



# Electrical Safety Policy

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## **1. Policy Statement**

As a landlord, ng homes is responsible for repairs and maintenance to our homes, communal blocks and other properties we own and manage, all of which will contain electrical installations, equipment and appliances.

This Policy forms part of our wider organisational commitment to driving a health and safety culture amongst staff and contractors. It will be saved on our shared drive and distributed to all relevant members of staff.

## **2. Policy Aims**

ng homes aims to ensure its' homes are maintained to a high standard through the delivery of efficient and effective repair and maintenance services.

## **3. Legislation and Statutory Requirements**

- The Health and Safety at Work Act 1974
- The Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 2016
- The Housing (Scotland) Act 1987 and any pursuant Acts
- The Management of Health and Safety at Work Regulations 1999
- The Provision & Use of Work Equipment Regulations 1998 (PUWER)
- The Building (Scotland) Regulations 2004 and any subsequent amendments
- Environmental Protection Act 1990
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Consumer Protection Act 1987
- The Scottish Housing Quality Standard (SHQS)
- The Tolerable Standard (see the Housing (Scotland) Act 2006)

## **4. Codes of Practice**

- IET Wiring Regulations British Standard 7671: 2018 (18th edition) (as amended).
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE) 2020 (5th edition).

The list is not intended to be exhaustive. Staff need to be aware of relevant revisions to guidance and regulations periodically take place and it is their individual responsibility to apply and follow current legislation and guidance.

## **5. Legal Duties**

The Electricity at Work Regulations 1989 places duties on employers that all electrical installations and equipment within the workplace are safe and that only competent persons work on the electrical installations, systems, and equipment.

The Electrical Equipment (Safety) Regulations 2016 requires ng homes to ensure that any electrical appliances provided as part of a tenancy are safe when first supplied.

To demonstrate compliance with the Tolerable Standard and element 45 of the SHQS, ng homes will organise electrical safety inspections by a competent person at intervals of no more than five years. Additionally, where a landlord has provided any electrical appliances and/or equipment, they should organise inspection and testing by a competent person at intervals as recommended by the tester.

All electrical installations should be inspected and tested prior to the occupancy of any new tenancies. This means that tests should be carried out whilst properties are void and when mutual exchanges and transfers take place.

The Housing Act (Scotland) 2006 requires that every electrical installation in an HMO is inspected and tested at least every five years by a competent person. Additionally, where a landlord has provided any electrical appliances and/or equipment, they should organise inspection and testing by a competent person at intervals as recommended by the tester.

## **6. Scope**

This Policy applies to all Board and Committee members, tenants/residents where ng homes has a repairing obligation, members of staff whether employees of ng homes or sub-contractors irrespective of grade, position, or length of service responsible for the management of repairs and maintenance within ng homes.

Arrangements must be put in place throughout ng homes so that all staff understand this policy along with their statutory obligations and implement the necessary measures in all areas. The

resulting measures should ensure the arrangements include all statutory obligations, contained within this policy.

All policies and strategies should be administered by those with responsibility for managing the buildings.

## **7. Inspection and Testing Programmes**

ng homes and our appointed contractor will carry out a programme of five yearly electrical installation inspections and tests to all domestic properties, communal blocks, and other properties (unless the competent person recommends an earlier next test date).

Electrical appliances and equipment will be inspected and tested annually or as instructed by a competent and qualified person.

The inspection and test is derived from the anniversary date of the most recent EICR or Inservice Inspection and Testing Record.

## **8. Emergency Lighting**

Emergency lighting will be installed in buildings considered to be at higher risk. In a building containing flats or maisonettes emergency lighting will be provided in the following areas (where relevant):

- an underground car park including any protected zone serving it, where less than 30% of the perimeter of the car park is open to the external air.
- a protected zone or unprotected zone serving a basement storey or a protected zone or unprotected zone in a high-rise domestic building.

The emergency lighting should be installed in accordance with BS 5266: Part 1: 2016 as read in association with BS 5266: Part 7: 1999 (BS EN: 1838: 2013).

To assist the evacuation of occupants in high-rise domestic buildings, every protected lobby, protected zone (including escape stairs) and any other associated escape route should be provided with emergency lighting designed and installed in accordance with BS 5266: Part 1: 2005 as read in association with (BS EN: 1838: 2013).

## **9. Rewires**

All properties which have had a rewire, will receive their first electrical installation inspection five years after the installation date.

