



"Offering our community more than a home"

Electrical Safety Policy

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CHA Objectives:

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.
- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To provide a first class maintenance service which offers value for money and ensures the comfort and safety of our residents while achieving high levels of satisfaction

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being and economic effectiveness.
- The governing body bases its decision on good quality information and advice and identifies and mitigates risks to the Association's purpose.

Any breach or non-compliance with legislation/regulatory requirements in relation to this Policy constitutes a Notifiable Event and the Regulator will be informed via the SHR Portal.

This policy can be made available on request in a variety of different formats, such as on tape, in large print and translated into other languages.

1. Introduction

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance and management of all electrical installations, fixtures and appliances within premises controlled by the Association.
- 1.2 All electrical repair work and Electrical Installation Condition Reports will be sub-contracted to an external competent body.
- 1.3 The procedures detailed within this section are intended to facilitate the effective management of electrical safety, ensuring that all reasonable steps are taken to comply with the Consumer Protection Act 1987 and the Electrical Equipment (Safety) Regulations 1994.
- 1.4 The policy, and the practices identified within, will be open to internal and external audit in line with the Association's Health & Safety Audit programme.

2. Definitions

"Competent Person" – person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task (s) to be carried out correctly.

3. References (see also Section 8.4 - Guidance)

- British Standard BS7671:2008 (the 18th Edition of the Wiring Regulations)
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994
- The Housing (Scotland) Act 2006
- The Building (Scotland) Act 2004 and subsequent amendments.
- Scottish Housing Quality Standards

4. Electrical Checks

- 4.1 The Association will ensure that all electrical installations, fixtures, fittings, and any electrical equipment provided, is safe, in a reasonable state of repair and in proper working order at the start of the tenancy and throughout its duration.
- 4.2 Visual inspections on all electrical appliances will be carried out by a competent person before a tenant moves in and regularly throughout the tenancy.
- 4.3 The Association will ensure that service contractors carrying out Electrical Installation Condition Reports (EICR) are competent within the terms of the Regulations and are members of either the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association of Scotland (SELECT).
- 4.4 The EICR will be carried out within tenanted properties at least once every 5 years. An updated EICR will be provided prior to the start of a new tenancy (including mutual exchanges), and if there have been new electrical installations fitted or defects identified.

- 4.5 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	5 Years
Office Premises	5 Years
Centre81	3 Years
Communal Close Lighting and Landlord Supply	5 Years
Communal lighting and Landlord Supply (Multis)	3 Years
Private Street Lighting	5 Years
Radnor Park Laundries	Annually
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

- 4.6 The Association will retain a copy of the Electrical Installation Condition Report for six years. A copy of the most recent report will be issued to the tenant before a tenancy starts. If an inspection is carried out during a tenancy, a copy relating to that inspection will also be given to the tenant.
- 4.7 EICRs may be undertaken at any time at the discretion of the Head of Housing Services, Housing Services Manager or Maintenance Officer for instances where a specific property may be considered electrically unsafe such as after a minor fire or recurring defects.
- 4.8 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 3 months.
 - 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.

5. Portable Appliances

- 5.1 The Association will take reasonable steps to ensure that all appliances (e.g. electric kettles, fridges, washing machines etc.) provided as part of the tenancy agreement are safe.
- 5.2 An appropriate portable appliance testing (PAT) regime will be implemented for any appliances issued by the Association.
- 5.3 All portable appliances issued by the Association will have the CE Mark, the British Standard Kite mark or the 'BEAB Approved' mark.
- 5.4 The Association will issue tenants with a copy of the manufacturer's instructions for all appliances provided.

6. Repairs and Emergencies

- 6.1 Should any faulty equipment be observed, the Association will ask the tenant to take the item out of service until it is repaired or replaced.
- 6.2 The Association will use a competent service contractor to carry out repairs and emergency responses.

7. Tenant Responsibilities

- 7.1 Tenants will be issued with information leaflets on electrical safety.
- 7.2 Tenants will be advised to report any electrical faults immediately.
- 7.3 Tenants will be informed of any electrical items which are prohibited within Association premises.
- 7.4 Tenants have a responsibility to use electrical installations and fittings within properties responsibly to protect the health and safety of themselves and others.
- 7.5 Tenants are required to obtain permission from the Association to undertake any electrical works or alterations within their homes. Permission shall not be withheld unreasonably; however, it would be a condition of approval that the works were undertaken by a competent person and that relevant paperwork i.e. Minor Works Certificate is provided on completion of the works.

8. Accessing Properties

- 8.1 The Association will take all reasonable steps to ensure that access is obtained to all properties to undertake the inspection and testing of the electrical installation.
- 8.2 The electrical contractor will initially be required to make at least two attempts of gaining access through phone calls, letters or texting. Should no access be given, they shall record the date and medium of the attempted communication and pass to the Association.
- 8.3 The Association will make three further attempts through standard letters reminding the tenant of the health & safety implications and of their tenancy obligation to provide access. The Head of Housing Services will be consulted on whether to force access to a property, in any case legal advice may be sought.

9. New Installations and Alterations

- 9.1 The current 30-year life cycle for re-wiring properties used within the Co-operatives 30-Year Maintenance Programme is merely a notional figure to ensure that sufficient future investment is available should it be required.
- 9.2 Due to the significant disruption caused to tenants during a re-wiring process, Clydebank Housing Association will only carry out re-wires to properties where an EICR highlights evidence of deterioration in the existing wiring system and not merely to satisfy a notional cycle.
- 9.3 The Association 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.

For Office Use Only – Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	No
Newsletter Promotion?	Yes
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes