



Electrical Safety Policy

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Scottish Social Housing Charter Standard:	Standard 4 & 5
Scottish Housing Regulator Standard:	Standard 1,4 & 5
Scottish Housing Regulator Guidance:	Guidance 1.6, 4.1 & 5.1



Vision

By providing aspirational homes and high-quality services we will transform communities to enhance the quality of life of our customers.

Values

- ***Customer and Community Focused***
- ***Treating our customers with respect***
- ***Accountable***
- ***Making a difference***
- ***Innovative***
- ***Equal access to services and opportunities for all***

Strategic Objectives

- ***Deliver first class customer services***
- ***Provide quality homes, communities and sustainable tenancies***
- ***Achieve robust financial management and governance excellence***
- ***Empower, develop and engage our staff***
- ***Build strong collaborative relationships locally and nationally***

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1. Introduction

- 1.1 We recognise the risk that electricity and electrical components within our properties could pose if not appropriately inspected, tested, maintained, repaired, and renewed which could lead to injury or property damage caused by fire. We recognise the impact these risks could have on our properties, customers and others living in and visiting our properties.

2. Policy Statement

- 2.1 The Policy outlines Ardenglen Housing Associations (AHA) responsibilities to comply with the relevant legislation and regulatory guidance on the installation, inspection, repair, testing and certification of electrical systems in the properties that it owns to ensure that all the electrical installations are in a good condition and are safe to use.
- 2.2 All of Ardenglens housing stock is within the scope of this policy as well as the common areas and other non-domestic areas like the office or community HUB.

3. Legal and Regulatory Framework

- 3.1 AHA has a duty of care towards the health & safety of its tenants, staff, contractors and other users or visitors to the buildings that it owns.
- 3.2 AHA are committed to ensuring their safety by minimising the risks associated with the installation and the use of electrical systems within the properties by complying with the following legislation and regulatory guidance.
- Health & Safety at Work Act 1974
 - The Management of Health & Safety at Work Regulations 1999
 - Housing (Scotland Act) 2006
 - The Building (Scotland) Act 2004 and subsequent amendments
 - The Electricity at Work Regulations 1989
 - BS 7671:2018 Requirements for Electrical Installations (the “18th Edition of the Wiring Regulations”)
 - Landlords Guide to Electrical Safety Scotland 2017
 - Scottish Social Housing Charter
 - Scottish Housing Quality Standards
 - Building Standards (Scotland) Regulations 2014

4. Roles and Responsibilities

- 4.1 The Chief Executive Officer is the designated Duty Holder, and the Board of Management has overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy to be met.

4.2 The Director of Asset Management has been delegated the responsible person role for the implementation of this policy. The Senior Asset Officer will be the depute responsible person. Their responsibilities include:

- Delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training and communications to customers
- Responsible for operational delivery, including the management of all contractors carrying out electrical works and for updating the records as required
- Ensure that detailed records are kept and administered

5. Electrical Inspection Condition Reports (EICRs)

5.1 EICRs are produced after a comprehensive survey of the existing electrical installation and associated accessories has been carried out by a competent person suitably trained to do so. It involves a visual inspection and electronic testing of the installation and provides detailed information on the general condition and safety of the installation together with recommendations that may be required to make it safe.

5.2 In accordance with the wiring regulations the Association will ensure that all its properties will receive an inspection and test on the following frequencies as a minimum.

Property	Frequency
Domestic Property	Every 5 years
Void Property	Prior to let
Mutual Exchange	Prior to signing of agreement
Succession of Tenancy	Prior to signing of agreement
Assignment of Tenancy	Prior to signing of agreement
Communal Close lighting	Every 5 years
Landlords communal supply	Every 5 years
Private Street Lighting	Every 5 years
Office	Every 5 years

5.3 In order to ensure that there is approximately a similar number of inspections programmed for each year to make the contract more manageable and avoid staff resources from being stretched, consideration will be given to bringing forward a number of inspection dates if required. This would be reviewed annually to take into account un-programmed inspections such as ones undertaken for letting void properties.

