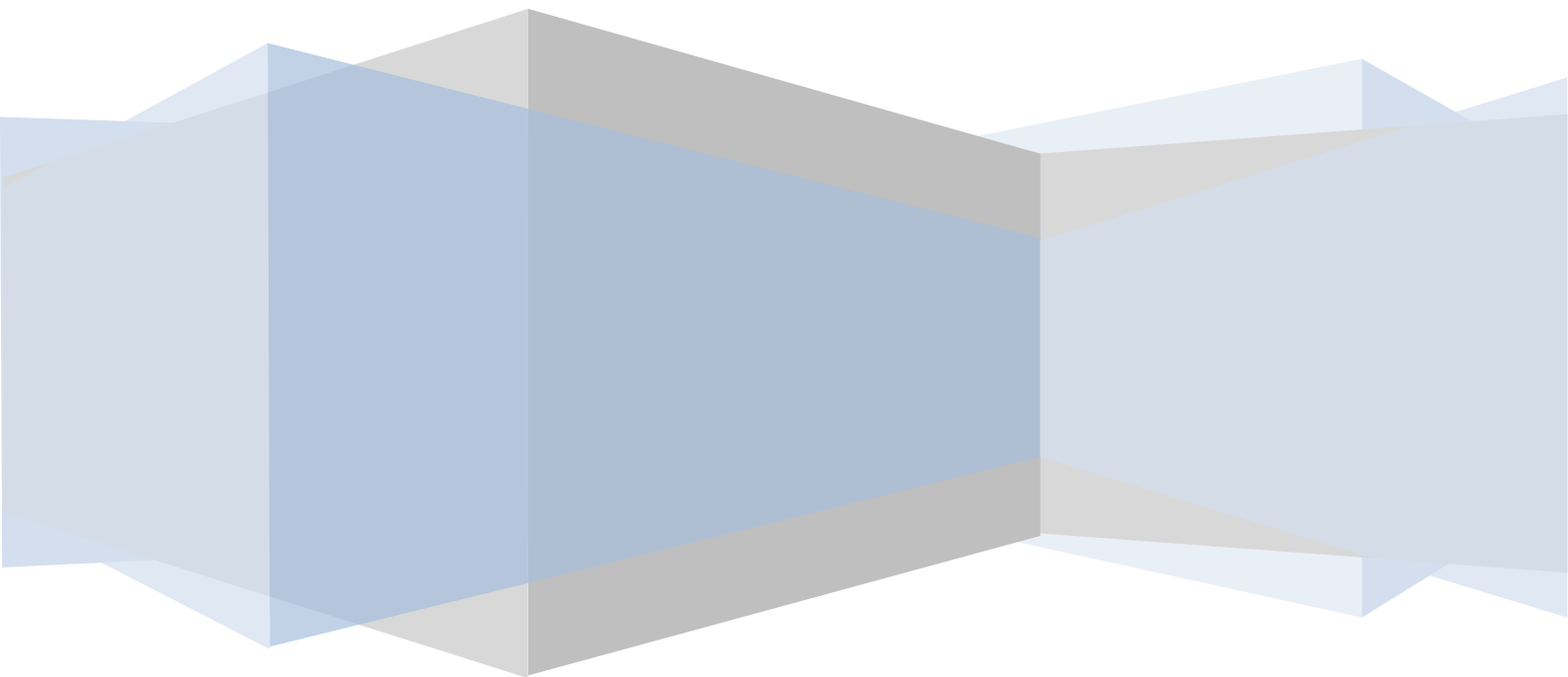




# **ELECTRICAL SAFETY POLICY**

**August 2023**



All Policies are available on tape, in braille, and in translation into most languages. Please ask a member of staff if you would like this policy in a different format

Date of Policy Review: August 2023  
Date of Committee Approval: 15 August 2023  
Date of Next Review: August 2028

<b>SCOTTISH HOUSING REGULATOR STANDARDS</b>	<p>STANDARD 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>STANDARD 2: 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. Its primary focus is the sustainable achievement of these priorities.</p> <p>STANDARD 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>STANDARD 5: The RSL conducts its affairs with honesty and integrity.</p> <p>STANDARD 6: The governing body and senior officers have the skills and knowledge they need to be effective.</p>
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## 1.0 Introduction

- 1.1 The purpose of this Policy is to set out specific guidelines to enable CDHA to be assured that the electrical safety of fixed electrical installations is inspected and maintained at appropriate frequencies to minimise the risk of fire, injury and/or death.
- 1.2 The policy applies to all the Association's domestic properties. It is supported by a **Procedure on Electrical Safety**.

