



PEAKS & PLAINS
Housing Trust

The Trust

Fixed Wire
Electrical Testing
Policy

Version number: 1

Effective Date:
September 2025

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1. INTRODUCTION

- 1.1 As a Landlord, Peaks & Plains Housing Trust (the Trust) has a legal and moral duty to ensure that all fixed electrical installations provided by the Trust are safe, well maintained and fit for purpose. This responsibility exists under various pieces of health and safety legislation and regulation as detailed in this Policy.
- 1.2 This Policy outlines the Trust's commitment to complying with relevant legislation and best practice guidance concerning the safety and maintenance of electrical installations within property under the control of the Trust.
- 1.3 The hazards of electricity are well known, and electrical installations that are in a poor condition or not up to a suitable standard present the risk of electrical shock and/or fire.
- 1.4 Electrical installations can deteriorate as a result of many factors including but not limited to age, wear and tear, misuse, overloading, exposure to water, dust, heat or other environmental factors. In addition, electrical installations may be amended, altered or installed by unauthorised or unqualified persons resulting in an installation that is not safe for use.

2. SCOPE

- 2.1 This Policy relates specifically to the Trust's obligation as a Landlord, in relation to the testing and inspection of fixed wire installations within the properties that they own and manage as set out below. This Policy does not cover the Trust's obligations as an employer in relation to electrical safety, and does not cover the work of the in-house maintenance team in relation to their approach to electrical safety. These areas are covered by the Trust's Health and Safety Policy, overseen by the Health and Safety Manager.
- 2.2 This Policy applies to all fixed electrical installations i.e. those that are permanent, within residential properties and communal spaces owned and/or managed by the Trust in their capacity as a landlord.
- 2.3 This Policy applies to all Trust owned domestic property, including for the avoidance of doubt any property rented on market rents, but does not apply to shared ownership, properties that have been sold, or leasehold properties.
- 2.4 This Policy does not automatically apply to every commercial property owned by the Trust. For each commercial tenancy, the Trust will take an approach based upon the terms of the individual lease, factoring in a risk-based review of the broader building use as set out within the Policy Principles of this document.

3. LEGAL & REGULATORY REQUIREMENTS

For social Landlords, fixed wire electrical testing is governed by a combination of statutory legislation, regulations and industry standards.

- 3.1 **The Health and Safety at Work Act, 1974 (HASAWA)** places a General Duty of Care under Section 3 which states that Employers must ensure, so far as is reasonably practicable, that persons not in their employment (i.e. tenants) are not exposed to health and safety risks.
- 3.2 **The Electricity at Work Regulations 1989 (EAWR)** requires under Section 4 (2) for system maintenance to be carried out as may be necessary to prevent danger so far as is reasonably practicable. Regulation 16 of the EAWR relates to Persons Not Under the Employers Control, and stipulates that Landlords must ensure that people not employed by them (i.e. tenants) are not exposed to electrical danger
- 3.3 **The Housing Act 2004** introduced the **Housing Health and Safety Rating System** within which Electrical Hazards are assessed and if found to be faulty, dangerous or poorly maintained can be classified as Category 1 and 2 hazards.
- 3.4 **The Landlord and Tenant Act 1985** Section 11 requires Landlords to keep electrical installations in good repair, and although it doesn't mandate testing frequency it forms the legal basis for maintenance duties.
- 3.5 **The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020** applies to private Landlords specifically, however it is considered best practice for social Landlords to follow its principles which require an Electrical Installation Condition Report to be completed every 5 years, and remedial works to be completed within 28 days of defect identification
- 3.6 **The Management of Health and Safety at Work Regulations 1999 (MHSWR)** Regulation 3 requires an employer to make a suitable and sufficient assessment of the risks to health and safety of people affected by their undertaking. In the Trust's capacity as a Landlord this relates to their tenants. Regulation 5 requires employers to make arrangements for the effective planning, organisations, control, monitoring and review of protective measures.
- 3.7 **The Social Housing (Regulation) Act 2023**, including **Awaab's Law** mandates that social Landlords must investigate and rectify health and safety hazards, including electrical hazards, identified under the HHSRS within a specific timeframe.
- 3.8 **BS 7671 (IET Wiring Regulations – 18th Edition)** is the technical standard for electrical installations in the UK. Whilst not law itself, compliance with the Regulations is expected under the Electricity at Work Regulations detailed above.
- 3.9 **The Regulatory Reform (Fire Safety) Order 2005** places a legal duty on Landlords to reduce the risk of fire in non-domestic premises by undertaking general fire precautions including identifying and reducing fire risks and hazards and maintaining electrical systems and equipment to prevent ignition sources.

