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Policy Name	Electrical Safety Policy
Policy Author	Deputy Director
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West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community
Benefit Societies Act 2014



1 Introduction

- 1.1 West Whitlawburn Housing Co-operative (WWHC) has a duty as a landlord to ensure that the electrical installation within its common areas, tenants homes and non-domestic buildings 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."
- 1.2 All of WWHC 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 WWHC 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 WWHC 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 WWHC
- 3.2 WWHC 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 WWHC 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 WWHC 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.

4.3 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this

Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

5 Roles and responsibilities

5.1 The Director 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 Deputy Director has been delegated the responsible person for the implementation of this policy:

- 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 WWHC'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 Co-operative 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 Co-operative shall commission a suitably qualified electrical contractor to carry out an Electrical Inspection Condition Report (EICR) to each domestic property.
- 6.4 WWHC 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
- 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)
- At the time of any mutual exchange

And:

All communal areas of Blocks (Landlord's supply), commercial premises and offices, every 5 years

7 Tenants responsibilities

- 7.1 It is the tenant's responsibility to allow the Co-operative 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 Co-operative 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 Co-operative may be in a position to assist tenants with moving items to enable the EICR to be carried out

- 7.4 WWHC is not responsible for the safety of residents' cookers or fixed or portable electrical appliances not provided by the Co-operative; 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. 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'.
- 7.8 Tenants are responsible for portable appliances that they own.
- 7.9 WWHC 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).

8 Procedure in the event of No Access to carry out a EICR or Remedial Works visit:

The Contractor will refer matters back to the Co-operative following 3 attempts to gain access.

The Co-operative will then write to the tenant requesting that they make contact immediately to arrange access.

Failure by the tenant to respond will result in a second and final letter being issued to give 7 days' notice that the Co-operative will force entry in order to take works forward.

If the tenant should break any access arrangements made following the initial letter, a second and final letter will be issued giving 7 days notice that The Co-operative will force entry in order to take works forward.

Police attendance will be requested for any forced entries.

Where Housing Services staff believe a property has been abandoned, and serve the appropriate Notice, they will inform Property Services staff in order that efforts to secure access can be coordinated. If the service falls during the Notice period, the above forced access procedure will be carried out.

9 Record Keeping

9.1 All EICRs shall be held in electronic format, centrally stored on the Co-operative's block files system, logged to the Register.

9.2 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.

9.3 To ensure that any non-compliant situations are recorded, an EICR tracker will also be in place that shall note if 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.

9.4 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

9.5 The tracker shall also provide the anniversary date for the properties next EICR test.

10 Monitoring of the Policy

10.1 The Deputy Director shall report to the Management Committee on a quarterly basis along with Key performance indicators for progress towards compliance

10.2 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.

Measure	Target	Interval	Responsibility and reporting frequency
Blocks and other non-domestic properties with satisfactory EICR certificate	100% By May 2022	To be monitored and presented in quarterly tranches	Deputy Director shall report to the Performance, Assurance and Risk Sub Committee Quarterly
All domestic properties with satisfactory EICR certificate	100% By May 2022		

10.3 The Key Performance Indicator (KPI) report to be presented to the Performance, Assurance and Risk 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

11 Review

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.

Policy Implementation Checklist

Equality and Diversity Compliant	Yes
Equality Impact Assessment required	No
Data Protection (GDPR) compliant	Yes
Health & Safety compliant	Yes
Training requirements	N/A
Regulatory Framework Assurance Information Bank Updated	AN3
Policy Implementation	
Reporting arrangements Performance, Assurance and Risk Sub Committee	Compliance Update Report Quarterly
Policy register updated	Following Committee Approval
Published on Website	Following Committee Approval
Publicity material issued	N/A
Related Policies	Asset Management Strategy Fire Safety Policy Maintenance Policy External Audit Risk Management Business Plan Annual Assurance Statement