

# Electrical Safety Policy

---

## 1. Policy statement

- 1.1. We are committed to ensuring the safety of everyone living in our homes.
- 1.2. To meet the requirements of all relevant legislation and the associated regulations for the homes we are responsible for, we will:
  - Make sure all domestic properties will have a valid Electrical Installation Certificate (EIC) or Condition Report (EICR) that is no older than five years and a copy of the certificate will be provided to the resident within 28 days
  - Make sure that all communal areas within our properties have a valid Electrical Installation Certificate (EIC) or Electrical Installation Condition Report (EICR) that is no more than five years old
  - Keep detailed electronic information of all landlord electrical safety records.
  - Provide a comprehensive service to deal with all electrical supply repairs.
  - Make sure that all electrical installation, maintenance, and safety checks are conducted by a suitably qualified and registered engineer. make sure all newly acquired properties have evidence in place to demonstrate that all electrical installations meet the required standards and regulations.
  - Make sure that an EICR is completed at the start of a new tenancy, mutual exchange and/or transfer and that the resident receives a copy of the EICR prior to, or immediately after moving in.
- 1.3. Our tenancy agreement includes specific terms and conditions for access to be given to undertake essential works. If access is not given, we will look at options to make sure we meet our legal obligations and keep our customers safe. This may include the use of a forced access injunction.
- 1.4. Customers are responsible for immediately reporting any concerns with their electrical installation.



### **Our accessibility and translations service**

Do you need this information in a different format or language? Please scan the QR code, visit [a2dominion.co.uk/translations](https://a2dominion.co.uk/translations) or call 0800 432 0077

- 1.5. We will periodically inform our customers of the importance of safety and emergency procedures by providing information on our website, in newsletters, and leaflets.
- 1.6. The Director of Building Safety and the Head of Building Services will be responsible for actions and repairs, which will be monitored by the Group's compliance team

## **2. Scope of this policy**

- 2.1. This policy applies to all properties owned and managed by A2Dominion, including shared areas in those buildings and any other properties where A2Dominion has a legal interest.
- 2.2. Where A2Dominion does not hold responsibility for completing the electrical safety maintenance and inspections e.g., where such obligations (legally or contractually) sit with a Managing Agent or a third party, we will use all reasonable options available to us to obtain evidence of compliance and will retain copies within our electronic records.
- 2.3. We do not undertake testing, maintenance and/or replacement of any electrical safety equipment for Shared Owners or Leaseholders, but we will periodically communicate with them to remind them of the importance of undertaking these checks.

## **3. Equality, diversity & inclusion statement**

- 3.1 A2Dominion Group, colleagues, partners, stakeholders, and contractors are committed to providing services, which are relevant and appropriate to the needs of people. We will treat others fairly and without discrimination.
- 3.2 We will make sure that all our services relating to this policy are accessible and available for all customers as set out in the requirements of the Equality Act 2010.
- 3.3 An Equality Impact Assessment has also been undertaken for this policy with no further changes or actions needed.

## **4. Data protection statement**

- 4.1. The protection of personal data is of great importance to A2Dominion Group and more than just a legal obligation.
- 4.2. A2Dominion Group and affiliate organisations are the data controllers registered with the ICO with the following registration numbers:
  - A2Dominion Housing Group Limited: Z4843307

- A2Dominion Homes Limited: Z9799978
  - A2Dominion South Limited: Z7835340
  - A2Dominion Housing Options Limited: Z5412073
  - A2Dominion Residential Limited: Z3391351
  - A2Dominion Developments Limited: ZA103931
  - Pyramid Plus London LLP: Z3594227
  - Pyramid Plus South LLP: Z3594230
- 4.3. Our data protection policy and procedures are governed by the Data Protection Act 2018. We collect and process personal information to provide housing services and to meet our contractual and legal obligations. All persons authorised to receive personal data are obliged to handle personal data in accordance with applicable laws and regulations at all times.
- 4.4. For information on how we collect, store, process, and use customers' personal data, please visit our website on [a2dominiongroup.co.uk/privacy-and-cookie-policy](https://a2dominiongroup.co.uk/privacy-and-cookie-policy).
- 4.5. For employee related privacy statement, please contact our HR team at [people.support@a2dominion.co.uk](mailto:people.support@a2dominion.co.uk). You can also contact the Data Protection Officer / Data Compliance team at [governance@a2dominion.co.uk](mailto:governance@a2dominion.co.uk)

## 5. Policy review

- 5.1. We will review this policy at least once every 2 years to make sure it remains relevant and accurate or more frequently where:
- Legislation/regulation or industry changes require otherwise, making sure that it continues to meet our aims and industry best practice.
  - We identify any problems or failures in this policy as a result of customer and/or stakeholder feedback, complaints, or findings from any independent organisations.
  - We become aware of any other circumstances which may affect the content of this policy.

## 6. Associated documents

- 6.1. This Electrical Safety Policy will operate in conjunction with relevant site or departmental policies and procedures.

- 6.2. This policy is supported by the Health and Safety Management System which sets out our operational and procedural activities.