



Electrical Installation Condition Report

Policy

1.0 Introduction

- 1.1 Rolig Homes has a specific duty under Section 11 of the Landlord and Customer Act 1985 to “...keep in repair and proper working order the installations in the dwelling house for the supply of electricity”.
- 1.2 The aim of this Policy is to keep safe the occupiers of its properties, visitors, staff, contractors, and the public, from the risks associated with electrical installations so far as is reasonably practicable. This document sets out key policy objectives, control measures and accountabilities to protect customers, staff, and contractors from harm.
- 1.3 The terms ‘you’ and ‘your’ in this Policy mean customers. The terms ‘we’, ‘our’ and ‘us’ mean Rolig Homes.

2.0 Scope

2.1 Where does this Policy apply?

This Policy applies to all properties owned or managed by Rolig Homes. In some cases, Rolig Homes may not hold the landlord’s duty of care. This must be clearly established before we exclude these properties from the principles of this Policy. This Policy does not cover Portable Appliance Testing (PAT).

2.2 What electrical installations are included in this Policy?

In this Policy ‘electrical installations’ means fixed electrical installations, fittings and wiring within a dwelling or within common parts of buildings.

2.3 What legislation has been considered when writing this Policy?

- Landlord and Customer Act 1985
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Housing Act 2004
- The Electrical Equipment (Safety) Regulations 1994
- Electricity at Work Regulations 1989
- The Management of Houses in Multiple Occupation (England) Regulations 2006.



2.4 Who has responsibilities under this Policy?

- 2.5 The Chief Executive oversees sign off and agreement of all H&S policies.
- 2.6 The Chief Executive retains overall accountability for this Policy and implementation of the related management plan being a key instrument outlining specific processes and tasks colleagues across the business need to follow.
- 2.7 The Senior Leadership Team are responsible for ensuring adequate resources are made available to meet the policy objectives.
- 2.8 Rolig Homes is the duty holder.
- 2.9 The Chief Operations Officer is responsible for delivery of the key policy objectives and for achieving the associated targets.
- 2.10 Onyx Facilities Management are responsible for overseeing operational delivery, including the management of all contractors carrying out EICRs and related works to ensure we have up-to-date EICRs on file for all relevant properties including mutual exchanges.
- 2.11 The Chief Executive is responsible for the operational delivery of the EICR programme to ensure all are under five years old.
- 2.12 The Directors of Rolig Homes are responsible for ensuring all EICRs for voids and all electrical repair works they undertake are in line with this Policy.
- 2.13 The Chief Executive will direct Rolig Homes in meeting the requirements of relevant legislation and responsible for ensuring the Policy is reviewed and updated in line with legislation.
- 2.14 Customers are responsible for allowing access to their homes that Rolig Homes is responsible for maintaining electrical installations in.

3.0 How will we reduce risk?

- 3.1 We will test all installations and produce a satisfactory EICR (Electrical Installation Condition Report) as follows:
 - Every five years (planned programme) or other as advised by the competent person
 - After a flood or a fire (reactive).



- 3.2 We will only accept satisfactory certification for our periodic inspections. This means any service provider must complete remedial actions (codes 1 & 2) before issuing the certification.
- 3.3 We will maintain an 'Asset Register' of properties where we hold a duty to maintain appliances and installations. We will ensure that EICRs are kept and administered in an electronic format via an appropriate database and linked to the relevant property record by the properties unique identifying codes.
- 3.4 We will retain on file the last two EICRs for any property or building for which we are responsible.
- 3.5 We'll produce an EICR on all new-build properties where we hold the duty of care upon first occupation.
- 3.7 The above will ensure the work carried out by our contractors meets regulations and have been properly completed and documented. We will operate a suitable and sufficient audit and assurance programme. This will help to provide reassurance on the quality of work and data linked to our EICR programme.

4.0 What can customers and staff expect?

- 4.1 Rolig Homes will appoint electrical contractors through Oynx Facilities Management who are registered with one or more of the following:
 - National Inspection Council for Electrical Installation Contracting (NICEIC)
 - Electrical Contractors' Association (ECA)
 - National Association of Professional Inspectors and Testers (NAPIT)
 - Another accredited body registered under a recognised Domestic Installer Self- Certification Scheme in compliance with Part P of the Building Regulations.
- 4.2 Rolig Homes will only allow electricians to work on electrical installations, who:
 - Are qualified to the current edition of the I.E.T Wiring Regulations BS7671 (currently The Eighteenth Edition 2018) and
 - Hold a City & Guilds 236- Electrical Installation (or equivalent)
 - Rolig Homes will appoint suitably qualified and competent contractors to inspect, test, and repair electrical installations.
- 4.3 It's a condition of individual tenancy agreements that customers must, given



reasonable notice, provide access for us to carry out works in their home. We will make reasonable attempts to gain access to carry out an EICR. Our contractors will make and attend a minimum of two lettered appointments before referring a property back to us if access isn't gained.

4.4 Properties referred to Rolig Homes will follow a defined process to gain access. We will take appropriate action to ensure we meet our obligation to complete an EICR. If we're unable to gain access, we'll consider taking legal action to gain access.

4.5 Where legal action is taken, we'll seek to recover any costs incurred.

5.0 Within what timescale will we complete any non-compliant installation?

5.1 We will promptly repair or renew any defective part of an installation when completing an electrical installation condition report. If we cannot complete the remedial works at first inspection, we will arrange a further visit to return and complete serious deficiencies (codes C1 and C2) as soon as practicable. In the event of significant risk, the equipment will be isolated and made safe pending repair.

5.2 We will ensure any unauthorised and defective alterations or additions to electrical installations are rectified or removed on discovery.

6.0 What we've done to ensure this Policy is fair

6.1 We recognise some customers may need adjustments due to a language barrier, disability, cultural need, or vulnerability. In these circumstances, in line with our Reasonable Adjustments & Vulnerable Needs Policy, we'll work with customers to ensure we consider their specific needs, on a case-by-case basis, provided it doesn't compromise health and safety to individuals or homes. This includes working in partnership with other agencies to ensure we manage and mitigate any known risks of safety and wellbeing.

6.2 We aspire to embed diversity and inclusion within the culture of our business activities.

7.0 Review

7.1 We will review this Policy to address legislative, regulatory, best practice or operational issues.



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Policy owner	Matt Smith
Policy author	Matt Smith

Version history			
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1.0	01/02/25	New policy	Matt Smith / Nathan Stolborg