

Portable Electrical Equipment Safety Policy

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Owner: Compliance & Building Safety	Next Scheduled Review: 17/06/2029

1. Purpose

- 1.1 This Policy outlines how Flint Housing will fulfil its statutory duties as required under current primary and secondary legislation and comply with the regulatory framework for social housing in England.
- 1.2 Flint Housing aims to protect the occupiers of its properties, visitors, staff, contractors and the public from the risks associated with portable electrical equipment so far as is reasonably practicable.
- 1.3 Flint Housing also recognises and accepts its responsibilities under the Health & Safety at Work Act etc. 1974, and the Management of Health and Safety at Work Regulations 1999, and acknowledges its commitment to health and safety as set out in the Health and Safety Policy.
- 1.4 This document sets out key policy objectives, control measures and accountabilities to protect residents, staff and contractors from harm.
- 1.5 For the purposes of this Policy, any reference to Flint Housing or “our” or “we” shall be relevant to all its associated entities and administered, where applicable, by its housing management provider(s).

2. Scope

- 2.1 This Policy applies to portable electrical equipment (PEE) held in the communal areas of all properties or other assets owned by Flint Housing. This includes properties being managed by third parties such as housing management providers. In some cases, Flint Housing will not own the equipment and the landlord’s duty of care must be clearly established before exclusion.
- 2.2 Flint Housing does not have responsibility for PEE owned by:
 - Residents (including whether in rented accommodation, leaseholders or shared owners)
 - Staff
 - Third party agencies or managing agents
 - Service providers or contractors
- 2.3 However, if we ask our staff to use PEE owned by others, we have a responsibility to ensure it is safe to do so.
- 2.4 In this Policy, PEE is defined as any (240v) electrical item that can be moved and is (or can be) connected to an electrical supply via a plug.

3. Legislation and guidance

- 3.1 This Policy will ensure Flint Housing’s compliance with, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - The Housing Act 2004
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- The Electricity at Work Regulations 1989
- Provision and Use of Work Equipment 1998

3.2 This policy follows the recommendations of the following guidance:

- INDG236 Rev 3 'Maintaining portable electric equipment in low-risk environments'.

4. Monitoring and quality control

4.1 We will monitor implementation of this Policy using the following performance measures:

Measure	Target	Reviewed by / interval
No. of blocks with PAT completed	100%	<u>Monthly</u>
No. of blocks with PAT	100%	<ul style="list-style-type: none"> • Compliance & Building Safety team <u>Quarterly</u> <ul style="list-style-type: none"> • Board of Directors

4.2 Flint Housing's housing management provider(s) will be required to maintain the above KPI targets as part of the housing management services provided.

4.3 Housing management providers should submit monthly reports to Flint Housing's Compliance & Building Safety team for ongoing review and periodic discussion by the Flint Housing board of directors, at least twice a year, showing performance against targets and explaining any variance from the agreed service delivery standards.

5. Policy implementation & responsibilities

5.1 Flint Housing's Compliance & Building Safety team retains overall accountability for the policy. Flint Housing is the duty-holder.

5.2 The Compliance & Building Safety team is responsible for:

- Monitoring the consistent implementation of this Policy and ensuring adequate resources are made available to meet the policy objectives;
- The delivery of the key policy objectives and for achieving the associated targets;
- Overseeing the operational delivery of this policy, including through its housing management provider(s) underpinned by the housing management agreements entered into by Flint Housing.
- Monitoring performance of housing management providers against this policy;
- Ensuring the policy is reviewed and updated in line with legislation; and
- Reporting any breaches in the regulatory standards to the Board and to the Regulator of Social Housing.

5.3 Flint Housing's housing management providers will be responsible for the implementation of this Policy within the housing management services provided to Flint Housing and commissioning the required Portable Appliance Tests (PAT) and implementing recommendations, subject to required sign-offs from Flint Housing's Compliance & Building Safety team.

