housing & Landlord Services Team (HSLT) and Senior Leadership teams via the service performance and risk management system.

Quarterly reporting is also completed on Pentana reporting system which ensures notification of our compliance to the Regulator for Social Housing.

Contract monitoring – BCC's contract administrator will hold monthly contractor meetings to ensure compliance with the contract specifications and KPI's and address any issues that arise.

- 100% of documentation to be checked and stored digitally. 100% of electrical certification will be checked through a digital system such as c365. A sample of these will be manually checked.
- 10% Visual Post/Live inspections – Certificate to be completed and stored for 5 years and digital copy saved. Checks to inspect operatives working conditions and practises as well as ensuring safe electrical safety practices are also being followed.
- Jobs to be audited randomly selected by technical officers to ensure both BCC Direct Labour Operative (DLO) and contractors' work are inspected.
- Live inspections to be carried out for all operatives quarterly BCC Mechanical and Electrical Compliance Manager.
- Operatives and work to be selected at random to ensure a fair and consistent approach.

Appendices

Appendix A Legal and Policy Context

External

- [The Electricity at Work Regulations 1989 - HSR25 \(hse.gov.uk\)](#)
- [Electrical safety: Approved Document P](#)
- [Electrical safety HSE Guidance](#)
- [The Code of Practice for the Management of Electrotechnical Care in Social Housing.](#)
- [Health and Safety at Work Act 1974](#)
- [The Management of Health and Safety at work 1999](#)
- [Construction \(Design & Management\) Regulations 2015](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002](#)
- [Building Regulations – Approved Documents](#)
- [The Defective Premises Act 1972](#)
- [The Landlord and Tenant Act 1985](#)
- [The Housing Act 1988](#)
- [Equality Act 2010](#)
- [Human Rights Act 1998](#)
- [Housing Act 1996\(IT's\)](#)

Internal

- Repairs and Maintenance Policy
- Gain Access Policy

Appendix B – Roles and Responsibilities

Head of Capital Works and Specialist Projects and Head of Building Safety and Compliance

Are Accountable Person(s) for Electrical compliance across BCC.

- Will ensure adequate resources and funding for electrical safety management.
- Will approve and periodically review this policy.
- Will ensure compliance with statutory requirements.

Mechanical and Electrical Compliance Lead

Duty Holder - Responsible for oversight and reporting of Electrical compliance. Ensure overall compliance of electrical safety is met for social housing stock for Bristol City Council.

- Will oversee delivery of electrical safety programmes across housing.
- Will maintain a register of all electrical installations and inspection cycles.
- Will ensure competent contractors are appointed.
- Will monitor compliance and report findings.
- Provide pre-construction information such as wiring installation schematics, risk assessments and method statements to the project team, regarding all events which can affect the health and safety of themselves and others, when working on site
- Ensure sufficient time is allocated to plan and deliver projects in a safe manner
- Have adequate task specific electrical safety training, competence and management experience
- Ensure electrical safety provisions and associated materials shall be on onsite before any energisation and energy isolation/control begins.
- Ensure temporary works and permit to work protocol applies.

Construction Health and Safety Manager/Construction Safety Team

Will provide guidance on electrical risk assessments and safe procedures.

- Will investigate electrical-related incidents and near misses in collaboration with the Electrical Service Managers and Corporate Safety Team and will ensure the reporting of all incidents are reported via the internal incident reporting system, including those that fall under RIDDOR. They will audit Officers, Maintenance Teams, and Workshop Staff as required.
- Will monitor safe systems of work and report hazards immediately to responsible persons.
- Complete general health and safety audits approximately 10%.

Mech, Elec & Heating Manager.

- Manage M&E electrical contracts relating to electrical safety.
- Ensuring compliance is met within the M&E team feeding into the wider structure.
- Ensuring M&E team have the relevant qualifications and training to remain compliant.

Programme Engineer

- Team supervisor, manage programme of works (M&E side of business)

Project Engineer (Electrical compliance M&E team)

- Electrical compliance including servicing compliance and schedule. (High- and low-rise blocks).
- Work with domestic team on other domestic issues within blocks.

- Responsible for day-to-day management of electrical contractors from within the M&E programmes of work.

Direct Labour and Contractors

- Must be competent, accredited (e.g., NICEIC, NAPIT), and comply with council policies.
- Must provide certification, risk assessments, method statements, and evidence of qualifications.
- Must isolate and raise repairs as required, for any services they find to be dangerous and escalate through the Repairs Team any open repairs following a visit.

Responsive Repairs

Electrical Trade Manager

- Responsible person for managing internal electrical team covering planned services and breakdowns of installations on single dwelling properties.

Electrical Trade Supervisors

- Responsible for Line Management of Operatives and QS responsibilities.

Quality Control Engineer

- Quality Assurance of internal and external contractor.

Voids Trade Managers

- Responsible persons for electrical trained individuals working within Voids.[Mechanical and Electrical Compliance Lead]

General

Business Development

- Oversight of delivery and performance reporting.


Housing management and Estates

- Support delivery of programmes e.g., gain access to hard to access properties.

Appendix C – Signage

Prohibition Signs	Warning Signs
--------------------------	----------------------

	
<p>Prohibition signs prohibit action which is likely to increase or cause danger, such as “No entry”. They are characterised by a round shape and can either be a black pictogram on a white background or can have red edging and a diagonal line.</p>	<p>Warning signs warn of a hazard or danger, such as “Danger: Live wires”. They are characterised by a triangular shape and usually feature a black pictogram on a yellow background with black edging.</p>

<p>Mandatory signs</p>	<p>Emergency escape or first-aid signs</p>
	
<p>Mandatory signs prescribe specific behaviours, such as “Hard hats must be worn on this site”. They are characterised by a round shape and usually feature a white pictogram on a blue background.</p>	<p>Emergency escape and first-aid signs provide information on emergency exits, first aid or rescue facilities, such as “Emergency exit”. They are characterised by a rectangular or square shape and usually feature a white pictogram on a green background.</p>