



Loreburn Group

Electrical Safety Policy



Policy	Electrical Safety Policy					
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1 Purpose of this Policy

- 1.1. This policy explains how Loreburn Housing Association will manage the risk posed by electrical safety at premises owned, managed, or controlled by the organisation.
- 1.2. The policy also ensures compliance with the duties placed upon it in terms of legislation and regulation.
- 1.3. Loreburn will promote good practice and partnership working in relation to electrical safety and any associated risks.

2 Related policies, procedures, and documents

2.1 This Policy should be read in conjunction with the following LHA policies and procedures:

- Health & Safety Policy Statement
- Void Management Policy
- Cyclical Maintenance Policy
- Planned Maintenance Major Repairs
- Risk Management Policy
- Asbestos Policy
- Fire Safety Policy
- Design Guide
- Adverse Event Policy
- Emergency Procedures
- Alterations & Improvements Policy
- Construction (Design & Management) Policy
- Contract Management & Performance Policy
- Furniture & Equipment Policy
- Customer Handbook
- Procurement & Value for Money Policy

3 Legislative background (if appropriate)

3.1 In preparation for this Policy, we have taken account of:

- The Housing (Scotland) Act 2006
- The Health & Safety at Work Act 1974
- The Electrical Equipment (Safety) Regulations 1994
- Electricity at Work Regulations 1989
- IET (Institution of Engineering & Technology) Wiring Regulations (18th Edition) (BS 7671:2018)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015
- Construction (Health, Safety and Welfare) Regulations 1996

4 Aims of this Policy

Through this policy we aim to:

- To establish procedures to ensure compliance with respective legislation and guidance;
- To ensure respective services are procured in line with the Association's Procurement Strategy, Procurement Policy, Financial Regulations and Standing Orders;
- Provide clear lines of responsibility for the management of electrical safety;
- Set out a clear approach for the maintenance of electrical installations
- Ensure a prompt, efficient and cost-effective electrical servicing and inspection service;
- Ensure remedial works are carried out within appropriate timescales so that homes remain safe and electrical installations are maintained to a high standard;
- Ensure systems are maintained in a safe condition throughout the life of a tenancy and tested at every change of tenancy or mutual exchange;
- Ensure adequate records and quality monitoring systems are implemented

- Ensure appropriate and regular electrical safety awareness training is provided to all staff;
- Encourage staff to be alert to the danger signs of electrical safety as part of their routine duties and visits and have a clear process for reporting concerns.

5 How we will achieve our aims and objectives

- 5.1. Where possible we will deliver electrical compliance contracts in house via our In House Repairs Team. This will be dependent on the skill level and capacity of the In House Repairs Team
- 5.2. Certificates received for DEICRs will be ran through The Compliance Workbook Software by the Compliance Team. This software will check the certificates against the most up to date legislation and highlight where the certificate has non-compliance. These non-compliances are raised with the contractor and updated on the system.
- 5.3. Contractors are measured against KPIs for the completion of electrical remedial works, this will ensure that works are being completed within appropriate timescales.

6 Definitions

6.1. Electrical Installation

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 often 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. Electrical Equipment

Includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

6.3. Portable Electrical Appliance

Any portable or movable electric appliance that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

6.4. White Goods

Electrical appliances provided within tenancies e.g. fridges and freezers

7 Competency

- 7.1. LHA will only appoint skilled and competent persons to carry out electrical inspection and testing. This includes both external contractors and internal operatives. A person shall be deemed skilled to carry out the appropriate inspection and testing only if they have sufficient qualification, knowledge and experience.
- 7.2. All appointed electrical contractors shall be registered with SELECT, NICEIC, NAPIT or other relevant accredited body.
- 7.3. Any approved electrician working on Loreburn property must have an up-to-date ECS (Electrotechnical Certification Scheme) Card and must:
 - have completed a recognised apprenticeship in Electrical Installation
 - have achieved the SVQ Level 3 Certificate in electrical installation jointly awarded by Scottish Qualifications Authority (SQA) and the SJIB or an approved equivalent
 - have successfully pass the Advanced Competence Assessment (ACA), 1995 apprentice training scheme or an approved equivalent
 - be able to carry out electrical installation work efficiently in accordance with relevant statutory regulations and industry codes of practice
 - have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice, including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations 2002 (as amended) (so far as they deal with consumers' installation), and BS 7671 (as amended) IET Wiring Regulations
 - Completed a recognised BS 7671 course in the last five years.