## 2.0 Risk

- 2.1 By having a written detailed Electrical Safety Policy and Procedure the Association is able to ensure that a uniform and professional approach is adopted throughout the organisation and the service delivered is compliant with law, best practice and internal policy.
- 2.2 The risk of not having this Policy in place is that systems are not serviced in accordance with legislation and good practice guidance.
- 2.3 The main hazards of electrical systems are:
- contact with exposed live parts
  - faults which could cause fires
  - fire or explosion where electricity could be the source of the ignition

## 3.0 Legislation

- 3.1 CDHA is committed to ensuring the safety of its residents with regards to electrical installations in our properties.

It will comply with all relevant legislation and regulations including:

- Scottish Government Fire safety regulations requiring an interlinked smoke detection system in all domestic properties by February 2022
  - From March 2022 that an Electrical Installation Condition Report (EICR) is mandatory
  - The Housing (Scotland) Act 2006 which requires an electrical installation in a rented property to be 'in a reasonable state of repair and proper working order at the start of the tenancy and at all times during the tenancy'. Electrical installation is defined in Chapter 14 of the Housing (Scotland) Act 2006 as 'the electrical wiring within the property and associated components and fittings but excludes equipment and appliances.'
- 3.2 We are committed to complying with the 18th Edition of the IET (Institution of Engineering and Technology) Wiring Regulations (BS 7671:2019) which came into effect on 1st January 2019. All domestic wiring installations must now be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671: 2019.

## 4.0 The Association's Responsibilities

### 4.1 Fixed Electrical Installations

4.1.1 An electrical installation is made up of all the fixed electrical equipment that is supplied through the electricity meter. It includes the cables that are usually hidden in the fabric of the building (walls and ceilings), accessories (sockets, switches and light fittings), and the consumer unit (fuse box) that contains all the fuses or circuit breakers.

4.1.2 The Association aims to ensure that its electrical installations should have:

- sufficient sockets for the number of portable appliances likely to be used, in order to minimise the use of multi-socket adapters
  - covers in place to ensure that fingers cannot come in contact with live parts
  - residual current device (RCD) protection where appropriate
  - satisfactory earthing arrangements
  - satisfactory bonding arrangements
  - enough circuits to avoid danger and minimise inconvenience in the event of a fault
- cables that are correctly selected in relation to their associated fuse or circuit breaker

4.2 An EICR Inspection is an inspection on the condition of an existing electrical installation, to identify (in order of priority) any deficiencies against the National Standard, BS 7671, for the safety of electrical installations. Its purpose is to:

- reveal if any of the electrical circuits or equipment are overloaded
- find any potential electrical shock risks and fire hazards in the electrical installation
- identify any defective DIY electrical work
- highlight any lack of earthing or bonding

Tests are also carried out on the electrical installation to check that it is safe.

4.3 For tenanted properties an EICR will be carried out at 5 yearly intervals by a competent electrician. The overall outcome stated on the report should be a 'Satisfactory', any Code 1 or Code 2 issues will be rectified. A code FI will require further investigation before an outcome of satisfactory can be obtained.

4.4 When a void property is being made ready to let the Association will carry out a EICR to ensure the safety of an incoming tenant. This will include checking that all fire detection equipment is still compliant.

4.5 All properties will be let with a minimum standard of electrical fittings and fixtures, in line with our property letting standard.

## 4.6 New Electrical Work

4.6.1 The Association will comply with the Building (Scotland) Regulations 2004 for electrical safety. Mandatory standard 4.5 states that: 'every building must be designed and constructed in such a way that the electrical installation does not:

- a) threaten the health and safety of the people in, and around, the building
- b) become a source of fire'

4.6.2 From 2016 in accordance with Reg 421.1.201 stock that is rewired will have to have new consumer units and similar switchgear enclosure, either manufactured in non-combustible material, or be enclosed in a cabinet or enclosure constructed of non-combustible material.

