



Electrical Safety Policy

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Our Vision, Our Mission, Our Values

Our Vision

Elderpark Housing will lead the way in delivering outstanding customer services and great places to live.

Our Mission

To provide quality, affordable homes and excellent services which place a focus on our customers and enhancing our communities.

Our Values



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with the Associations Equality and Diversity Policy.

The Association will regularly review this Policy for equal opportunities implications and take the necessary action to address any inequalities that result from the implementation of this Policy.

Executive Summary

Policy Author

This Policy has been developed by the Director of Maintenance Services who has responsibility for the effective implementation and timely review of the Policy.

Purpose of the Policy

Elderpark Housing has a duty of care to ensure that the electrical installations within tenant's homes are regularly tested to ensure that they are maintained to a safe standard for use by its residents.

The purpose of this policy is to set out how Elderpark Housing will ensure that its domestic and non-domestic properties are tested and maintained in a safe condition. This will ensure compliance and provide information on the future decisions regarding electrical installations that guides our planned maintenance programmes.

The policy applies to all of the Association's domestic and non-domestic properties. It is supported by a Procedure on Electrical Safety.

Aims and Objectives of the Policy

This policy aims to ensure that the association effectively administers compliance with its landlord obligations in respect of electrical inspections by completing an Electrical Installation Condition Report for each dwelling every 5 years and for communal installations every 3 years.

The objective is to ensure that our properties are well maintained, safe and where any remedial works are identified that these are remedied as soon as practicably possible.

Legislative and Regulatory Compliance

We will comply with all relevant legislation and associated regulations, including:

- The Health & Safety at Work Act 1974
- The Housing (Scotland) Act 1987, 2001 & 2010
- BS 7671:2018 Requirements for Electrical Installations, IEE Wiring Regulations 18th Edition
- The Electricity at Work Regulations 1989 [1]
- Data Protection Act 1998
- The Scottish Social Housing Charter

The Scottish Housing Regulators (SHR) Regulatory Framework sets out what Landlords must ensure that they meet all of their legal duties and responsibilities and that they adhere to relevant guidance and the requirement of other regulators. SHR requirement relating to

Annual Assurance and legal obligations are relevant to this policy and set out in chapter 3 of the framework:

'There is a requirement to notify the SHR of any tenant and resident matters which have been reported to, or are being investigated by the health and Safety Executive, or reports from regulatory or statutory authorities, or insurance providers, relating to safety concerns.'
'Notify us (SHR) of any tenant and resident matters which have been reported to, or are being investigated by the Health & Safety Executive or reports from regulatory or statutory authorities, or insurance providers, relating to safety concerns.'

Equalities

An Equalities Impact Assessment has been carried out and attached to this Policy as Appendix 2. No Equalities issues have been identified as the Policy relates to the maintenance of electrical equipment and the work required to be compliant with legislation will be applied equally to all properties resulting in no positive or negative impact upon the protected characteristic groups.

Privacy

Record keeping for the purposes of this policy relate to the contract that is in place and undertaking EICR's. This will include contactors having access to tenants personal details for the purpose of visiting properties and a data sharing agreement is in place. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy as Appendix 3.

Related Policies

Policy Title	Location
Asset Management Strategy	Due for review
Asset Management Policy	Due for review
Health & Safety Policy	V:\Elderpark Policy Suite\Governance Policies\G15 Health and Safety Policy Statement 2020.pdf
Risk Management Policy	V:\Elderpark Policy Suite\Governance Policies\G23 Risk Management Policy .pdf
Repairs and Maintenance Policy	Due for review
Electrical Installations Conditions Reports (EICR)	Due for review
Privacy Policy	V:\Elderpark Policy Suite\IT Policies\IT1 Privacy Policy.pdf
Freedom of Information Policy	V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf

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1 Introduction

- 1.1 Elderpark Housing was established in 1975 and currently owns approximately 1340 homes with the majority being in Central Govan although we also have a number of properties within the areas of Ibrox, Kinning Park and Cessnock. In addition to being a landlord we provide a factoring service to approximately 250 owners.
- 1.2 The association has a duty as a landlord to ensure that the electrical installation within its tenants homes are regularly inspected, tested and where applicable issue remedial works where the installation is not compliant with the current electrical regulations commonly known as the “IET 18th Edition.”
- 1.3 All of Elderpark’s housing stock is within the scope of this policy as well as the common areas and other non-domestic areas like the community centre shall fall within this policy.

