



# Electrical Installation Safety Policy

<b>Yorkhill Housing Association Ltd.</b>	
<b>Policy Name</b>	Electrical Installation Safety Policy
<b>Policy Category</b>	Repairs and Maintenance
<b>Date passed by committee</b>	Date: 09/03/2023 Signed:
<b>Last Review</b>	October 2019
<b>This review</b>	October 2022
<b>Next review</b>	Feb 2026
<b>Consultation</b>	internal and external

### **Regulatory Assurance associated with this Policy**

- Standard 1 The Governing body leads and directs the RSL to achieve good outcomes for tenants and other service users.
- Standard 2 The RSL is open and accountable for what it does. It understands and takes account of the needs and priorities of tenants, service users and stakeholders. Its primary focus is the sustainable achievements of these priorities.
- Standard 3 The RSL manages its resources to ensure its financial wellbeing and economic effectiveness.
- Standard 4 The Governing Body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- Standard 5 The RSL conducts its affairs with honesty and integrity.
- Standard 6 The Governing body and senior officers have the skills, experience, knowledge and training to successfully lead and manage the organisation

## **The Scottish Social Housing Charter (SSHC)**

The SSHC sets out the standards and outcomes that all social landlords should endeavour to achieve when carrying out their housing activities. The following outcomes can be related directly to maintenance:

- ◆ Outcome 2 - Communication - Social landlords should manage their business so that tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides
- ◆ Outcome 4 - Quality of Housing – Social landlords should manage their business so that tenants’ homes, as a minimum, meet the Scottish Housing Quality Standard by April 2015 and continue to meet it thereafter, and when allocated, are always clean, tidy and in a good state of repair.
- ◆ Outcome 5 - Repairs, maintenance and improvements – Social landlords should manage their business so that tenants’ homes are well maintained with repairs and improvements carried out when required and tenants are given reasonable choices about when work is done.
- ◆ Outcome 13 - Value for money - Social landlords should manage all aspects of their business so that tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

### **1. Introduction**

- 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.

### **2. Purpose**

- 2.1 The aim of this policy is to ensure the effective inspection, maintenance, and management of all electrical installations within the Association’s housing stock.
- 2.2 All electrical repair work and Electrical Installation Condition Reports are procured using compliant contractors to ensure all work is undertaken by competent persons.

2.3 The procedures detailed within this policy are intended to facilitate the effective management of electrical safety within the Association's properties

### **3. Definitions**

3.1 "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.

### **4. References**

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

### **5. Electrical Checks**

5.1 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.

5.2 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.

5.3 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.

5.4 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.

### **6. Repairs and Emergencies**

6.1 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.

6.2 The Association will use a competent service contractor to carry out repairs and emergency responses.

## **7. Monitoring and Recording**

7.1 The Association's maintenance team check all electrical certificates and initiate remedial works noted as being required to meet safety standards.

7.2 The Association maintains a record of all properties to ensure they have current valid electrical certificates.

## **Related Documents**

Standard Repairs and Maintenance Policy

Planned Maintenance Policy

Employers in Voluntary Housing Landlord Facilities Health, Safety and Welfare Management System Control Manual