## 4.7 Portable Appliances

4.7.1 CDHA will be responsible for any hard-wired appliances that we own in a tenanted property in accordance with The Electrical Equipment (Safety) Regulations 1994. There are also some portable appliances which are also covered by this policy:

- in general needs communal areas
- in some mobility tenanted property,

4.7.2 The Electrical Equipment (Safety) Regulations require us to ensure that the appliances are safe when first supplied. Although there is no specific requirement for portable appliance testing to be carried out in RSL accommodation, landlords are required to take reasonable steps to ensure that appliances such as washing machines provided as part of the tenancy agreement are safe.

4.7.3 This will be done by means of 'Portable appliance testing' to ensure equipment is safe for continued use and will be carried out annually in addition to the 5 YEARLY EICR in tenanted property.

4.7.4 CDHA appliances in empty property will be PAT tested before re-let in addition to the EICR testing. Appliances not provided and maintained by CDHA will be removed from empty properties.

4.8 CDHA will retain a copy of the Electrical Installation Condition Report for 6 years. As noted above 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.

4.9 Tenants will be issued with information leaflets on electrical safety and advised to report any electrical faults immediately. They will be informed of any electrical items which are prohibited within their home.

## **5.0 Tenant Responsibilities**

- 5.1 To undertake fixed installation inspection and testing, it is necessary to temporarily de-energise the electrical supply to the property.
- 5.2 All tenants' properties where Electrical Inspection and Testing is to be carried out, shall be written to informing them that the electrical installation will require temporary de-energising and that the Association accepts no responsibility for any loss or damage resulting from this.
- 5.3 Accordingly, the tenant should:
- Identify any requirement to save IT software and action this before the start of any electrical operations
  - Make their own contingency arrangements for the absence of electrical supplies e.g., to freezers/ fridges
  - Make sure appropriate access and relocation/removal of any obstacles has been done before the contractor arrives.
- 5.4 CDHA is not responsible for the safety of residents' cookers, or fixed or portable electrical appliances not provided by the Association; or installations which have been installed without our prior approval.
- 5.5 If any installation has been undertaken without our permission, and is found to be defective at EICR inspection, the contractor will terminate the supply and make recommendations for the required rectification works.
- 5.6 Residents are responsible for the cost of any repairs relating to damage they have caused with faulty self-installed appliances and wiring.
- 5.7 Under the terms of the Scottish Secure Tenancy Agreement Section 5 tenants must allow access to their property to carry out maintenance or safety checks. Should this be refused, the Association will take action following formal notification to force access in order to carry out mandatory safety work.
- 5.8 Residents are responsible for portable appliances that they own.
- 5.9 The Association will recommend to outgoing residents doing a mutual exchange that they should not gift any appliances to the next resident without a PAT test.

## **6.0 The Contractor's Responsibilities**

- 6.1 Only suitably competent & experienced contractor may carry out safety checks.
- 6.2 Contractors will comply with our Contractor Code of Conduct. Contractors appointed to undertake EICRs will also be required to conform in full to the requirements of this Policy.

- 6.3 All appointed electrical contractors shall be registered with the NICEIC (or equivalent) and shall be registered under a recognised Domestic Installer self-certification scheme in compliance with Part P of the Building Regulations.
- 6.4 The contractor undertaking electrical work will work in accordance with the Health and Safety at Work Act 1974, the Electricity at Work Regulations 1989 and all other current relevant legislation and approved codes of practice, specifically complying with **British Standard 7671: 2019 (IET Wiring Regulations)**.
- 6.5 Only skilled persons as defined by BS 7671 2019 (Requirements for Electrical Installations) including all current amendments will be authorised to carry out Inspection and Testing. A person shall be deemed skilled to carry out the appropriate Inspection and Testing only if she/he has sufficient knowledge and experience of the test equipment, the installation being tested and testing procedures. All Electricians should have successfully completed City and Guilds 2382 (17th Edition) City and Guilds 2391 (Inspection, Testing and Certification of Electrical Installations).
- 6.6 Except for undertaking unforeseen emergency repairs whilst carrying out the Inspection and Testing regime, no repairs or rectification works shall be started without first obtaining the correct authority from an appointed member of CDHA staff.
- 6.7 All new installations shall be provided with an Electrical Installation Certificate complete with a Schedule of Inspections and Test Results. The documents shall be suitably completed and in full compliance with BS 7671: (2019) Requirements for Electrical Installations., Guidance Note 1 (Selection and Erection) and all current amendments.
- 6.8 Records shall be provided in full accordance with BS 7671 20198 Requirements for Electrical Installations and Guidance Note 3 (Inspection and Testing) including all amendments. Original Inspection certificates must be provided to CDHA.
- 6.9 Test equipment shall comply with the requirements of BS 7671 2019 Requirements for Electrical Installations and Guidance Note 3 (Inspection and Testing). Including all amendments.
- 6.10 All contractors and subcontractors working on behalf of CDHA must comply with our requirements for PAT testing e.g., cleaners supplying their own equipment, and contractors providing temporary equipment such as dehumidifiers or heaters to tenants.
- 6.11 The Contractor will ensure that the inspection takes into account all relevant circumstances including:
- adequacy of earthing and bonding,
  - suitability of the switchgear and control gear, for example, old fuse boxes with double pole fusing and/or wooden enclosures, which are likely to need replacing