- 7.4. A portable electrical appliance test does not need to be carried out by an electrician, but greater knowledge and experience is needed than for inspection alone, and the person performing the test must have the right equipment for the task. They should know how to use the test equipment and how to interpret the results. We will review and monitor the qualifications of all electrical contractors and their engineers/operatives during the contract tendering process and thereafter at periodic intervals and record the findings of these checks.
- 7.5. LHA will regularly review and monitor the qualifications of all contractors' employees delivering works to ensure that only appropriately trained and skilled employees are engaged on these works.
- 7.6. It is important for electrical engineers / operatives to be aware of the dangers associated with electricity and therefore they and their organisations must put in place measures to:
- Ensure that no danger occurs to any person, property or installation.
 - Compare the inspection and testing results with the design criteria.
 - Take a view on the condition of the installation and advise on any remedial works and their relevant priority.
 - In the event of a dangerous situation, make safe and immediately provide a recommendation to the responsible person.
 - Issue appropriate certification, following review by a qualifying supervisor where appropriate and keep necessary records.

8 Electrical Installation - Testing & Certification

- 8.1. All electrical installations deteriorate due to several factors such as damage, wear, tear, corrosion, excessive electrical loading, ageing and environmental influences. Legislation requires that electrical installations are maintained in a safe condition and therefore must be periodically inspected and tested.
- 8.2. Inspection and testing provides, so far as reasonably practical, for:

- The safety of persons against the effects of electric shock and burns;
- Protection against damage to property by fire and heat arising from an installation defect;
- Confirmation that the installation is not damaged or deteriorated to impair safety;
- The identification of the installation defects and departures from the requirements of these regulations that may give rise to danger.

8.3. Certificates will be retained for the life of the building.

Testing Intervals

- 8.4. Loreburn will ensure that all owned and managed domestic premises, communal installations and workplaces are tested in accordance with the timescales set out within the IET (Institution of Engineering & Technology) Wiring Regulations (18th Edition) (BS 7671:2018) additionally will test and issue appropriate certification at a change in tenancy.
- 8.5. Electrical installations will be subject to a full electrical condition report test at the following times:
- New build - first inspection carried out 5 years after installation.
 - Rewires - first inspection carried out 5 years after installation.
 - Ongoing testing and inspection - every five years unless the engineer sets a shorter timescale. Engineers cannot set a period exceeding 5 years unless the installation is new.
 - Following any major upgrade works where electrical installations are affected.
- 8.6. All new installations shall be provided with an Electrical Installation Certificate complete with a schedule of inspections and test results. The documents shall be suitably completed and compliant with the requirements of BS 7671, IET Guidance Note 1.

Electrical Installation Condition Reports (EICR)

- 8.7. An Electrical Installation Condition Report (EICR) is carried out on electrical installations to confirm the safety of the electrical installations and includes a visual inspection of fixtures and fittings, plus a fixed electrical equipment test.
- 8.8. An EICR must be completed by a suitably competent person. “Competent person” means a skilled person (electrically) as defined in amendment 3 of BS7671.
- 8.9. The electrician carrying out the inspection will provide an EICR to record the findings of the inspection. In addition to the main body of the report, which will identify departures from the requirements of BS 7671 and provide an overall assessment of the suitability of the installation for continued use, the report should be accompanied by schedules of inspection and test results.

EICR Recommendations

- 8.10. This will make recommendations which will be reviewed by a competent person (Technical Officer – Cyclical Compliance) and the necessary remedial works prioritised accordingly.
- 8.11. Where appropriate, works will be batched and delivered through programmes. Where recommendations relate to observations only, these will be monitored through subsequent inspection and testing (see Electrical Safety Procedural Guide for more detailed information).

Changes in Tenancy

- 8.12. Loreburn will carry out a Domestic Visual Condition Report on all properties that become void and have a change of tenancy (see Section 3 of the Electrical Safety Procedures for more information).

