



Rural Stirling
Housing Association



Quality property
management services

Group Electrical Safety Policy

Rural Stirling Housing Association, Registered as a Scottish Charity No. SC037849 Venachar Limited, Incorporated under the Companies Act (Company Number SC447415) Registered Office: Stirling Road, Doune, FK16 6AA	
Policy Name	Group Electrical Safety Policy
Policy Category	Health & Safety
Date Policy Reviewed	11 August 2022
Review Period	Three Years
Review Due	August 2025
Equality Impact Assessment	No

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 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. Relevant Legislation

- Housing Scotland Act 2006
- British Standard BS7671:2008
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994
- EVH Landlord Safety Manual 2021

4. SHR Regulatory Standards

- 4.1 The SHR’s regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that RSG complies with these standards. The standards of direct relevance to this policy are noted below:

1. *The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.*
4. *The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation’s purpose.*

5. Equality & Diversity Statement

- 5.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

6. Electrical Checks

- 6.1 The Association 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 Visual inspections on all electrical appliances will be carried out by a competent person before a tenant moves in and regularly throughout the tenancy.
- 6.3 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.
- 6.4 The EICR will be carried out every five years and at the start of a new tenancy.
- 6.5 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. The provision of report copies to tenants will only apply where the Association is providing a management service on behalf of a private landlord.
- 6.6 For properties where the EICR is approaching the 5-year anniversary, a new EICR will be scheduled for no less than 2 months before the anniversary date. Should a tenant refuse to provide access as required, a forced entry will be arranged to undertake the EICR.
- 6.7 A live tracker will be maintained to ensure that all properties have a valid EICR. The Property Services Coordinator will be responsible for monitoring this tracker. The Property Services Officer will oversee compliance and instruct works where necessary.

7. Portable Appliances

- 7.1 The Association 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.
- 7.2 An appropriate portable appliance testing (PAT) regime will be implemented for any appliances issued by the Association.
- 7.3 All portable appliances issued by the Association will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.
- 7.4 The Association will issue tenants with a copy of the manufacturer's instructions for all appliances provided.

8. Repairs and Emergencies

- 8.1 Should any faulty equipment be observed, the Association will ask the tenant to take the item out of service until it is repaired or replaced.
- 8.2 The Association will use a competent service contractor to carry out repairs and emergency responses.

9. Tenant Responsibilities

- 9.1 Tenants will be issued with information and advice on electrical safety via the Tenants Handbook and/or Sign-Up pack.
- 9.2 Tenants will be advised to report any electrical faults immediately.

10. Related Documents

- 10.1 None

11. Monitoring and Review

- 11.1 We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.