5.4 EICRs may also be undertaken at any time at the discretion of the Director of Asset Management for instances where a specific property may be considered electrically unsafe such as after a minor fire or recurring defects.

5.5 Observations noted during the testing and inspection process shall be addressed in the following manner in accordance with the severity of the situation.

- a) **Danger Present (C1)** – the safety of those using the installation is at risk and immediate remedial action is required. These will be rectified during the test, or the installation will be isolated.
- b) **Potentially Dangerous (C2)** – those using the installation may not be at immediate risk, but urgent remedial action is required to remove potential danger. An attempt to remediate these defects will be made during the test, however, should further investigation or disruption be required an appointment will be made to return at a date no later than 28 days.
- c) **Improvement recommended (C3)** – non-compliance with the current safety standard which presents no immediate or potential danger but may result in significant safety improvements if remedied. These defects will be recorded on the certificate and will be brought up to current day standards during future improvement or replacement works.
- d) **Further Investigation Required** - an appointment will be made to return at a date no later than 3 months.

6. Accessing Properties (EICRs)

- 6.1 To facilitate the 5-year anniversary due date inspections will be programmed to start on a 4 year and 10-month cycle to allow for difficulties with access.
- 6.2 AHA will follow their access procedure which involves a number of access attempts through standard letters reminding the tenant of the health & safety implications of the inspections and of their tenancy obligation to provide access. Should no access be obtained through this process the tenant will be advised that arrangements will be made to force access.

7. Communal Areas

- 7.1 Currently Glasgow City Council are contracted through a service agreement to undertake the maintenance and testing of the stair-lighting installations within the majority of the Associations closes although there are certain closes that have not been adopted by the council. Gaining access to such information can be protracted and very little control can be exercised over the process. During these inspections no testing is carried out of the electrical circuits for door entries or the TV aerial amplifier.
- 7.2 The Association will arrange for a separate electrical contractor to undertake EICRs to the circuits for the door entry and TV aerial amplifiers and any other electrical appliances connected to the landlord's common supply. In

addition, whilst the contractor is on site they will inspect and test the lighting circuits within the close at the same time so there is a consistent test date for all the appliances in the close which ensures the process is simpler to manage.

- 7.3 Closes that have not been adopted by Glasgow City Council will similarly receive a full EICR by an electrical contractor appointed by AHA.
- 7.4 The Association is also responsible for the maintenance of private street lighting in certain areas and these installations will be included within the testing regime.

8. New Installations and Alterations

- 8.1 The current 30-year life cycle for re-wiring properties used within the Associations Asset Management software is merely a notional figure to ensure that sufficient future investment is available should it be required. This will be reviewed periodically to ensure that value for money is achieved by extending the life cycle to align with the recommendations within the ongoing EICRs that are being received.
- 8.2 Due to the significant disruption caused to tenants during a re-wiring programme there requires substantial evidence to suggest that there is a pattern of failures of cabling within electrical installations. AHA will only carry out re-wires to properties where an EICR has highlighted evidence of deterioration in the existing wiring system and not merely to satisfy a notional cycle.
- 8.3 AHA will consider undertaking partial replacement of electrical installations and fittings during the replacement process of other major component items such as kitchens, bathrooms and central heating systems. On such occasions the electrical contractor shall issue the Association with a Minor Electrical Works Certificate.

9. Portable Appliance Testing (PAT)

- 9.1 In the event that electrical appliances (e.g., electric kettles, fridges, washing machines etc.) provided as part of the tenancy agreement reasonable steps will be taken to ensure they remain safe.
- 9.2 A record will be maintained of the portable appliances used in each premises and they will be tested on a risk based approach no longer than two years.
- 9.3 All portable appliances issued by the organisation will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.
- 9.4 AHA will issue tenants with a copy of the manufacturer's instructions for all appliances provided.