## **10. Access**

Where access is not provided, refer to ng homes' No Access Policy.

## **11. Corrective Actions**

ng homes will endeavour to repair all Code 1 (C1) and Code 2 (C2) observations identified by an electrical installation inspection and test at the time of the check, to ensure a safe electrical installation. In the case of a C1 observation being found interim action to remove the danger may be applied.

Where this is not possible, ng homes appointed contractor will make the installation safe and return to complete the required remedial works within 28 working days, to ensure a safe electrical installation.

Where any C1 and C2 observations have been repaired, they will be recorded to provide an audit of the work completed.

We will review all Code 3 (C3) and Further Investigation (FI) observations and determine the most appropriate course of action.

All observations associated with the distribution network operator and/or electrical supplier shall be reported to the relevant organisations.

Defective electrical equipment or appliances will be taken out of service until repaired or where required replaced.

## **12. Data Protection and Record Keeping**

ng homes will treat tenants' personal data in line with our obligations under the General Data Protection Regulation and our own Data Protection Policy. Information regarding how data will be used and the basis for processing data is provided in ng homes' Fair Processing Notice.

ng homes will maintain a core asset register of all properties we own or manage, with component/attribute data against each property to show electrical safety servicing requirements.

ng homes will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from the electrical safety programme and the programme remains up-to-date.

ng homes will maintain accurate records, against each property we own and/or manage, for the following:

- Inspection dates
- Electrical Installation Condition Report (EICRs)
- Minor Electrical Works Certificates
- Electrical Installation Certificates.
- Portable Appliance Testing (PAT) for in service electrical equipment
- Certificate of Construction

ng homes have robust processes and controls in place to maintain appropriate levels of security for all electrical safety-related data.

Records should preferably be kept for the working life of the electrical system (HSR 25).

### **13.Competent Person(s)**

All service providers undertaking electrical works on behalf of the client (including where any works are sub-contracted to others), must be registered with a UKAS Accredited Competent Person Scheme, for example NICEIC, SELECT etc. All works undertaken shall be within the remit of the service providers registration.

### **14.Training**

ng homes will provide appropriate training for relevant staff on this policy and any related processes or procedures.

### **15.Periodic Audit and Review**

Periodic audits shall be conducted to confirm that the policy objectives are being achieved and to implement any changes in the operational procedures that are required.

## **16. Non-Compliance/Escalation Process**

All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred or becoming aware of it.

In cases of serious non-compliance, the CEO will advise the Association's Board of the proposed course of action which may be subject to Board approval. The issue will be disclosed to the Scottish Housing Regulator, and any other relevant organisation such as the Health and Safety Executive.

Where the matter is considered to be a notifiable event the Association's Notifiable Events Policy, and the SHR Statutory Guidance on Notifiable Events, will be followed.

## **17. Conclusion**

ng homes is committed to providing its' tenants with safe and healthy homes.

By following this Policy, ng homes aims to prevent any electrical issues from occurring within its' properties and to deal with any problems that occur promptly and effectively.

## **18. Other Related Strategies, Policies and Procedures**

- Adaptations Policy
- Asbestos Management Policy and Procedures
- Asset Management Strategy
- Clerk of Works Procedures
- Complaints Policy
- Customer Care Policy
- Damp, Mould and Condensation (DMC) Policy and Procedures
- Data Protection Policy
- Design and Specification Policy
- Development Defects Policy and Procedures
- Development Handover Procedures Policy
- Estate Management Policy
- Fire Safety Policy and Procedures
- Gas Safety Policy and Procedures
- No Access Policy
- Notifiable Events Policy
- Repairs and Maintenance Policy
- Risk Management Strategy

- Tenants Right to Repair Policy
- Void Management policy
- Water Systems and Legionella Policy

## **19.UK General Data Protection Regulation 2021 (UK GDPR)**

The ng group will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices. The organisation will treat your personal data in line with our obligations under the UK General Data Protection Regulation and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices.

## **20.Equality Impact Assessment**

This Policy is equally applicable to all. It is recognised that in applying this Policy any necessary action will be taken where appropriate, including making reasonable adjustments, to ensure that there is no detrimental impact to protected characteristics groups.

## **21.Review**

This Policy will be reviewed every three years or earlier in line with regulatory or legislative guidance/changes or good practice guidelines.