

**CERNACH HOUSING ASSOCIATION
LIMITED**



Electrical Safety Policy

Date Approved by Operation Sub Committee:	26 February 2026
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1.0 Introduction

- 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 owned by Cernach Housing Association.
- 1.2 We recognise the risk that electricity and electrical components within our properties could pose if not appropriately inspected, tested, maintained, repaired, and renewed which could lead to injury or property damage caused by fire. We recognise the impact these risks could have on our properties, customers and others living in and visiting our properties.
- 1.3 The Policy outlines Cernach Housing Associations (CHA) responsibilities to comply with the Relevant legislation and regulatory guidance on the installation, inspection, repair, testing and certification of electrical systems in the properties that it owns to ensure that all the electrical installations are in good condition and are safe to use.

2.0 Legal and Regulatory Framework

- 2.1 CHA has a duty of care towards the health & safety of its tenants, staff, contractors and other users or visitors to the buildings that it owns.
- 2.2 CHA are committed to ensuring their safety by minimising the risks associated with the installation and the use of electrical systems within the properties by complying with the following legislation and regulatory guidance.
 - Health & Safety at Work Act 1974
 - The Management of Health & Safety at Work Regulations 1999
 - Housing (Scotland Act) 2006
 - The Building (Scotland) Act 2004 and subsequent amendments
 - The Electricity at Work Regulations 1989
 - BS 7671:2018 Requirements for Electrical Installations (the “18th Edition of the Wiring Regulations”)
 - Landlords Guide to Electrical Safety Scotland 2017
 - Scottish Social Housing Charter
 - Scottish Housing Quality Standards
 - Building Standards (Scotland) Regulations 2014

Scottish Housing Charter

The policy also complies with the Scottish Social Housing Charter and specifically the following outcomes:

Outcome 4: Quality of Housing:

Tenant's homes, as a minimum, when they are allocated are always clean, tidy and in a good state of repair, meet the Scottish Housing Quality Standards (SHQS), and any other building quality standard in place throughout the tenancy; and also meet the relevant Energy Efficiency and Net Zero Emissions Heat Standard.

Outcome 5: Maintenance and Improvements.

Social landlords manage their businesses so that: tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.

Outcome 13: Value for money

Social landlords manage all aspects of their businesses so that: tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

3.0 Equality and Human Rights

- 3.1 The Association's Equality and Human Rights policy, which was approved by the Committee in April 2021, outlines our commitment to promote a zero tolerance to unfair treatment or discrimination to any person or group of persons, particularly on the basis of any of the protected characteristics¹. This includes ensuring that everyone has equal access to information and services, and, to this end, the Association will make available a copy of this document in a range of alternative formats including large print, translated into another language or by data transferred to voice.
- 3.2 We are also aware of the potential for policies to inadvertently discriminate against an individual or group of individuals. To help tackle this and ensure that it does not occur, best practice suggests that organisations carry out Equality Impact Assessments to help identify any part of a policy that may be discriminatory so that this can be addressed (please see section 6 of the Equality and Human Rights policy for more information).
- 3.3 In line with section 6 of the Equality and Human Rights Policy, the Association carried out an Equality Impact Assessment on this policy and no remedial action was identified as necessary. The full assessment is appended at the end of this policy.

4.0 Risk Management

- 4.1 The Association has considered the risks of failing to adhere to the policy. The Association are committed to ensuring our tenant's health and safety remains a high priority. This is reflected in the risk matrix which identifies a range of mitigating actions that we use on an ongoing basis to minimise/negate or manage each individual risk.
- 4.2 We seek to mitigate business risk through appropriately review of policies, procedures and legal requirements in relation to tenants' health and safety. We will continually to network with partners to ensure we are implementing best practice.
- 4.3 The Assurance sub-Committee monitors progress in relation to the mitigation actions on a quarterly basis and the Management Committee conducts an annual review in December each year and a mid-year review in June.

5.0 Responsibility & Delegated Authority

- 5.1 The Management Committee has delegated the Operations Sub- Committee authority to monitor compliance in relation to Tenant's Health and Safety.

¹ The Equality Act 2010 identifies the "protected characteristics" as age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, gender reassignment and sexual orientation.

- 5.2 It is the responsibility of the Maintenance Team to implement this policy as delegated by the Senior Maintenance Officer. Individual Maintenance staff have responsibility for ensuring that the electrical safety internal procedures are adhered to.

