



ELECTRICAL SAFETY POLICY

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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

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

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.

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.

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.

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.
- 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. Legislative Framework and Regulation Requirements

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.

This policy is intended to ensure that Craigdale Housing Association meets the requirements of:

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

4. Roles and Responsibilities

The Chief Executive Officer and the Board have overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy are met.

The Senior Housing Officer has been delegated the person responsible for the implementation of this policy. The Housing Officer will be deputising 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 management of all contractors carrying out electrical work and for updating the Register as required.
- Ensure that detailed records are kept and administered.

5. Association Responsibilities

The Association will ensure that all electrical installations, fixtures, fittings and any electrical equipment provided by us, is safe, in a reasonable state of repair and in proper working order at the start of the tenancy and throughout its duration. This will be done by instructing an appropriate electrical void check to be carried out.

The Association will ensure that service contractors carrying out Electrical Installation Condition Reports (EICR) are competent within the terms of the Regulations and are members of recognised professional bodies.

The EICR will be carried out every five years.

An EICR will also be carried out at the change of every occupancy.

The Association will retain a copy of the EICR for six years.

6 Tenant Responsibilities

It is the tenant's responsibility to allow the association access to carryout EICRs.

Tenants are responsible for portable appliances that they own.

Tenants are advised to report any electrical faults immediately.

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.

Tenants are responsible for the cost of any repairs relating to damage they have caused with faulty self-installed appliances and wiring.

If access is refused to carry out the EICR or remedial works to make the electric installation safe, the Association will exercise its legal right under the 2001 Act to force access.

7 Monitoring of the Policy

Quarterly reports are presented to the Audit & Assurance Committee on the progress of compliance.

8 Complaints

We have a separate complaints policy and procedure. Leaflets and copies of the complaint's procedure are available from the Association's office and on our website. We also provide information on how our customers can make a complaint to the SPSO, Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS, telephone 0800 377 7300 or 0131 225 5300.

9 Equalities and Human Rights

We are committed to the principles of equality and diversity, including working towards a Board and staff team that is representative of the communities it serves in respect of Protecting Characteristics.

10 Freedom of Information (FOI)

The Association is subject to FOI and all enquiries with respect to Void Management Policy will be handled strictly in line with FOI and confidentiality policies.

11 General Data Protection Regulations (GDPR)

The organisation will treat personal data in line with our obligations under the current GDPR regulations and our own policy.

12 Review of Policy

This policy will be reviewed at least every 3 years or in light of changes to legislation.