2 Purpose of the Policy

- 2.1 The purpose of this policy is to set out how Elderpark Housing will ensure that its properties electrical installations are tested and recorded individually over a 5 year period and that the electrical installation is safe to minimise the risk of fire, injury and / or death.
- 2.2 The application of this Policy ensures that Elderpark meets compliance with the outcomes of the Scottish Housing Regulator specifically in relation to the ‘Healthy, Safe and Secure’ elements of the Scottish Housing Quality Standard.

3 Aims and Objectives of Policy

- 3.1 The overall aim of this policy, and the associated procedures is to ensure the safety from electricity, or fire caused by electrical fault, for people living and working in properties owned, managed or leased by Elderpark Housing Association
- 3.2 Elderpark aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with electrical hazards so far as is reasonably practicable.
- 3.4 The key policy objectives contained in this policy will ensure that Elderpark will:
 - Carry out Electrical Inspection Condition Reports (EICRs) for all fixed electrical installations at suitable intervals as described herein and undertake the necessary work to remediate any C1\C2 deficiencies found in a reasonably practicable timescale.

- Develop and maintain a register listing all properties with electrical installations that Elderpark are responsible for including date of the last EICR.
- Promptly repair or renew any defective part of an installation in accordance with priority repair timescales.
- Ensure any unauthorised and defective alterations or additions to electrical installations are rectified or removed on discovery.
- Only appoint competent electrical contractors registered with National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association of Scotland (SELECT)
- Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.

4 Legal and Regulatory Framework

4.1 There are legislative duties and associated guidance relating to the safe electrical installations and include:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Scottish Housing Quality Standard (SHQS) and the Scottish Government's Repairing Standard.
- The Scottish Social Housing Charter
- The Housing (Scotland) Act 1987, 2001 & 2010
- The Electricity at Work Regulations 1989
- BS 7671:2018 Requirements for Electrical Installations, IET Wiring Regulations 18th Edition
- Electrical Equipment (Safety) Regulations 1994 and 2016

4.2 In terms of the Scottish Social Housing Charter, the Scottish Housing Regulator (SHR) has identified a number of key indicators relevant to housing maintenance by which it will measure landlord performance, including the following:

Quality of housing – tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) by April 2015 and continue to meet it thereafter, and when they are allocated, are always clean, tidy and in a good state of repair.

5 Roles and responsibilities

5.1 The Chief Executive Officer and the Management Committee has overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy to be met.

- 5.2 The Director of Maintenance has been delegated the responsible person for the implementation of this policy. The Maintenance Manager (Post to be filled) will be depute responsible person. Their responsibilities includes:
- Delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training and communication to customers.
 - Responsible for operational delivery, including the management of all contractors carrying out electrical works and for updating the Register as required.
 - Ensure that detailed records are kept and administered.

6 The Association's Responsibilities

- 6.1 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.
- 6.2 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
- 6.3 To determine if an electrical installation is safe and free from significant faults the association shall commission a suitably qualified electrical contractor to carry out an Electrical Inspection Condition Report (EICR) to each domestic property.

