



WILLIAMSBURGH  
HOUSING ASSOCIATION LTD

## Electrical Safety Policy

<b>Policy</b>	Electrical Safety
<b>Reviewer(s)</b>	Head of Property Services
<b>Committee Name</b>	Operations & Performance
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<b>Health and Safety Risk Assessment Complete</b>	N/A
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# Contents

- 1.0** Aim of this Policy
- 2.0** Scope of the Policy
- 3.0** Legal and Regulatory framework
- 4.0** Roles and responsibilities
- 5.0** The Associations responsibilities
- 6.0** Tenant responsibilities
- 7.0** Operational requirements
- 8.0** Targets and reporting
- 9.0** Training
- 10.0** Complaints
- 11.0** Review

## **1.0 Aim of this Policy**

- 1.1 Williamsburgh Housing Association (WHA) has a duty as a landlord to ensure that the electrical installation within its tenants' homes is regularly inspected, tested and where applicable issue remedial works where the installation is not compliant with the current electrical regulations commonly known as the BS7671 latest edition (IET Wiring Regulations).
- 1.2 This Policy outlines the way in which Electrical Safety will be managed by Williamsburgh Housing Association (WHA). This document sets out the responsibilities and methods that will be employed to ensure the safe management of electrical systems in line with all applicable Legislation and Regulations.
- 1.3 The Association aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with electrical hazards so far as is reasonably practicable by application of this Policy and associated processes.

## **2.0 Scope of the Policy**

- 2.1 The Policy applies to the following workstreams:
  - Management of cyclical 5-year Electrical Safety visits to result in a successful Electrical Installation Condition Report (EICR) for each domestic property within the ownership of WHA.
  - Management of cyclical 5-year Electrical Safety visits to result in a successful Electrical Installation Condition Report (EICR) for each domestic property within the ownership of WHA and leased to a third-party. Note: PAT testing is within the responsibility of the third party.
  - Management of cyclical 5-year Electrical Safety visits to result in a successful Electrical Installation Condition Report (EICR) for each communal area within the Management of WHA.
  - Facilities Management in relation to WHA offices and any other property owned by WHA which is not classed within the scope of 'domestic use'. PAT testing will also be carried out at these locations.
- 2.2 The application of this Policy ensures that WHA meets compliance with the following:
  - Carry out Electrical Inspection Condition Reports (EICRs) for all fixed electrical installations at suitable intervals (normally 5 yearly) as described herein and undertake the necessary work to remediate any FI (further

Investigation), C1\C2 deficiencies found in a reasonably practicable timescale.

- Develop and maintain a register within our housing software system (Aareon QL) listing all properties with electrical installations that WHA are responsible for, including 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 competent electrical contractors registered with the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association of Scotland (SELECT)
- Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.

### **3.0 Legal and Regulatory Framework**

3.1 There are legislative duties and associated guidance relating to the safe electrical installations and include:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Housing (Scotland) Act 1987, 2001 & 2010
- The Electricity at Work Regulations 1989
- BS 7671:2018 Requirements for Electrical Installations, IET Wiring Regulations 18th Edition and Guidance notes 1-8.
- Electrical Equipment (Safety) Regulations 1994 and 2016
- Control of Asbestos at work Regulations 2012
- The Construction (Design and Management) Regulations 2015

WHA is also responsible for duties under the Health and Safety at Work Act (1974) to ensure the Health and Safety and wellbeing of Staff and other persons (Tenants, visitors and Contractors) in relation to Electrical Safety as far as is reasonably practicable.

The Health and Safety Executive (HSE) is responsible for the regulation of Health and Safety at Work. The HSE will implement Regulatory Interventions should WHA be found to not fulfil all Legal requirements relating to the Management of Electrical Safety.

Electrical Safety Contractor engaged by WHA undertakes the role of Principle Designer to ensure all aspects within the Management of Electrical Safety Legislation are implemented.

3.2 WHA is responsible to ensure all Regulatory duties are met and reporting streams supported by robust evidence to the Scottish Housing Regulator:

- The Scottish Housing Quality Standard (SHQS) and the Scottish Government's Repairing Standard.
- The Scottish Social Housing Charter.
- Annual Return on the Charter (ARC) indicators relating to Electrical Safety.

#### **4.0 Roles and responsibilities**

4.1 The Chief Executive Officer and the Management Committee have overall responsibility for ensuring adequate resources are made available to enable the objectives of the policy to be met.

