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Policy Name	Electrical Safety Policy
Policy Author	Property Manager
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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** The above includes the requirements for inspecting and maintaining fixed wiring systems as an employer and landlord to ensure electrical safety for staff, tenants, contractors and visitors. Failure to meet these duties could lead to electrical safety issues such as shocks, burns, fires and possible fatality.
- 1.3** All 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.
- 1.4** The policy covers all areas of work carried out by WWHC including EICR Programmes, Portable Appliance Testing, Reactive and Cyclical Repairs and Voids.

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** This policy will outline all applicable legislation and standards in relation to our duties for electrical safety and will set out our management arrangements of how we will comply and assure ourselves that we remain compliant.
- 2.3** The application of this policy ensures that WWHC meets compliance with all with relevant legislation and the outcomes of the Scottish Housing Regulator specifically in relation to the 'Healthy, Safe and Secure' elements of the Scottish Housing Quality Standard.

3. Policy Aims and Objectives

- 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 public, from the

risks associated with electrical hazards so far as is reasonably practicable.

3.3 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 or any Further Investigation (FI) required in a reasonably practicable timescale to achieve a valid satisfactory EICR.
- 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
- Building Standards (Scotland) Regulations 2014

- Scottish Government - Building Standards. Technical Handbook Domestic
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Construction, (Design and Management) Regulations 2015
- Personal Protective Equipment Regulations 1992
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
- INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
- 'Landlords' Guide to Electrical Safety Scotland 2017'.
- HSR25 The Electricity at Work Regulations 1989, Guidance on the regulations.
- IET Guidance Notes 1-8
- Electricity at work – Safe working practices HSG85
- The IET Code of Practice for in service inspection and testing 2013

4.2 In terms of the Scottish Social Housing Charter, the Scottish Housing Regulator (SHR) has identified several 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 WWHC is committed to ensuring that electrical safety standards and practices comply with the current outcomes set by the Scottish Social Housing Regulator:

"Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes and comply with the Healthy, Safe and Secure elements of the Scottish Housing Quality Standard. This includes domestic EICR's being carried out every 5 years by a competent electrician and a copy being given to the tenant, it also includes PAT testing being up to date for portable appliances provided by the landlord".

5. Roles and responsibilities

5.1 The Director and the has overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy to be met.

5.2 The responsibilities of the Management Committee include:

- Ensuring the WWHC effectively implements the Electrical Safety Policy and supporting procedures
- Obtain compliance assurance that all applicable legislation and standards in relation to Electrical Safety are being met.

5.3 The Property Manager 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 WWHC 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
- To determine if an electrical installation is safe and free from significant faults WWHC shall commission a suitably qualified electrical contractor to carry out an Electrical Inspection Condition Report (EICR) to each domestic property.

6.3 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
- All communal areas of Blocks (Landlord's supply), commercial premises and offices, every 5 years

7. Tenant Responsibilities

7.1 It is the tenant's responsibility to allow WWHC 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 WWHC 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 have been done before the contractor arrives.
- In some circumstances WWHC 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 WWHC; 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:

- 8.1** The Contractor will refer matters back to WWHC following 3 attempts to gain access.
1. WWHC will then write to the tenant requesting that they make contact immediately to arrange access.
 2. Failure by the tenant to respond will result in a second and final letter being issued to give 7 days' notice that WWHC will force entry in order to take works forward. Forced entry will be made in line with the Scottish Secure Tenancy (SST).
 3. 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 WWHC will force entry in order to take works forward.
 4. Police attendance will be requested for any forced entries.
- 8.2** 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 WWHC'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.
F1	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 Property Manager shall report to the Performance Assurance and Risk Sub Committee on a quarterly basis along with Key performance indicators for progress towards compliance.

10.2 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. Equalities

11.1 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.

12. Review

12.1 This Policy will be reviewed every 4 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.
F1	Further investigation required without delay.

Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Property Manager		
Policy / Project / Service	Electrical Safety Policy	New Policy / Project / Service or revision of existing?	Revision
Is this a reassessment following amendments being required at a previous assessment?	No		
Briefly describe the aims, objectives and purpose of the policy / project / service.	WWHC has a duty to inspect and maintain fixed wiring systems as an employer and landlord to ensure electrical safety for staff, tenants, contractors and visitors. Failure to meet these duties could lead to electrical safety issues such as shocks, burns, fires and possible fatality.		
Who is intended to benefit from the policy / project / service? (Eg. applicants, tenants, staff, contractors)	All persons who live in or access WWHC's buildings, this will include tenants, visitors, members of the public, staff and contractors.		
What outcomes are wanted from this policy / project / service? (Eg. the measurable changes or benefits to members/ tenants / staff)	To operate within legislative requirements in relation to electrical and fire safety.		

Consultation
Who have you engaged and consulted with as part of your assessment? No consultation has been undertaken as maintenance of electrical systems is a legal requirement.

Equalities Impact Assessment

Which protected characteristics could be affected by the policy, practice, or service?	Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		
Race		
Religion/Belief		
Pregnancy/Maternity		
Sex		
Sexual Orientation		

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		
Race		
Religion/Belief		
Pregnancy/Maternity		

Sex		
Sexual Orientation		
Human Rights		

Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change	X	
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature		H Lochran
Date		03/08/2026
Date approved by Management Committee/ Sub Committee		17/08/2026 / 31/08/2026