

Temporary Accommodation - Electrical Management Plan

August 2025

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1. Purpose and scope

This policy defines the Councils approach to ensure that the electrical installations within its owned and managed properties, that are provided as temporary accommodation, are effectively tested, maintained, managed and safe to use.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

2. Background

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including the maintenance of electrical installations, and that homes are fit for habitation. The Council must treat any incident relating to an electrical safety installation with the utmost seriousness and act promptly to protect residents.

3. Specific installations

Inspections will include all in service equipment (equipment with a permanent connection to supply, for example pumps, cookers, extractor fans or air conditioning equipment).

If it plugs in, that item is covered by PAT testing codes of practice.

The law requires electrical equipment to be maintained to prevent danger. The type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous checks.

The Council will arrange an inspection of its properties every 5 years. This includes consumer units (fuse boxes), electrical wiring, plug sockets, light fittings, electric showers and extractor fans and other fixed electrical parts,

Communal areas will also be tested every 5 years.

Following a full inspection, the registered qualified contractor will issue an Electrical Installation condition Report (EICR) which will either formally declare that the installation is safe for continued use or highlight any suggested or urgent repairs that need to be made.

However, the Council will arrange a visual inspection to be undertaken by a qualified electrician on any change of occupancy, but a full test will still be completed every 5 years. If the visual inspection indicates that the installation has been interfered with by the resident or others, then a full inspection will be carried out and remedial

actions undertaken. The resident will also be charged for any works carried out in this instance.

4. Legal Standards

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- BS 7671 Requirements for electrical installations.
- Landlord and Tenant Act 1985
- Housing Act
- Regulatory Reform Fire Safety Order 2005 England and Wales
- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015

BS 7671 Wiring regulations

BS 7671 is the national standard for the installation and inspection of electrical systems in the UK, adherence to which is important for ensuring safety as well as legal compliance of all electrical work and installations.

Landlord and Tenant Act 1985

The Landlord and Tenant Act 1985, Section 11 requires the Council “to keep in repair and proper working order the installations in the dwelling-house for the supply of water, gas and electricity”.

Although the Act does not make mention of a need to carry out periodic inspection and testing of the electrical installation, they do place an obligation on the Council to maintain the installation in a condition suitable for the use intended.

Where an installation is not subject to an effective and ongoing planned and proactive maintenance programme, periodic inspection and testing carried out at appropriate intervals is a practical way of identifying where maintenance work is most required in order to keep the accommodation in a condition that is safe for use and for staff and contractors to work in

Housing Act 2004

The key points about electrical safety under the Housing Act are:

- The Council must ensure all fixed electrical installations (like wiring, light sockets, and plug sockets) are inspected and tested by a registered electrician, according to the 18th edition of the Wiring Regulations.
- Inspections must be carried out at least every 5 years, or when there is a change of tenancy, whichever is sooner.
- A qualified electrician will provide an EICR after the inspection and testing.
- Licensees must report any electrical faults they notice and allow access for repairs and safety checks

Regulatory Reform Fire Safety Order 2005 England and Wales

Under the Regulatory Reform (Fire Safety) Order 2005, the Council has a legal duty to ensure their properties are safe from fire. This involves taking reasonable steps to protect their residents.

Electricity at Work Regulations 1989

The Council has a legal obligation under The Electricity at Work Regulations for employers and employees to prevent electrical-related hazards, such as electric shock, fires, or explosions, which can happen when electrical systems or equipment are poorly maintained.

Health and Safety at Work Act 1974

Under the Health and Safety at Work Act 1974, the Council has a primary duty to ensure their temporary accommodation is safe for all occupants, and to prevent exposure to health and safety risks. This includes maintaining the property's structure and exterior, as well as common areas, and ensuring proper maintenance of fixtures and fittings. Additionally, the Council must comply with specific regulations which includes electrical wiring and fire safety.

Construction (Design and Management) Regulations 2015

Under the Construction (Design and Management) Regulations 2015 (CDM 2015), the Council has specific duties to ensure the safety of construction projects, especially when undertaking repairs or new construction. Key responsibilities include ensuring work is carried out safely, providing relevant information to designers and contractors, and cooperating with other parties involved in the project.

5. Complying with the standards

The Council must ensure that its temporary accommodation has all the measures in place to ensure that electrical safety standards are met.

The Council will inspect its temporary accommodation properties, remedy deficiencies promptly and ensure that they have a regular programme of maintenance and management.

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any issues to the Council immediately. When a licensee does report an electrical safety problem the Council will need to consider the emergency of the repair.

An emergency repair will include incidents such as exposed electrical wiring, broken accessories showing cooper parts, inoperable switches, no lighting.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

6. Council inspection procedure

The Council will ensure that an electrical safety inspection is undertaken by a qualified electrician at each of its temporary accommodation units every 5 years.

Additionally, a visual check is also undertaken by a qualified electrician, when a property becomes vacant and before a new licensee is placed into the property. If the visual inspection identifies any potential risks, then a full inspection will be carried out and remedial action undertaken before the property is occupied.

The findings are recorded which is retained for a period of 7 years (Appendix 1)

7. Addressing electrical installation issues

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: housingneeds@gedling.gov.uk, or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers an electrical installation safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident
- Consider if property is suitable for occupation
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified electrician to attend the property, having agreed a suitable date and time, who will inspect, test and fix and identified safety issues. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help ensure incidents do not reoccur in the future.