



Electrical Safety Policy Guidance - Quick Guide (V1.0).

What this policy is about

This quick guide provides a short overview of how electrical safety is managed in homes and communal areas to help keep residents, staff and contractors safe.

Who it applies to (See policy: Scope, p.2)

- Homes and communal areas managed by Portsmouth Homes
- Residents, including tenants and household members
- Staff and contractors working on our behalf

It does not apply to residents' own electrical appliances or electrical installations in leaseholder or shared owner homes, which are managed in line with the lease.

The commitment (See policy: Purpose, p.3)

Electrical safety is managed in line with legal and regulatory requirements. Clear information is provided, risks are managed, and action is taken promptly where safety concerns are identified.

Our responsibilities (See policy: Our Responsibilities, p.3)

Portsmouth Homes is responsible for ensuring that electrical systems we own or manage are safe.

This includes carrying out regular Electrical Installation Condition Reports (EICRs) at intervals not exceeding 5 years and sooner where required, inspecting communal areas, completing risk-based repairs, and taking immediate action where serious safety risks are identified.

We maintain electrical safety records and certificates, test portable electrical appliances we provide, and inspect and maintain smoke and heat alarms as part of the EICR programme.

Residents can request a copy of the most recent EICR for their home. Records are retained and shared in line with legal requirements.

Inspections, repairs and access (See policy: Process for Arranging Access, p.4)

Reasonable notice will be given to arrange essential electrical safety inspections and repairs. Where access cannot be agreed or contact cannot be made, further steps will be taken in line with the *Working Together – Portsmouth Homes Access Policy*.

Resident responsibilities (See policy: Your Responsibilities, p.4)

Residents are asked to:

- Allow access for essential electrical safety inspections and repairs, with reasonable notice except in emergencies
- Report electrical faults or damage as soon as possible
- Use electrical appliances safely and avoid overloading sockets
- Only carry out electrical work with written permission and using qualified professionals
- Test smoke and heat alarms weekly and report any faults
- Not tamper with electrical wiring, meters or equipment

Working together and oversight (See policy: Gas and Electric Safety Panel, p.5)

Electrical safety is monitored through internal governance arrangements, including the Gas and Electric Safety Panel, to ensure risks are managed consistently and improvements are made where needed.

Further information

This is a summary only. For full details, including inspection processes, responsibilities and enforcement options, please refer to the Electrical Safety Policy or contact Portsmouth Homes. Information is available in alternative formats on request.

Link: [Electrical safety policy](#)