- 3.10 **Electrical Safety Roundtable Code of Practice for the Management of Electrotechnical Care in Social Housing** outlines clear standards regarding electrical testing and requires an EICR to be completed at least every 5 years, or on change of occupancy including all voids and mutual exchanges, by competent contractors.
- 3.11 **The Regulator Of Social Housing Safety and Quality Standard** requires Landlords to maintain legally compliant electrical testing, to respond quickly to issues and to keep thorough records. It places electrical safety as a core element of the safety standard.

4. DEFINITIONS

- 4.1 **Periodic Electrical Inspection** – an inspection completed by a qualified electrician through testing and visual inspection, on the condition of an existing electrical installation to ascertain its condition at the time of the inspection against current standards and minimum safety requirements.
- 4.2 **EICR** – Electrical Installation Condition Report – a formal document issued after completion of a Periodic Electrical Inspection to evidence the condition of the installation at that time.
- 4.3 **EIC** – Electrical Installation Certificate – a formal document issued by a qualified electrician to confirm that new or amended electrical circuits and installations are safe for use at the time of the installation.
- 4.4 **On-boarding of new property** – the process of bringing new property into the ownership and management of the Trust, including the steps taken to ensure that the new property is correctly added to management systems and processes.
- 4.5 **Disposal of property** – the process of property leaving the ownership and/or management of the Trust including the steps taken to ensure that the management systems are updated to reflect this change.
- 4.6 **C1** – a classification of hazard within an EICR that signifies a dangerous condition that requires immediate remedial action.
- 4.7 **C2** - a classification of hazard within an EICR that signifies a potentially dangerous condition that requires urgent remedial action.
- 4.8 **C3** – a classification of observation on an EICR that signifies “improvement recommended”, indicating that the installation is not dangerous but could be upgraded to align with current regulations.
- 4.9 **Satisfactory Status** – in the context of an EICR means that the fixed wire electrical installation in a property is deemed safe and meets current safety standards with no C1 or C2 hazards identified.

4.10 **CRUD Principles** – acronym for Create, Retrieve, Update and Delete, the CRUD Principles say that whoever undertakes the work that creates a change to data should be the ones to complete that change so it is reflected on our central systems.

4.11 **Market Rent** – the renting of property on an open market basis, at a full market rent as opposed to a social rent

5. OUR POLICY

5.1 Testing Frequency

5.1.1 The Trust will seek to comply with legislation, regulation and best practice by undertaking Periodic Electrical Inspections and receiving an EICR at the following intervals for property under its management.

All domestic property and communal space owned by the Trust	Intervals of no greater than every 5 years from the date of the previous EICR OR Sooner, as recommended on the previous EICR by the competent contractor
Commercial Property where the obligation to repair and maintain DOES NOT fall to the occupier under the lease	Intervals of no greater than every 5 years from the date of the previous EICR OR Sooner, as recommended on the previous EICR by the competent contractor
Commercial Property where the obligation to repair and maintain DOES fall to the occupier under the lease	The Trust will require evidence from the occupier of a satisfactory EICR that is less than 5 years old and within the period prior to the next recommended testing date, issued by a competent contractor and covers the full fixed wire installation of the property
Void Property	A satisfactory EICR is required on every void, prior to re let regardless of the date of the last EICR
Change of Occupation	Mutual Exchange (MX) – EICR completed within 10 days of MX completion, remedial works completed within 28 days Decants – A satisfactory EICR is required prior to a decant taking place Succession – A succession is not considered a change of occupation and as such no new EICR is required
Other acquisitions into Trust ownership – buy backs, purchases etc	An EICR will be requested as part of the purchase process. If not available, an EICR will be completed within the first 28 days of ownership or prior to occupation, whichever is the sooner
Third party owned property under Trust management	To follow the scope and frequency of this Policy unless directed otherwise by the owner of the Property in question

5.2 Re-setting of Testing Cycle

5.2.1 The Trust recognises that there are works other than the completion of an EICR that can re-set the EICR test cycle date. These are:

