



Electrical Installation Safety Policy

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Regulatory Standards Mapping		
✓	1	The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
	2	The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.
	3	The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.
	4	The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
	5	The RSL conducts its affairs with honesty and integrity.
	6	The governing body and senior officers have the skills and knowledge they need to be effective.
	7	The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit, current and future tenants.

Core Objective Mapping	
✓	Provision of affordable social housing
	Local control and accountability
✓	Efficient local service provision
	Viability
	Equality of opportunity for all customers
✓	Legal and regulatory compliance

Governance

HR

Property

Housing &
Factoring

Finance & IT

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Introduction

Overview & Purpose

- 1.1 The Association has subscribed to the Employers in Voluntary Housing Landlord Facilities Health, Safety and Welfare Management System Control Manual as our good practice guide for our landlord services. This policy has been developed to incorporate most of the template content from the manual and has been tailored to meet the Association's operational needs.
- 1.2 The aim of this policy is to ensure the effective inspection, maintenance, and management of all electrical installations within the Association's housing stock.
- 1.3 All electrical repair work and Electrical Installation Condition Reports are procured using compliant contractors to ensure all work is undertaken by competent persons.
- 1.4 The procedures detailed within this policy are intended to facilitate the effective management of electrical safety within the Association's properties

Definitions & References

- 1.5 "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.
- 1.6 References:
 - BS 7671:2018 (inclusive of all current Amendments): Requirements for Electrical Installations: I.E.T. Wiring Regulations: 18TH Edition
 - The Consumer Protection Act 1987
 - The Electrical Equipment (Safety) Regulations 1994
 - The Scottish Housing Quality Standards

Connected Policies

- 1.7 The following policies are connected with the **[POLICY NAME]** Policy and may have some relevant or associated content:
 - Repairs & Maintenance Policy
 - Force Access Policy
 - EVH Landlord Facilities Health, Safety and Welfare Management System Control Manual

Electrical Checks

Process

- 2.1 The Association ensures that all electrical installations, fixtures, and fittings are safe, in a reasonable state of repair and in proper working order at the start of the tenancy and throughout its duration.
- 2.2 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.
- 2.3 The EICR will be carried out every 5 years and at the start of a new tenancy. Note that this fulfils the requirements of the Scottish Housing Quality Standard: Technical Guidance for Social Landlords: Tolerable Standards: Annex E (Must be Healthy, Safe and Secure): Element No. 45.
- 2.4 The Association will retain a copy of the Electrical Installation Condition Report for six years. A copy of the most recent report will be issued to the tenant before a tenancy starts. If an inspection is carried out during a tenancy, a copy relating to that inspection will also be given to the tenant.
- 2.5 Completed EICR certification is filed and linked to the Association's Database with the date of the last inspection and due date for the next noted. These are prioritised to ensure inspections are completed on time. Association staff contact the properties to make appointments with the tenants prior to works orders being sent to contractors. The appointment date is logged in the database in the EICR Tab.
- 2.6 Where access issues arise contractors shall leave a calling card informing the tenant of the date and time they attended; the contractor must also inform the Association of any no access calls. This information is logged on the database & the tenant is contacted again all no access information shall be logged on the database and when all other access attempts have been exhausted and as appropriate the Force Access Policy may be adopted.

Repairs and Emergencies

- 2.7 Should any faulty equipment be observed in response to a report of a fault, the Association will ask the tenant to take the item out of service until it is repaired or replaced.
- 2.8 The Association will use a competent service contractor to carry out repairs and emergency responses.

Monitoring and Recording

- 2.9 The Association's maintenance team check all electrical certificates and initiate remedial works noted as being required to meet safety standards.
- 2.10 The Association maintains a record of all properties to ensure they have current valid electrical certificates.

Equalities

Impact Assessment

Yorkhill Housing Association Equality Impact Assessment Tool			
Name of Policy/proposal to be assessed	Electrical Installation Safety Policy	Is this a new policy or a revision?	Revision
Person responsible for the assessment.	Robert Calvert, Property Services Manager		
Briefly describe the aims, objectives and purpose of the policy.	The process and responsibilities for electrical installation safety.		
Who is intended to benefit from the policy/proposal (e.g. applicants, staff, tenants, contractors).	Staff and customers will benefit from clearer guidelines on electrical installation safety.		
What outcomes are wanted from this policy/proposal (e.g. the benefits to customers).			
Which protected characteristics could be affected by the proposal? (tick all that apply)			
<input type="checkbox"/> Age	<input type="checkbox"/> Disability		
<input type="checkbox"/> Marriage/Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity		
<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief		
<input type="checkbox"/> Gender	<input type="checkbox"/> Gender Reassignment		
<input type="checkbox"/> Sexual Orientation			
If the policy/proposal is not relevant to any of the protected characteristics listed above state why and end the process here:			
Describe the likely positive or negative impact(s) the policy/proposal could have on the protected characteristics identified.	Positive impact	Negative impact	
What actions are required to address the impacts arising from this assessment? (This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).			