



Craigdale
HOUSING ASSOCIATION

ELECTRICAL POLICY

Date of Review: 11.02.22

Date of Approval: 28.02.22

Date of Next Review: January 2025

Craigdale Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

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1 Introduction

- 1.1 The purpose of this policy is to set out how we will be assured that the electrical safety of fixed electrical installations are inspected and maintained at appropriate frequencies to minimize the risk of fire, injury and / or death.

2. Aims and Objectives

- 2.1 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 by Craigdale Housing Association.
- 2.2 Craigdale Housing Association 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 practical.
- 2.3 The Policy aims to ensure the effective inspection, maintenance and management of all electrical installations, fixtures and appliances within premises controlled by Craigdale Housing Association.
- 2.4 The key policy objectives contained in this policy will ensure that Craigdale 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 Craigdale 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.

3. Legal and Regulatory Provisions

- 3.1 Landlords have a legal duty to ensure that electrical installations, fixtures, fittings, and any electrical equipment provided, is safe at the start of the tenancy and throughout its duration.

3.2 The following relevant legislation has been taken into account in the development of this Policy:

- 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

3.3 **The Scottish Housing Charter**

The Social Housing Charter came into effect on April 2012 and sets the standards and outcomes that all social landlords should aim to achieve when performing their housing activities.

4. **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.

5. **Roles and Responsibilities**

5.1 The Chief executive officer and the Board has overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy are met.

5.2 The Senior Housing Services Officer has been delegated the responsible person for the implementation of this policy. The Maintenance Officer will be depute responsible person. Their responsibilities include:

- 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 managements of all contractors carrying out electrical works and for updating the Register as required.
- Ensure that detailed records are kept and administered.

6. **Association 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 Craigdale has carried out an assessment of risk 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 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 Craigdale 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.

9 Monitoring of the Policy

- 9.1 The Maintenance Services Officer shall report to the Operational Services 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
All 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

- 9.3 The Key Performance Indicator (KPI) report to be presented to the Craigdale Operational 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.