- serviceability of accessories and light fittings, for example, older round-pin sockets, sockets mounted on skirting boards, round pattern lighting switches and braided flexible cords connecting ceiling roses to lamp holders, which may require replacement due to unsuitability or deterioration,
- types of wiring systems and their condition, for example, cables coated in black rubber (phased out in the 1960s) which may be in poor condition and need replacing,
- extent of any wear and tear, damage or other deterioration of other parts of the installation
- presence of adequate identification and notices
- changes in use of the premises which have led to, or might lead to, deficiencies in the installation.

## 6.12 EICR observations and recommendations

6.12.1 The electrician carrying out the inspection will provide an inspection report (EICR) to record the findings of the inspection. In addition to the main body of the report, which will identify departures from the requirements of BS 7671 and provide an overall assessment of the suitability of the installation for continued use, the report should be accompanied by schedules of inspection and test results.

6.12.2 The overall assessment section(s) of the report should describe the overall condition as either 'satisfactory', in which case no immediate remedial work is required, or 'unsatisfactory' which means remedial work is required to make the installation safe to use.

6.12.3 The observations and recommendations should take due account of the results of the inspection and testing. They should be based on the requirements of the issue of BS 7671 current at the time of the inspection, not on the requirements of an earlier standard current at the time the installation was constructed.

The observation(s) should be provided in an accurate and easily understandable manner.

6.12.4 Any relevant observation recorded by the electrician in the 'observations and recommendations' section of the report should be accompanied by a recommendation code to indicate the action needed. Further detail on the codes is given below.

**Code C1** Danger Present

**Code C2** Potentially dangerous

**Code C3** Improvement recommended

**Code FI** Further investigation required

6.12.5 The electrician will also give a summary of the inspection in the report, which will give a clear indication of the condition of the electrical installation, taking into account all relevant circumstances.



Once the necessary remedial work has been completed, an appropriate certificate should be issued to confirm that the remedial work has been carried out in accordance with BS 7671.

#### **6.12.6 Code 1**

Where a real and immediate danger is observed that puts the safety of those using the installation at risk, Recommendation Code 1 (requires immediate attention) must be given. The Association should be advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected parts of the installation) to remove the danger.

Where a Recommendation Code 1 is given, the Association will be advised immediately, by phone and e-mail, that urgent work is necessary to remedy the deficiency. This action is necessary to satisfy the duties imposed on the inspector and others by the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989.

#### **6.12.7 Code 2**

A Code 2 is to be used to indicate that the observed deficiency requires action to remove potential danger. The Association should be advised that, whilst the safety of those using the installation may not be at immediate risk, urgent remedial action should be taken to improve the safety of the installation.

#### **6.12.8 Code 3**

A code 3 is to be used to indicate that certain items have been identified as not complying with the requirements of the current issue of BS 7671, but that the users of the installation are not in any immediate or potential danger as a result. Careful consideration should be given to the safety benefits of improving those aspects of the installation.

#### **6.12.9 Code FI**

This is used where there is a need for further investigation because the inspector considers that this may reveal danger or potential danger that due to the agreed extent or limitations of the inspection/testing could not be fully identified at the time.

## **7.0 Frequency of Inspection and Testing**

7.1 The frequency of inspection and testing should be determined taking into account:

- the type of installation
- its use, the extent of wear and tear, and operation and/or level of misuse (e.g., vandalism)
- the frequency and quality of maintenance
- the damage and/or deterioration found at the time of the inspection

7.2 Guidance Note 3: Inspection and Testing IEE indicates a suggested frequency of **10 years** for a EICR for domestic properties from the date of the first installation, then every **5 years**, but with an inspection also carried out at **change of occupancy**. These frequencies should be increased if the history indicates signs of progressive deterioration.