- 9.5 Should any faulty equipment be observed, AHA will ask the tenant to take the item out of service until it is repaired or replaced.

10. Record Keeping

- 10.1 AHA will establish and maintain an electronic database as part of its housing management software which records all properties and common areas that have an active electrical supply and electrical installation.
- 10.2 The database will be supplemented with additional electronic trackers which will record the date of the last EICR and the projected date for the next one. It will also be used for the purposes of programming future inspections and for assisting with budgetary allocation.
- 10.3 The electronic trackers will also record those properties where no-access has been obtained and the action that has been taken. All access letters issued to tenants will also be retained within the central filing system.
- 10.4 Details of whether the EICR is regarded as satisfactory or unsatisfactory and the observations noted will be recorded along with any follow-on action that has been completed including target timescales for completion.
- 10.5 Where the initial EICR is recorded as unsatisfactory there is no requirement to carry out a full EICR again after any remedial works have been completed. It would be sufficient to append a minor works certificate or a works completion certificate to make a full record of electrical safety compliance.
- 10.6 Electronic copies of all EICRs will be held in the filing system together with those for Minor Electrical Works Certificates or works orders.
- 10.7 Evidence of compliance will be held in a summarised format aligned with the reporting requirements of the general Health & Safety Scorecard which is presented to the Audit, Performance, Risk and Assurance Sub-committee on a quarterly basis.

11. Quality Assurance

- 11.1 In addition to undertaking routine scrutiny of paperwork and post inspections of works by the in-house Asset Management Team, consideration will also be given to scrutiny of certification and post inspection of works by an independent competent person with the necessary experience and qualifications to evaluate both.
- 11.2 The implementation of this Policy will also be subject to scrutiny through an independent auditor specialised in this area of work and the findings will be reported to the board of management.

12. Electrical Contractors

- 12.1 All electrical contractors who will undertake any electrical works for the Association will be members of at least one of their respective trade associations. Either the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association of Scotland (SELECT)
- 12.2 Only competent persons as defined by BS 7671:2018 are authorised to carry out inspection and testing of the Associations properties. Contractor's operatives will be deemed to be competent to carry out the appropriate inspection and testing only if they have sufficient knowledge and experience of the test equipment, the type of installation being tested and testing procedures.

13. Tenants Responsibilities

- 13.1 Tenants have a responsibility to use electrical installations and fittings within properties responsibly to protect the health and safety of themselves and others in their household as well as visitors to their home.
- 13.2 They also have a responsibility to report defects to the electrical installation as soon as they are aware of them and also allow reasonable access to enable repairs and any future inspections to be carried out.
- 13.3 Tenants are required to obtain permission from the Association to undertake any electrical works or alterations within their homes. Permission shall not be with-held unreasonably; however, it would be a condition of approval that the works were undertaken by a competent person.
- 13.4 AHA will issue electrical safety information to ensure that tenants are aware of the dangers attached to the misuse of electrical systems and to remind them to report any electrical faults immediately.

14. Monitoring of the Policy

- 14.1 The Audit, Performance, Risk and Assurance Sub-committee will receive a quarterly report identifying the following details:
 - The number of EICRs undertaken that quarter
 - The number of properties that have a certificate within the 5-yearly target period.
 - The number of properties where the 5 yearly target period has been exceeded and for what reasons.
 - Performance relating to the timescales for completing remedial works to C1 and C2 classifications.

15. Equality & Diversity

15.1 An initial Equality Impact Assessment has been carried out in accordance with AHA procedures. The result of this initial appraisal is that a full Equalities Impact Assessment is not required as, provided the proposed measures are in place as set out in the policy, there is unlikely to be a negative impact on any particular groups of 'At Risk' people.

16. Review of Policy Statement

16.1 This Policy will be reviewed by the Board of Management after three years.