5.4 The relevant housing management provider(s) will oversee and manage contractors undertaking PAT related works.

5.5 All Flint Housing staff are responsible for unplugging and reporting any faulty PEE.

6. Objectives

6.1 Flint Housing will:

- Ensure visual inspections and PATs are undertaken by competent persons in line with the intervals set out in this Policy;
- Maintain an equipment register (including asset ID, location, type etc.);
- Take defective equipment out of use, until and unless it is fully repaired and tested;
- Ensure that detailed records of testing and inspection are held, including details of defect and repair logs;
- Notify all existing / new residents and customers that personal equipment must not be used in communal areas (unless specific arrangements have been agreed);
- Discourage staff from using their own PEE for use at work. If staff use their own PEE, we will encourage staff to carry out visual checks (including for damage, overheating or lose parts) before use;
- Ensure 110v or Double Insulated equipment is used whenever possible;
- Ensure staff are trained and knowledgeable about the risks from PEE, with refresher training provided if required;
- Ensure that there is a clear reporting procedure in place; and
- If extension leads and adaptors are used, ensure that there is no daisy chaining, overloading of sockets and that cable reels are uncoiled and trip hazards are avoided.

7. Policy implementation plan

7.1 Flint Housing will implement this Policy by way of a set of documented procedures.

7.2 The procedures will cover, amongst other things, the following areas:

- Allocation of specific roles and responsibilities to staff and contractors.
- The competencies and responsibilities of contractors.
- Establishing and managing an inspection / testing programme.

8. Visual inspections / testing requirements

8.1 Flint Housing will complete visual inspections and testing of PEE (where present) in communal areas in line with the intervals set out in the table below:

Block/Property Type	Visual inspection	PAT testing
General Needs Rented, Leasehold & Shared Owners	12 months	5 years
High rise buildings	6 months	Annual
Offices	6 months	Annual

- 8.2 We will label all our PEE that has been tested. We will not label after a visual inspection.
- 8.3 PEE deemed unsafe from a visual inspection or PAT shall be disconnected and made safe immediately and labelled 'DO NOT USE'. In exceptional circumstances, PEE may be repaired before re-connection but must be re-tested before use.
- 8.4 Records of the last three PATs will be retained.
- 8.5 Each resident will be supplied with a copy of the PAT within 28 days of the inspection being completed. New or mutually exchanged residents will be provided with a copy on occupation.
- 8.6 We will store all PATs centrally, in electronic format, logged to the Register, and linked to the relevant property record by Asset ID.

9. Access for PAT checks

- 9.1 Insofar as it is applicable, Flint Housing shall fully comply with its housing management provider's Access Policy in relation to carrying out its electrical safety obligations.
- 9.2 It is an explicit condition of the tenancy agreement that tenants are required to grant access to the premises for the purpose of safety checks and maintenance work, and Flint Housing has a legal duty to ensure that all reasonable steps are taken (as per the Access Policy) to secure access to each property for these to be carried out, which will include, as a minimum (via our contractors, housing management providers or otherwise):
- 9.3 We will make three attempts to contact you. This may include contacting your next of kin or other household members (anyone listed on your tenancy file).
- 9.4 Following three unsuccessful attempts to gain access to a tenant's accommodation, where all other efforts have failed, it will be necessary to move to legal processes available within the Housing Act and the tenancy contract to gain access in order to complete the inspection. Tenants may be liable for costs associated with commencing the legal process.
- 9.5 Flint Housing will act appropriately, in accordance with legal requirements and the Access Policy in gaining access to properties. We will take into account any special needs, or vulnerability issues, before initiating legal action against a resident.

10. Equality and diversity

- 10.1 Flint Housing is committed to making sure all services are accessible to all our residents. Our staff will be trained to make sure they are communicating appropriately with our customers, and they have the relevant information.
- 10.2 This Policy will be applied in a way which makes sure we treat all customers with fairness and respect. We recognise our duty to advance equality of opportunity and prevent discrimination or victimisation on the grounds of age, sex, sexual orientation, disability, race, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership and any other protected characteristic defined within the Equality Act 2010.
- 10.3 On request we will provide translations of our documents, policies and procedures in various languages and formats including braille and large print, where a request in respect of each individual item is demonstrably reasonable (and not, for example, vexatious).

11. Review

- 11.1 This Policy will be reviewed in conjunction with our housing management provider(s) to address legislative, regulatory, best practice or operational issues at least every three years or more frequently where:
- Legislation/regulation or industry changes require otherwise, making sure that it continues to meet our aims and industry best practice; and/or
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- We identify any problems or failures in this procedure as a result of customer and stakeholder feedback, complaints, or findings from any independent organisations; and/or
- We become aware of any other circumstances which may affect the content of this policy.