7.3 However the requirement for a EICR becomes mandatory from March 2022. The Associations stock will be subject to a full EICR at the following frequencies:

- Newbuild/improved-first inspection to be carried out by Association 10 years after coming off site, thereafter every 5 years
- Properties that have been fully rewired as part of a planned maintenance programme- first inspection to be carried out by Association 10 years after completion of planned maintenance work, thereafter every 5 years
- All other general needs stock to be inspected every 5 years.
- If applicable following rectification of damage e.g., insurance claim works
- At change of occupancy i.e., a void or mutual exchange

## 8.0 Forced Access

8.1 The Association's actions to secure access to a property in the event of no access are outlined in its **Procedure on Electrical Safety**.

8.2 The Association's contractor will absorb the cost of 1 arranged visit and will charge further visits to the Association i.e., 2<sup>nd</sup> no access. The Association will pass on these costs to the tenant in the form of a recharge.

8.3 However since it is now mandatory to have a EICR the Association will carry out the same formal process for electrical safety as it does for gas safety. This is one formal letter after 2 attempts to gain access, and then a formal notice of forced access where there has been no co-operation in allowing access.

8.4 Where Housing Management staff believes a property has been abandoned, and serve the appropriate Notice, they will inform Maintenance staff in order that efforts to secure access can be coordinated.

## 9.0 Equal Opportunities

9.1 The Association promotes equal opportunities and will not discriminate between persons on grounds of gender or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions. See our **Equality and Diversity Policy**.

## **10.0 Complaints procedure**

10.1 The Association aims to ensure that the service provided to residents is of the highest quality. If this is not the case, a **Complaints Policy and Procedure** is in place to allow all residents or affected parties to state their grievance. The Scottish Public Services Ombudsman is the final stage of this process.

## **11.0 Review**

11.1 This Policy will be reviewed five years from the date of approval.

11.2 Consideration will be given to any changes in legislation, good practice or operational changes which may affect the content.

**Cathcart & District Housing Association  
Appendix 1: Equality Impact Assessment**

<b>Name of policy to be assessed</b>	Electrical Safety Policy	<b>Is this a new policy or a review?</b>	New
<b>Person completing the assessment</b>	Emma Connelly, Corporate Services Officer	<b>Date of Assessment</b>	12/07/2023

1. Briefly describe the aims, objectives, and purpose of the policy	The purpose of the policy is to set out specific guidelines to enable CDHA to be assured that the electrical safety of fixed electrical installations is inspected and maintained at appropriate frequencies to minimise the risk of fire, injury and/or death. The policy sets out the Association's responsibilities, tenant's responsibilities and contractors responsibilities.
2. Who is intended to benefit from the policy? (e.g. staff, applicants, tenants, staff, contractors)	Tenants, staff and contractors
3. What outcomes are wanted from this policy? (e.g. benefits to customers)	To ensure that a uniform and professional approach is adopted throughout the organisation To ensure that the service delivered is compliant with law, best practice and internal policy To ensure the safety of our tenants and residents with regards to electrical installations in our properties.

4. Which protected characteristics could be affected by the policy (tick all that apply)		
Minority Ethnic: X		Age:
Gender:		Religion/belief:
Disability: X		Transgender:
Sexual Orientation:		Maternity/Pregnancy:
Marriage/civil partnership:		Socio-economic status:
5. If the policy is not relevant to any of the protected characteristics listed in part 4. State why and end the process here.		
There were no adverse impacts identified for some groups with protected characteristics. Any differential impacts can be adequately mitigated by existing procedures and operational practice.		
6. Describe the likely positive or negative impacts the policy could have on the groups identified in part 4.	<b>Positive Impacts</b>	<b>Negative Impacts</b>
	The policy will have a positive impact as it will ensure the safety of tenants and residents.	Minority Ethnic – letters are written in English and could be restrictive for those where English is not the person's first language.  Disability – letters are written in English and could be restrictive for those with learning disabilities.
7. What actions are required to address the impacts arising from this assessment?	1. Letters will be written in plain English and a translated version or another format will be provided where needed	

Signed: Emma Connelly

Date: 12/07/23