4.2 Roles relating to the Management of Electrical Safety:

- The **Duty Holder** with responsibility for the Management of Electrical Safety is the Chief Executive.
- The Chief Executive delegates responsibility for the Management of Electrical Safety to the Health and Safety Administrator (HSA). The HSA is the Head of Property Services.
- The Property Services Team includes the following roles who manage the Operational aspects relating to the Management of Electrical Safety.
  - Maintenance Manager who is responsible for the Management of the Electrical Safety and Maintenance Contractor.
  - Maintenance Assistant who is responsible for the delivery of Operational Processes with support from the Maintenance Manager.
  - Additional support is provided by the Housing Services Team who assist in the Management of access to properties to carry out Electrical Safety processes.

4.3 Electrical Safety Contractor employed by WHA will undertake the role of Principal Designer (PD). Electrical Safety Contractor will be suitably qualified to ensure all legislation and Statutory Duties are met in relation to the Management of Electrical Safety and retain appropriate Insurances.

4.4 The Head of Property Services has been delegated the responsible person for the implementation of this policy. The Maintenance Manager will be the deputy responsible person. Their responsibilities include:

- Delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training and communication to customers.
- Responsible for operational delivery, including the management of all contractors carrying out electrical works and for updating Housing Management system data as required.
- Ensure that detailed records are kept and administered.

## **5.0 The Associations responsibilities**

5.1 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 usually 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.

5.2 The Association aims to ensure that its electrical installations should have:

- Sufficient sockets for the number of portable appliances likely to be used, in order to minimise the use of multi-socket adapters
- Covers in place to ensure that fingers cannot come in contact with live parts
- Residual current device (RCD) protection where appropriate
- Satisfactory earthing arrangements
- Satisfactory bonding arrangements
- Enough circuits to avoid danger and minimise inconvenience in the event of a fault cables that are correctly selected in relation to their associated fuse or circuit-breaker

5.3 To determine if an electrical installation is safe and free from significant faults the association shall commission a suitably qualified electrical contractor to carry out an Electrical Inspection Condition Report (EICR) to each domestic property.

5.4 The Association has carried out an assessment of risk (in conjunction with its Electrical Consultant) as recommended by Guidance Note 3 to IEE Wiring Regulations BS7671 and has duly decided on the following intervals of testing:

In line with recommendations, domestic dwellings are to be tested and a satisfactory EICR produced as follows:

- Every five years. Should advice be given by the competent Electrician

of suitable intervals, WHA will consider shortening the frequency of the recommended period.

- During major upgrade works where electrical installations are affected e.g. kitchen replacement
- After any significant work is carried out to the electrical installation
- At every change of tenancy, a visual inspection of all electrical fittings will be undertaken and certified. If the existing EICR is within 6 months of expiry, a new EICR will be carried out.
- At the time of any mutual exchange
- Every five years within communal blocks (landlords supply), commercial premises owned by WHA, Offices and non-domestic properties owned by WHA.

## **6.0 Tenants responsibilities**

6.1 It is the tenant's responsibility to allow the Association to undertake these fixed installation inspections and testing, and in doing so they should be made aware that it may be necessary to temporarily de-energise the electrical supply to the property.

6.2 All tenants' properties where Electrical Inspection and Testing is to be carried out, shall be informed in writing that the electrical installation will require temporary de-energising and that the Association accepts no responsibility for any loss or damage resulting from this.

6.3 Accordingly, the Tenant should:

- Identify any requirement to save IT software and action this before the start of any electrical operations
- Make their own contingency arrangements for the absence of electrical supplies e.g. to freezers/ fridges
- Make sure appropriate access and relocation/removal of any obstacles has been done before the contractor arrives.
- In some circumstances the association may be in a position to assist tenants with moving items to enable the EICR to be carried out

6.4 Williamsburgh Housing Association is not responsible for the safety of residents' cookers or fixed or portable electrical appliances not provided by the Association; or installations which have been installed without our prior approval.

6.5 If any installation amendments have been undertaken without our permission

and is found to be defective at the EICR inspection, the contractor will terminate the supply and make recommendations for the required rectification works. Tenants will be responsible for any costs to return the electrical installation to a satisfactory condition.

