



**Muirhouse
Housing
Association**



**Muirhouse
Homes Ltd**

Title of Policy:	Electrical Safety
Date of Adoption or Last Review:	New Policy
Lead Officer:	Paula McVay, Asset Management Officer
Data of Approval:	21 st June 2021
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Policy: Electrical Safety

Our Vision, Our Mission, Our Values

Our Vision is an engaged, thriving, desirable and eco-friendly Muirhouse with high quality, truly affordable and greener homes.

Our Mission - We will provide high quality, truly affordable homes and services for residents and strengthen our engagement and partnerships to enrich the community and safeguard our environment.

Our Values - In upholding our central value of providing high quality, affordable homes and services, our behaviours and decisions will demonstrate our commitment to

Excellence: Ensuring the highest standards in all that we do and innovating to continually improve. Across the MHA Group, we are committed to providing a high quality, customer focused service that demonstrates value for money.

Caring: Being compassionate about and responding appropriately to the needs of our residents, staff, and Board.

Mutual Respect: Valuing the views, knowledge, expertise, and skills of others and collaborating to achieve good outcomes for residents, staff and the Association. We will continue to be a leading member of the local community, working with our customers and statutory, voluntary, and private sector partners.

This policy applies to

This policy applies to all staff and tenants of Muirhouse Housing Association and Muirhouse Homes Limited.

Policy Summary

This policy outlines Muirhouse Housing Associations responsibilities to comply with the relevant legislation and regulatory guidance on the installations, inspection, repair, testing and certification of electrical systems in the domestic properties that we own.

Equalities

MHA will ensure there is a consistent approach in promoting equality and diversity across all areas and this policy will be administered in accordance with the MHA's Equality, Diversity, and Inclusion Policy.

Privacy

This policy has been developed and will be applied in compliance with General Data Protection Regulations (2018).

Compliance

The Scottish Housing Regulators (SHR) Regulatory Framework sets out what Landlords must do to ensure that they meet all their legal duties and responsibilities and that they adhere to relevant guidance and the requirement of other regulators. SHR requirement relating to Annual Assurance and legal obligations are relevant to this policy and set out in chapter 3 of the framework:

'There is a requirement to notify the SHR of any tenant and resident matters which have been reported to or are being investigated by the Health and Safety Executive, or reports from regulatory or statutory authorities, or insurance providers, relating to safety concerns.'

'Notify us (SHR) of any tenant and resident matters which have been reported to or are being investigated by the Health & Safety Executive or reports from regulatory or statutory authorities, or insurance providers, relating to safety concerns.'

Regulatory Standards

Standard 1: The governing body lead and directs the RSL to achieve good outcomes for its tenants and other service users.

Related Policies

Repairs and Maintenance Policy
Data Retention Policy
Fire Safety Policy (due to be reviewed)

1.0 Introduction

- 1.1 Muirhouse Housing Association has a duty of care to ensure the health and safety of its tenants, staff, contractors and other users or visitors to the building that it owns.
- 1.2 As a landlord we have a duty to ensure that the electrical installation within its tenant homes is regularly inspected, tested and where applicable issue remedial works where installation is not compliant with the current electrical regulations commonly known as the "IET 18th Edition."

2.0 Purpose

- 2.1 The purpose of this Policy is to ensure the effective inspection, maintenance and management of all electrical installations, fixtures and appliances within premises owned/controlled by MHA.
- 2.2 MHA will ensure that its properties' electrical installations are tested and recorded individually over a 5-year period and that the electrical installation is safe to minimise risk of fire, injury or death.
- 2.3 The policy ensure that MHA meets compliance with the outcomes of the Scottish Housing Regulator specifically in relation to the 'Healthy, Safe and Secure' elements of the Scottish Housing Quality Standard.

3.0 Objectives

- 3.1 The key policy objectives contained in this policy will ensure that MHA will:
 - Carry out Electrical Inspection Condition Reports (EICRs) for all fixed electrical installations at suitable intervals as described herein and undertake the necessary work to remediate any C1\C2 deficiencies found in a reasonably practicable timescale.
 - Develop and maintain a register listing all properties with electrical installations that MHA are responsible for whether owned, leased or managed and date of the last EICR.
 - Promptly repair or renew any defective part of an installation in accordance with priority repair timescales.
 - Ensure any unauthorised and defective alterations or additions to electrical installations are rectified or removed on discovery.
 - Only appoint electrical contractors registered with the NICEIC, ECA, NAPIT or other accredited body and who are registered under a recognised Domestic Installer Self-certification Scheme in compliance with The Scottish Building Standards' Standard 4.5 – electrical safety for all buildings and Standard 4.6 – electrical fixtures for domestic buildings only.
 - Ensure that detailed records are kept and administered.

- Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.

