



ELECTRICAL SAFETY POLICY AND PROCEDURE

ALL OF THE ASSOCIATION'S POLICIES AND PROCEDURES ARE AVAILABLE, LARGER PRINT, BRAILLE,
AUDIO OR OTHER LANGUAGES -

PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE
A VERSION IN A DIFFERENT FORMAT

Date Approved: May 2021

Next Review Date: May 2024

1. Purpose

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance and management of all electrical installations, fixtures and relevant appliances within premises controlled by the Association.
- 1.2 All electrical repair work and Electrical Installation Condition Reports will be sub-contracted to an external competent body.
- 1.3 The procedures detailed within this section are intended to facilitate the effective management of electrical safety, ensuring that all reasonable steps are taken to comply with the Consumer Protection Act 1987 and the Electrical Equipment (Safety) Regulations 1994.

2. Definitions

“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.

3. References (see also Section 8.4 – Guidance)

- British Standard BS7671:2008
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994

4. Electrical Checks

- 4.1 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.
- 4.2 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.
- 4.3 The EICR will be carried out every five years.
- 4.5 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

5. Portable Appliances

- 5.1 The Association will take reasonable steps to ensure that all appliances provided as part of the tenancy agreement are safe.
- 5.2 An appropriate portable appliance testing (PAT) regime will be implemented for any appliances issued by the Association.
- 5.3 All portable appliances issued by the Association will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.
- 5.4 The Association will issue tenants with a copy of the manufacturer's instructions for all appliances provided.

6. Repairs and Emergencies

- 6.1 Should any faulty equipment provided by the Association be observed, the Association will take them out of service if deemed necessary until it is repaired or replaced.
- 6.2 The Association will use a competent service contractor to carry out repairs and emergency responses.

7. Tenant Responsibilities

- 7.1 Tenants will be issued with information on electrical safety.
- 7.2 Tenants will be advised to report any electrical faults immediately.
- 7.3 Tenants will be informed of any electrical items which are prohibited within Association premises
- 7.4 Tenants must provide access when requested for the 5 year Electrical Installation Condition Report (EICR) Inspection. The procedure for obtaining access is outlined in section 8.

8. PROCEDURE FOR OBTAINING ACCESS

- 8.1 The Association will maintain a database detailing, property addresses, the date of the last Electrical Installation Condition Report (EICR) Inspection, the due date for the next inspection and any reactive repairs instructed.
- 8.3 The Contractor is responsible for initial access arrangements to conduct the EICR inspection. They will attempt to gain access on two separate occasions. Records of no accesses will be advised to the Association. In the event of a second no access, they will pass the matter to the Association to progress.
- 8.4 The Association will then issue a series of four letters as outlined below. Failure to respond to any of these letters will ultimately result in a decision being taken to force access to the tenants' home. This is carried

out in accordance with the section referred to at 2.3 (extract from our Scottish Secure Tenancy) of this Policy document.

- 8.5 When the Contractor advises that the second access attempt has been unsuccessful, The Association will issue a ES1 notification letter to the tenant at this point requesting that they make contact to make appropriate access arrangements.
- 8.6 If the tenant does not respond within 5 days, an ES2 letter will be issued requesting that they make contact to make appropriate access arrangements.
- 8.7 If the tenant does not respond within 3 days, an ES3 letter will be issued advising that access will be forced if the tenant does not make contact to provide access arrangements.
- 8.8 If the tenant does not respond within 3 days, an ES4 letter will be issued giving at least 48 hours notice that the forced access will proceed if the tenant continues to evade contact.
- 8.9 Police attendance will be arranged where appropriate to assist with forcing access. Forcing access will be a last resort by the Association. The Association will reinstate the security of the property, change locks where required and leave notification of what has taken place. Keys will be left at the Association's offices. The costs will be pursued and recovered through the rechargeable repairs policy.
- 8.10 Upon completion of the EICR Inspection, the Contractor will issue the record of this check to the Association immediately thereafter and in any case within 3 days. The Contractor will have delegated authority consistent with the current Electrical Wiring Regulations to carry out any remedial works required of a C1 or C2 nature to ensure that a satisfactory inspection report can be provided.

Any C3 recommendations will be considered and actioned if appropriate.

A copy of the Electrical Test Certificate will be filed in the Property Diary within the SDM Document Management System.

9. Review Period

- 9.1 This policy will be reviewed every 3 years or sooner if required to ensure that the Association complies with up-to-date legislation and guidance.

10. Equality & Diversity

- 10.1 This policy has been developed in recognition that we have a pro-active role to play in valuing and promoting diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.