- 6.6 Tenants are responsible for the cost of any repairs relating to damage they have caused with faulty self-installed appliances and wiring.
- 6.7 Under the terms of the Scottish Secure Tenancy Agreement Section 5 tenants must allow access to their property to carry out maintenance or safety checks.
- 6.8 Tenants are responsible for portable appliances that they own including PAT testing.
- 6.9 WHA will recommend to outgoing residents doing a mutual exchange that they should not gift any appliances to the next resident without a Portable appliance testing test (commonly known as a PAT test).
- 6.10 In the event of continued no access for carry out the EICR tests or remedial works to make the electric installation safe, tenants should be aware that failure to provide access is a breach of their Scottish Secure Tenancy Agreement under Section 5.12 that states .... 'If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused'. EICR tests will be completed following access being gained.

## **7.0 Operational requirements**

A full suite of operational processes will be maintained and reviewed by the Maintenance Team.

### **7.1 Record keeping**

The Maintenance section will keep accurate and up to date records of all work carried out to properties with electrical supplies. This information will be recorded on a dedicated database and copies of Electrical Installation Condition Reports (EICR) kept and recorded against the property. EICR certificates will be retained for 5 years.

Further records maintained by the Maintenance Section will include:

- Records of appliances found to be currently At Risk or Immediately Dangerous
- Copies of any 'no access' procedures implemented, including correspondence, will be recorded centrally on the database, against the property concerned
- Contractor qualifications and Electrical Safety Registration

- Contractor Insurances

## 7.2 Cyclical Electrical Safety Testing

WHA are required to carry out an EICR within 5 years of the previous EICR. Should advice be given by the competent Electrician of suitable intervals, WHA will consider shortening the frequency of the recommended period.

The standard codes relating to an EICR report are as follows:

- C1 – There is a danger present, risk of injury and immediate remedial action required. And the inspector should make the hazards safe before leaving the property.
- C2 – There is a potential danger present and urgent remedial work is required
- C3 – Improvement is recommended.
- FI – Further investigation required without delay.

To ensure that any non-compliant situations are recorded, an EICR tracker will also be in place that shall note any un-satisfactory FI, C1 and C2's recorded on the EICR and shall also track the remedial works, noting date of completion that removes the potential dangerous or immediately dangerous non-compliant situations.

Remedial works carried out to remedy any un-satisfactory situations FI, (C1/C2), should be linked to the original EICR to show compliance. In some circumstances these works may be included in a minor works certificate. The tracker shall also provide the anniversary date for the properties next EICR test.

## 7.3 Responsive repairs

We will appoint a competent Electrical Safety registered contractors to carry out day-to-day responsive repair works.

The targets for completing the repairs will conform to the Association's response repair categories:

- Emergency repairs responded to and made safe or repaired within 2 hours;
- Routine repairs carried out within 10 days as reported
- Right to Repair criteria will be met and recorded appropriately;
- Where issues relating to electrical installations result in no electrical supply to a tenanted property, decant will be considered.

## 7.4 Buybacks

On occasion WHA purchases properties in line with the Asset Management Strategy. An electrical safety visit will be instructed where reasonably practicable to carry out an EICR within 3 working days of the date of sale. Maintenance Staff will aim to maximise access to properties purchased with

sitting Tenants and achieve an EICR on or within 3 days of the date of sale.

#### **7.5 Voids and mutual exchanges**

At every change of tenancy, a visual inspection of all electrical fittings will be undertaken and certified. If the existing EICR is within 6 months of expiry, a new EICR will be carried out.

### **8.0 Targets and reporting**

8.1 The Association has a Legal Duty to maintain a 100% target for carrying out electrical safety checks and to provide an EICR within 5 years of the previous EICR being in place.

8.2 The Head of Property Services shall report to the Operations and Performance Sub-Committee on a quarterly basis along with Key performance indicators for progress towards compliance. The quarterly report will include the following information on EICR compliance:

- Current percentage compliance with ARC Indicator 29
- Number of EICR visits due in the Reporting year
- Number of EICR visits completed during the quarter
- Number of forced accesses implemented.

### **9.0 Training**

We will ensure that the staff dealing with electrical safety are provided with the necessary training to ensure they are aware of the dangers and responsibilities that surround electrical safety and the processes to be implemented.

### **10.0 Complaints**

Williamsburgh Housing Association operates a complaints policy that reflect the SPSO Complaints Handling Procedure. It is open and transparent, should any customer or service user feel the need to make a complaint against an individual, the organisation, or our contractors, our complaints policy and procedure will be implemented.

Should any customer or service user have a complaint that is unresolved to their satisfaction they will be advised that they can refer the complaint to The Scottish Public Service Ombudsman.

### **11.0 Review**

This Policy will be reviewed every 3 years or earlier in line with Legislative and Regulatory changes.

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