- 6.4 Elderpark has carried out an assessment of risk (in conjunction with its Electrical Consultant) as recommended by Guidance Note 3 to IEE Wiring Regulations BS7671 and has duly decided on the following intervals of testing:

In line with recommendations, domestic dwellings are to be tested and a satisfactory EICR produced as follows:

- Every five years.
- During major upgrade works where electrical installations are affected e.g. kitchen replacement
- After any significant work is carried out to the electrical installation
- At every change of occupancy (exceptions may apply for short-term lets in certain properties – criteria will be included in the Electrical Safety procedures
- At the time of any mutual exchange

And:

All communal areas of Blocks (Landlord's supply), commercial premises and offices, every 3 years

7 Tenant's responsibilities

- 7.1 It is the tenant's responsibility to allow the association to undertake these fixed installation inspections and testing, and in doing so they should be made aware that it is necessary to temporarily de-energise the electrical supply to the property.

- 7.2 All tenants properties where Electrical Inspection and Testing is to be carried out, shall be informed in writing that the electrical installation will require temporary de- energising and that the Association accepts no responsibility for any loss or damage resulting from this.

- 7.3 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.

In some circumstances the association may be in a position to assist tenants with moving items to enable the EICR to be carried out

- 7.4 Elderpark Housing Association 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.

- 7.5 If any installation has been undertaken without our permission, and is found to be defective at the EICR inspection, the contractor will terminate the supply and make recommendations for the required rectification works.
- 7.6 Tenants are responsible for the cost of any repairs relating to damage they have caused with faulty self-installed appliances and wiring.
- 7.7 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.
- 7.8 Tenants are responsible for portable appliances that they own.
- 7.9 The Association will recommend to outgoing residents doing a mutual exchange that they should not gift any appliances to the next resident without a Portable appliance testing test (commonly known as a PAT test).
- 7.10 In the event of continued no access for carry out the EICR tests or remedial works to make the electric installation safe, tenants should be aware that failure to provide access is a breach of their Scottish Secure Tenancy Agreement under Section 5.12 that states If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused.

8 Record Keeping

- 8.1 All EICRs shall be held in electronic format, centrally stored, logged to the Register and linked to the relevant property record by unique property reference number (UPRN).
- 8.2 The standard codes relating to an EICR report are as follows:
 - C1 – There is a danger present, risk of injury and immediate remedial action required. And the inspector should make the hazards safe before leaving the property
 - C2 – There is a potential danger present and urgent remedial work is required.
 - C3 – Improvement is recommended.
 - FI – Further investigation required without delay.
- 8.3 To ensure that any non-compliant situations are recorded, an EICR tracker will also be in place that shall note any un-satisfactory C1 and C2's recorded on the EICR and shall also track the remedial works, noting date of completion that removes the potential dangerous or immediately dangerous non-compliant situations.

- 8.4 Remedial works carried out to remedy any un-satisfactory situations (C1/C2), should be linked to the original EICR to show compliance. In some circumstances these works may be included in a minor works certificate
- 8.5 The tracker shall also provide the anniversary date for the properties next EICR test.
- 8.6 Elderpark will carry out a 10% inspection of EICR certificates for compliance as well as conduct 10% post inspections of remedial works carried out. These inspections shall be carried out by a competent person who is qualified and has the necessary experience to inspect and evaluate the certificates/works.

9 Monitoring of the Policy

- 9.1 The Director of Maintenance Services shall report to the Housing and Maintenance Subcommittee on a quarterly basis along with Key performance indicators for progress towards compliance
- 9.2 The table below sets out the Key performance Indicator for meeting the Scottish Governments timescale for every domestic and non-domestic properties to have a valid EICR before the 31st March 2022.

Measure	Target	Interval	Responsibility and reporting frequency
No. of Blocks and other non-domestic properties with satisfactory EICR certificate	100% By 31/3/2022	To be monitored and presented in monthly tranches	DMS report to H&M subcommittee Quarterly
All domestic properties with satisfactory EICR certificate	100% By 31/3/2022		

- 9.3 The Key Performance Indicator (KPI) report to be presented to the Elderpark Housing and maintenance Sub Committee and will also be providing the following

- Performance relating to meeting the prescribed dates for attaining a satisfactory EICR certificate for each domestic and non-domestic dwelling
- Status on number of no-accesses and actions taken to achieve same.
- Performance relating to the timescales for completing remedial works to C1 and C2 classifications of non-compliant situations.
- Performance relating to meeting the prescribed dates for completing expired EICR certificates

10 Review

- 10.1 This Policy will be reviewed every 3 years. Consideration will be given to any changes in legislation, good practice or operational changes, which may affect the content of this policy.