Rewires	A full property rewire, with supporting EIC to cover all fixed electrical installations will be sufficient to re-set the EICR testing cycle date
New Builds	An EIC must be provided for the full fixed wire installation, the date of which will start the 5 year testing cycle

5.3 Relevant Procedures

5.3.1 To support the consistent delivery of this Policy the Trust will create and maintain relevant Procedures that adequately cover:

- The day to day management of the delivery of the fixed wire testing programme as per this Policy, including a clear no access process (Electrical Fixed Wire Testing Procedure).
- The management of the commercial property portfolio to provide viability into the associated compliance position (Commercial Compliance Procedure)
- Voids, including:
 - The process of a standard void; how an electrical testing job is logged, how the associated paperwork is handled and how the property components are updated
 - The process of rewire completed on a void property including how the associated paperwork is handled and how the property components are updated
 - A clear position on where the responsibility to manage long term empty properties lies
- The delivery of planned investment programmes, including how the associated paperwork is handled and how the property components are updated (Investment Programme Delivery Procedure)
- The process of a Mutual Exchange; to include how a job is logged on the system for the associated electrical testing (MX Procedure)
- The process of a decant; to include how a job is logged on the system for the associated electrical testing (Decant Procedure)
- The process of onboarding of new property into the Trust and the disposal of property in order to maintain accurate property and component data to ensure that testing programmes remain accurate (New Asset Procedure & Property Disposal Procedure).

5.4 **Remedial Works**

- 5.4.1 The Trust will seek to rectify all C1, C2 and (Further Investigation) FI issues detailed on an EICR certificate within 28 days of the date of the certification.
- 5.4.2 C3 hazards will not be rectified as part of the Landlords Fixed Wire Testing programme, but where whole circuits are replaced such as at rewire or replacement of kitchens and bathrooms any C3 items will be brought up to current installation regulations.
- 5.4.3 The Trust does not require a new satisfactory EICR to be completed following completion of remedial works. Instead, the original unsatisfactory EICR will be linked to the paperwork covering the remedial works completed in order to evidence the full chain of works completed to remediate the installation back to a satisfactory standard.

5.5 **Compliance Reporting**

- 5.5.1 The Trust will maintain a reporting dashboard that evidences the compliance position in relation to fixed electrical installations relevant to this Policy.

5.6 **Technical Specification Document**

- 5.6.1 The Trust will create and maintain a Technical Specification Document that provides the in-depth technical standard of testing required. This document will set out any accepted agreed limitations and will be the document against which the delivery of EICRs will be audited.

5.7 **Competent Contractors**

- 5.7.1 The Trust will only utilise contractors who are qualified and competent to complete Fixed Wire Testing as set out in this Policy

5.8 **Property and Document Management System**

- 5.8.1 The Trust will maintain an accurate database of fixed wire electrical installations within its Property Management System, detailing the address, the testing frequency as per this Policy, the date of the last EICR and the date the next EICR is due.
- 5.8.2 The Trust will log any reports of issues with fixed wire electrical installations within its Property Management System
- 5.8.3 The Trust will maintain a Document Management System that stores all relevant certification relating to fixed wire electrical testing against the property to which it relates.

5.9 **Auditing**

- 5.9.1 The quality of the EICR's produced on the Fixed Wire Electrical Testing programme will be subject to third party independent auditing by a suitably experienced and independent auditor at a rate of at least 10% of Periodic Inspection Reports completed each month in order to verify their accuracy and adherence to the Trust's Technical Specification document.
- 5.9.2 Auditing of the wider works that can also re-set an EICR cycle, set out in Section 5.2.1, will also be undertaken by a suitably experienced and independent auditor at an appropriate rate to ensure quality electrical installations.

6. **EQUALITY, DIVERSITY & INCLUSION**

- 6.1 The testing and inspection of Landlord's fixed electrical installations as set out in this Policy is implemented based upon the existence of a relevant electrical installation and as such is a service that is provided to all customers, irrespective of any other factors.
- 6.2 The communication methods implemented to arrange access into homes to deliver the Policy Principles set out in this document will, as far as is reasonably practicable, reflect customers' communication preferences as logged on the Trust property management system.
- 6.3 The Trust will make reasonable adjustments when arranging access into homes to any vulnerabilities or needs that a customer makes the Trust aware of.
- 6.4 An equality impact assessment has been completed as part of the policy review.