4.0 Legislation and Regulatory Framework

4.1 The following legislation and regulatory guidance govern this policy:

- Health & Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Housing (Scotland Act) 1987, 2001 2006 and 2014
- The Building (Scotland) Regulations 2004 and subsequent amendments
- The Scottish Housing Quality Standards
- BS 7671:2018 Requirements for Electrical Installations (the “18th Edition of the Wiring Regulations”)
- The Scottish Social Housing Charter
- The Electricity at Work Regulations 1989
- Electrical Equipment (safety) regulations 1994

5.0 Contractors

5.1 All electrical repair work and Electrical Installation Condition Reports will be sub-contracted to an external competent person.

5.1.1 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 (see section 3.1).

5.2 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.

6.0 Electrical Inspection Condition Report (EICRs)

6.1 MHA will ensure that all electrical installations, fixtures, fittings, and any electrical equipment provided, is safe, in a reasonable state of repair and in proper working order at the start of the tenancy and throughout its duration.

6.2 The Organisation 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.

- 6.3 The EICR will be carried out every 5 years, at the start of a new tenancy and if there have been new electrical installations fitted or defects identified.
- 6.4 The Organisation 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.
- 6.5 MHA will ensure that all its properties will receive an inspection and test on the following frequencies as a minimum.

Property	Frequency
Domestic property	Every 5 years
Void Property	Prior to let
Mutual Exchange	Prior to signing of agreement
Succession of Tenancy	Prior to signing of agreement
Assignment of Tenancy	Prior to signing of agreement
Landlords communal supply	Every 5 years

- 6.6 EICR's may also be undertaken at any time at the discretion of the Asset Management Officer for instances where a specific property may be considered electrically unsafe such as after a minor fire or recurring defects.

7.0 Record Keeping

- 7.1 All EICR shall be held in electronic format.
- 7.2 Observations noted during the testing and inspection process shall be addressed in the following manner in accordance with the severity of the situation.
 - **Danger Present (C1)** – the safety of those using the installation is at risk and immediate remedial action is required. These will be rectified during the test or the installation will be isolated.
 - **Potentially Dangerous (C2)** – those using the installation may not be at immediate risk, but urgent remedial action is required to remove potential danger. An attempt to remediate these defects will be made during the test, however, should further investigation or disruption be required an appointment will be made to return at a date no later than 3 months.
 - **Improvement recommended (C3)** – non-compliance with the current safety standard which presents no immediate or potential danger but may result in significant safety improvements if remedied. These defects will be recorded on the certificate and will be brought up to current day standards during future improvement or replacement works.

8.0 Quality Assurance

8.1 Approximately 10% of all EICR will be audited for compliance and shall generally be sampled on the following criteria;

- Different contract phases and house types
- Spread over the duration of the programme of EICRs.
- Where costly or recurring remedial works are identified
- Complaints from tenants regarding the testing process

9.0 Portable Appliances

9.1 MHA will take reasonable steps to ensure that all appliances (e.g. cookers, heater etc.) provided as part of the tenancy agreement are safe.

9.2 An appropriate portable appliance testing (PAT) regime will be implemented for any appliances issued by the organisation.

9.3 All portable appliances issued by the organisation will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.

10.0 Tenant Responsibilities

10.1 Tenants have a responsibility to use electrical installations and fittings within properties responsibly to protect the health and safety of themselves and others.

10.2 Tenant are required to obtain permission from MHA to undertake any electrical works or alterations within their homes. Permission shall not be withheld unreasonably however it would be a condition of approval that the works were undertaken by a competent person.

10.3 Tenants will be issued with information leaflets on electrical safety.

10.4 Tenants will be advised to report any electrical faults immediately.

10.5 Tenants will be informed of any electrical items which are prohibited within MHA properties/premises.

11.0 Monitoring Review

- 11.1 Key Performance indicators on compliance will be reported to the board quarterly.
- 11.2 The table below set out the key performance indicators for meeting the Scottish Governments timescale for every domestic and non-domestic property to have a valid EICR before the 31st March 2022.

Measure	Target	%
All domestic properties with satisfactory EICR certificate	100% by 31/03/2022	
No. of block and other non-domestic properties with satisfactory EICR certificate	100% by 31/03/2022	

12.0 Equality and Diversity

- 12.1 MHA is committed to providing fair and equal treatment to all our customers and to comply with the Equality Act 2010. The Act established 9 protected characteristics (the grounds on which discrimination is unlawful). These cover age, race, sex, religion/belief, sexual orientation, pregnancy/maternity, gender reassignment, disability and marriage/civil partnership.
- 12.2 An initial Equality Impact Assessment has been carried out and the result of this initial appraisal is that a full Equalities Impact Assessment is not required as, provided the proposed measures are in place as set out in the policy, there is unlikely to be a negative impact on any particular groups of 'At Risk' people.

13.0 Review

- 13.1 This policy will be reviewed every 3 years or sooner if required. Consideration will be given to any changes in legislation, good practice or operational changes, which may affect the content of this policy.