Appendix 1 – Glossary of terms

EICR	Electrical Installation Condition Report.
PAT	Portable Appliance Testing.
NICEIC	National Inspection Council for Electrical Installation Contracting.
IET	Institution of Engineering and Technology
BS 7671:2018	IET Wiring Regulations Eighteen Edition.
GN3	IET Guidance Note 3 Inspection & Testing.
C1	Danger Present, risk of injury, immediate action required.
C2	Potentially dangerous- urgent remedial action.
C3	Improvement required.
FI	Further investigation required without delay.

Appendix 2 - Equality Impact Assessment

Name of Policy to be assessed	Electrical Safety Policy	New policy or revision of existing?	Revision
Person(s) responsible for assessment		Kerry Clayton	
1. Briefly describe the aims, objectives and purpose of the policy.	The policy aims to safeguard Elderpark Housings tenants and properties from fire as a result of electrical fault. The purpose is to set out how electrical testing is carried out and recorded to minimise the risks associated with faulty electrical equipment.		
2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	The policy sets out to benefit tenants to ensure risk of harm from faulty electrical equipment is minimised. It further intends to benefit staff and contractors who are visiting and working within Elderpark properties. It will also benefit the association in ensuring legal obligations are met and protect assets.		
3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)	Reduced risk of harm caused by faulty electrical equipment, effective management of assets and ensure the association is meeting legal and regulatory obligations		
4. Which groups could be affected by the policy? (note all that apply)			
Age		Disability	
Gender reassignment		Marriage and Civil Partnership	
Pregnancy and Maternity		Race	
Religion or Belief		Sex	
Sexual Orientation			
5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
The policy is applied equally to all properties with the aim of maintaining electrical equipment and ensuring safety for all equally and therefore has no positive or negative impact upon any of the above.			
6. Have those affected by the policy / decision been involved?			
7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)	Negative Impact(s)	
8. What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)			
Signed:	Kerry Clayton		
Dated:	21/06/2021		

Appendix 3 - GDPR Impact Assessment

Name of Policy to be assessed	Electrical Safety Policy	New policy or revision of existing?	Revision
Person(s) responsible for assessment		Kerry Clayton	
Briefly describe the aims, objectives and purpose of the policy.	The policy aims to safeguard Elderpark Housings tenants and properties from fire as a result of electrical fault. The purpose is to set out how electrical testing is carried out and recorded to minimise the risks associated with faulty electrical equipment		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	Details of the properties will be used when implementing this policy and the personal details of tenants will be used by staff and contractors who are responsible for implementing the policy, overseeing and carrying out work.		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	Reduced risk of harm caused by faulty electrical equipment, effective management of assets and ensure the association is meeting legal and regulatory obligations.		
Which groups could be affected by the policy? (note all that apply)			
Tenants	✓	Committee	✓
Employees	✓	Contractors	✓
If the policy is not relevant to any of the data groups listed above, state why and end the process here.			
The Policy is relevant to all of the above groups as tenants data will be shared with contractors for the purpose of visiting and carrying out work, this would be inclusive of any Committee who are also tenants. Employees implementing the policy will be responsible for ensuring GDPR regulations are adhered to when sharing data. And contractors are bound by data sharing legislation when handling tenant's information.			
Have those affected by the policy / decision been involved?			
No.			
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)	Negative Impact(s)	
	Tenants can be assured the association is meeting legal obligations by implementing the policy		
What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	Effective monitoring systems to be put in place and accurate record keeping.		
Signed:	Kerry Clayton		
Dated:	21/06/2021		