7. **RESPONSIBILITIES**

7.1 **Executive Management Team (EMT)**

- 7.1.1 To approve this Policy and any amendments, to ensure that adequate resources are available to deliver this Policy and the associated procedures and for setting the overall cultural tone towards delivery of Landlord's compliance.

7.2 **Assistant Director of Development Asset and Compliance**

- 7.2.1 To report to Board and EMT on the delivery of this Policy.
- 7.2.2 To appoint a lead manager, the Asset Operations Manager, to oversee the effective management and delivery of the Policy Principles.

7.3 **Asset Operations Manager**

- 7.3.1 To appoint a suitably trained and competent Compliance Officer to run the programme to deliver the testing as set out in this Policy.

- 7.3.2 To review this Policy at the agreed frequency and to verify that associated Procedures remain accurate in relation to the delivery of this Policy.
- 7.3.3 To effectively manage and retain oversight of the budget in relation to the programme delivery.
- 7.3.4 To review and update the Operational Risk Register in relation to the risks associated with electrical testing.
- 7.3.5 To have suitable reporting functions and property databases in place to enable accurate reporting on the delivery of the testing programme set out in this Policy
- 7.3.6 To provide monthly updates on overall compliance position
- 7.3.7 To highlight any significant health and safety or compliance issues to the Assistant Director of Development Asset and Compliance
- 7.4 **Compliance Officer**
 - 7.4.1 To ensure effective day to day management of delivery contractors to deliver the full programme of testing.
 - 7.4.2 To oversee monitoring of contractor competence and budget spend against programme delivery.
 - 7.4.3 To manage the no access process as required.
 - 7.4.4 To manage the day to day reporting function.
 - 7.4.5 To maintain property and paperwork databases with relevant information and certification to evidence compliance.
 - 7.4.6 To oversee the auditing process and report findings to the Compliance Working Group.
- 7.5 **All Managers Team (AMT)**
 - 7.5.1 To oversee the effective delivery of procedures relevant to each respective area, and to ensure that their team engages with the Trust CRUD Principles where they complete works that generates a need to Create, Update or Delete central systems.
- 7.6 **Health and Safety Committee**
 - 7.6.1 To review reports of issues or concerns associated with Fixed Wire Electrical Testing, or the delivery of this Policy
- 7.7 **Compliance Working Group**

- 7.7.1 To hear and review auditing performance, along with any contract delivery issues and to escalate/report into the Health and Safety Committee as required

8. MONITORING AND REPORTING

- 8.1 The delivery of the fixed wire electrical testing programme will form part of the compliance reporting table which in turn feeds into the overall Compliance KPIs reported each month to the Performance Management Group and to each Board meeting as part of the Compliance paper
- 8.2 The completion of fixed wire electrical testing in relation to commercial property is reported to the periodic Commercial Property Management Meeting
- 8.3 Any remedial works arising from an unsatisfactory EICR that have surpassed the 28 day rectification target date will be included in the monthly compliance remedial figures that are reported at each Board meeting.
- 8.4 Auditing results are reported into the quarterly Compliance Working Group, and any concerns escalated to the Health and Safety Committee

9. CONSULTATION

- 9.1 The All Managers Team, Senior Leadership Team and Executive Management Team have each had the opportunity to comment on this Policy
- 9.2 The Trust's Challenge Group have been consulted on the original version of this Policy and had the opportunity to comment

10. REVIEW

- 10.1 This Policy will be reviewed every 3 years, or sooner if there are major legal, regulatory or other changes which make this necessary, or if there is a significant health and safety incident linked to fixed wire electrical installations.

ASSOCIATED DOCUMENTS

- Electrical Fixed Wire Testing Procedure
- Reasonable Adjustments Policy
- Commercial Compliance Procedure
- Void Property Procedure
- Mutual Exchange Procedure
- Decant Procedure
- Mandatory Buy Back Procedure
- New Asset Procedure
- Property Disposal Procedure
- PPHT Electrical Technical Specification
- Investment Programme Delivery Procedure

POLICY INFORMATION

Policy Name:	Fixed Wire Electrical Testing Policy
Status:	Final/Approved
Approved by:	Executive Management Team
Drafted By:	Laura Burton, Asset Operations Manager
Date approved:	4 September 2025
Next Review Date:	September 2028