9 Responsibilities chart

- 9.1. The chart below illustrates the responsibilities of all staff pertaining to this Policy:

Responsibilities	CEO	Directors	Heads of Services	Team Manager	Technical Officers	All staff
Overall responsibility for ownership & implementation of Policy	X	X				
Responsible for ensuring adequate resources are available to implement and adhere to Policy		X				
Ensure processes and procedures in place to manage risks associated with electrical works			X			
Ensuring sufficient information, instructions and training is provided		X	X			
Monitor performance of contractors			X	X	X	
Ensure appropriate risk assessments are undertaken and reviewed			X	X	X	
Maintain property records and relevant certificates				X	X	
Maintain up to date knowledge of legislative requirements and best practice	X	X	X	X	X	

Ensure contractors appointed are competent			X	X	X	
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Responsibilities	CEO	Directors	Heads of Services	Team Manager	Technical Officers	All staff
Ensure electrical equipment is used inline with the manufacturer instructions and training provided						X

9.2. Tenants

Tenants also have responsibilities in relation to electrical safety including:

- Allowing access to enable the landlord fixed periodic electrical safety check and where applicable PAT testing of appliances to be undertaken
- Immediately reporting any concerns with electrical safety including wiring, sockets or switches, turning off electrical appliances if they suspect a hazardous situation and keeping them turned off until checks have been carried out by a competent person
- Report to Loreburn any faults they have, or suspect, with their fixed electrical installation systems
- Not to tamper with any portable appliances supplied by Loreburn
- Not undertaking, arranging or allowing work on electrical installations in any Loreburn property by those who are not qualified by a government recognised and approved independent organisation that regulates electrical installation safety, for example NICEIC or SELECT
- Being responsible for finding out what their obligations are and maintaining their own appliances in a safe order and good state of repair at their own cost
- Operating appliances in a safe manner and in accordance with manufacturer's instructions
- Customers must not tamper with the electrical supply to their property

Information of the safe use of electrical equipment, installations, appliances, etc will be provided in the Customer Handbook, which is issued at sign-up stage, as well as regular updates and reminders being provided through social media.

9.3. Contractors

- Every effort will be made to arrange a convenient time and date with the tenant for access to complete the works. Appointments will be made and in certain situations written notice provided. In cases where access is denied on several pre-arranged occasions and following several written notifications, we will consider using legal action to gain access.

10 Scottish Social Housing Charter – Performance Monitoring

10.1 The Scottish Social Housing Charter sets out the standards and outcomes that all Scottish social landlords should achieve when conducting their housing activities. These are used to monitor performance and to ensure customers are receiving a high standard of service.

10.2 There are five relevant charter outcomes, these are described below:

• **Equalities**

Social landlords should ensure every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services. We can achieve this by prompt resolution of estate management complaints, and by offering solutions to meet the needs of our customers.

• **Communication**

Social landlords manage their businesses so that tenants and other customers find it easy to communicate with their landlord and get information they need about their landlord, how and why it makes decisions and the services it provides. Loreburn HA can achieve this outcome by using a variety of methods of communication from face-to-face conversations to social media. Customers should be able to have queries about the management of their neighbourhood answered promptly.

- **Participation**

Social landlords manage their businesses so that tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with. Loreburn H A will use the communication methods outlined above and look to our Customer Engagement Strategy to engender a culture where customers can influence the management of their own neighbourhood.

- **Neighbourhood and Communities**

Social landlords, working in partnership with other agencies, help to ensure that tenants and other customers live in well maintained neighbourhoods where they feel safe. Where appropriate Loreburn will work with other agencies such as Police Scotland, and social work to tackle issues which are of concern to our residents.

- **Tenancy Sustainment and Support**

Tenants get the information they need on how to obtain support to remain in their home and ensure suitable support is available, including services provided directly by the landlord and by other organisations. We will offer advice and assistance to residents to help them maintain their tenancy by referring them to appropriate agencies or by organising support by us or other support services.

11 Measuring performance

11.1 Performance is monitored through Loreburn H A's Performance Management Framework using the Scottish Housing Regulator Annual Return Charter Indicators, House Mark and Loreburn HA's Strategic Performance Indicators and operational performance indicators.

11.2 Loreburn HA will consult customers, stakeholders, and other agencies to continually measure good practice.

11.3 The Policy will adhere to Loreburn HA's commitment to continuous improvement and value for money.

12 Policy review

- 12.1 The Policy Champion is Team Manager – Cyclical Compliance.
- 12.2 The Policy Champion is responsible for liaising with all relevant teams to ensure this policy and procedure are accurate and up to date.
- 12.3 This Policy will be reviewed every three years or sooner as required due to legislative or substantive change.

13 Appendices

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