

Electrical Safety Policy

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1. Purpose

- 1.1. The aim of this Policy is to ensure the effective inspection, maintenance and management of all electrical installations, fixtures and appliances within premises controlled by the Organisation.
- 1.2. All electrical repair work and Electrical Installation Condition Reports will be contracted to an external competent body.
- 1.3. The policy is 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 2016.

2. Objectives

- 2.1. The key policy objectives contained in this policy will ensure that Clyde Valley Group:
 - 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.
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 - Develop and maintain a register listing all properties with electrical installations that CVG 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 SELECT, NICEIC, NAPIT or equally approved bodies.
 - Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.

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

- The Health & Safety at Work etc. Act 1974
- British Standard BS7671:2018 as amended
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 2016
- The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019
- The Housing (Scotland) Act 2006

4. Electrical Checks

- 4.1. The Organisation 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.
- 4.2. Visual inspections on all electrical appliances will be carried out by a competent person before a tenant moves in and regularly throughout the tenancy were provided by the Organisation.
- 4.3. 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.
- 4.4. In line with recommendations, domestic dwellings are to be tested and a satisfactory EICR produced as follows:
 - Every five years.
 - 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 occupancy (exceptions may apply for short-term lets in certain properties – criteria will be included in the Electrical Safety procedures)
 - At the time of any mutual exchange
 - All communal areas of Blocks (Landlord's supply) and offices every 5 years or less where recommended by a competent person.
- 4.5. 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.

5. Portable Appliances

- 5.1. Within the Clyde Valley Group, CVHA do not routinely provide portable appliances and is normally reserved for CVPS properties which are let as Mid-Market or Market Rent properties. Where portable appliances are provided:
 - The Organisation will take reasonable steps to ensure that all appliances (e.g., electric kettles, fridges, washing machines etc.) provided as part of the tenancy agreement are safe.
 - An appropriate portable appliance testing (PAT) regime will be implemented for any appliances issued by the organisation.
 - All portable appliances issued by the organisation will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.
 - The Organisation 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 be observed, the Organisation will ask the tenant to take the item out of service until it is repaired or replaced.

6.2. The Organisation will use a competent service contractor to carry out repairs and emergency responses.

7. Tenant Responsibilities

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

7.2. Tenants will be informed of any electrical items which are prohibited within Organisation premises and must adhere to the advice provided.

7.3. Under the terms of the tenancy tenants must provide access to allow the checks and subsequent identified works be carried out.

7.4. Failure to provide access will result in forced access visits to be carried out.

8. Review

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

Policy Change History

Version No:	Substantive Change	Author of Change	Approval	Date	Website
1.0	New front cover & version history applied	Anne Cavinue		06/06/23	
1.1	Reference to H&S Act	Graham Collie	Board (TBC)	08/06/23	