The Senior Maintenance Officer has responsibility for

- monitoring performance
- monitoring the operation and implementation of the policy
- key aspects of day to day service delivery
- review of the policy
- reporting to the Operations Manager and Operations Sub Committee on key performance indicators
- Report to Operations Sub Committee on Statistics of compliance.

- 5.3 The Operations Manager retains overall responsibility of the implementation of this policy. The Operations Sub Committee hold responsibility of approval of this policy as delegated by the Management Committee.

- 5.4 The Maintenance staff has delegated authority to take appropriate action. These cases are monitored by the Senior Maintenance Officer.

- 5.5 The Operations Sub Committee continues to monitor cases and will provide recommendation on cases presented.

6.0 Electrical Inspection Condition Reports (EICRs)

- 6.1 EICRs is a formal inspection and test of a property's fixed electrical installations such as wiring, sockets, fuse box, etc. The inspection must be conducted by a qualified electrician to ensure they are safe and compliant with required regulations. They will also ensure that the properties electrical installations are free from hazards like shocks or fire risks, resulting in a "Satisfactory" or "Unsatisfactory" rating with recommendations for any necessary repairs or improvements.
- 6.2 A competent person definition for the purpose of electrical safety inspections is an individual who has the knowledge, skills, experience, and ongoing training necessary to safely and accurately inspect and test electrical installations, identify hazards, and ensure compliance with relevant regulations and standards.
- 6.3 It is mandatory for landlords in the UK to conduct these surveys every five years. The surveys must have been carried out by a competent person suitably trained to do so.
- 6.4 In accordance with the wiring regulations the Association 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
Communal Close lighting	Every 5 years
Landlords communal supply	Every 5 years
Private Street Lighting	Every 5 years
Office	Every 5 years

- 6.5 To ensure that there is approximately a similar number of inspections programmed for each year to make the contract more manageable and avoid staff resources from being stretched, consideration will be given to bringing forward several inspection dates if required. This would be reviewed annually to consider un-programmed inspections such as ones undertaken for letting void properties.
- 6.6 EICRs may also be undertaken at any time at the discretion of the Senior Maintenance Officer for instances where a specific property may be considered electrically unsafe such as after a minor fire or recurring defects.
- 6.7 Observations noted during the testing and inspection process shall be addressed in the following manner in accordance with the severity of the situation.
- a) **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.
 - b) **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 28 days.
 - c) **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.
 - d) **Further Investigation Required** - an appointment will be made to return it on a date no later than 3 months.

7.0 Accessing Properties (EICRs)

- 7.1 To facilitate the 5-year anniversary due date inspections will be programmed to start on a 4 year and 10-month cycle to ensure that the expiry date is not superseded.
- 7.2 The Association has set procedure to adhere to in relation to arranging and gaining access for compliance inspections. This process is detailed with the EICR procedure note.

8.0 Communal Areas

- 8.1 Electrical testing must also be carried out within communal areas where there is a common electrical supply.
- 8.2 There will be occurrences where Glasgow City Council are required to conduct the electrical inspection of common close as they are responsible for the stair lighting with the common close. The inspection conducted by Glasgow City Council is not inclusive of testing the electrical circuits for door entries or the TV aerial amplifier.
- 8.3 In this occurrence, the Association will arrange for a separate electrical contractor to undertake EICRs to the circuits for the door entry and TV aerial amplifiers and any other electrical appliances connected to the landlord's common supply.
- 8.4 For any common closes where stair lighting is not adopted by Glasgow City Council, the Association will instruct a specialist contract to conduct a full electrical test.
- 8.5 The Association is also responsible for the maintenance of private street lighting in certain areas, and these installations will be included within the testing regime. Owners will be recharged an apportionment of the cost of this.

9.0 New Installations and Alterations

- 9.1 The current 40-year life cycle for re-wiring properties used within the Associations Maintenance Management software is merely a notional figure to ensure that sufficient future investment is available should it be required. This will be reviewed periodically to ensure that value for money is achieved by extending the life cycle to align with the recommendations within the ongoing EICRs that are being received.
- 9.2 Due to the significant disruption caused to tenants during a re-wiring programme there requires substantial evidence to suggest that there is a pattern of failures of cabling within electrical installations. CHA will only carry out re-wires to properties where an EICR has highlighted evidence of deterioration in the existing wiring system and not merely to satisfy a notional cycle.
- 9.3 CHA will consider undertaking partial replacement of electrical installations and fittings during the replacement process of other major component items such as kitchens, bathrooms and central heating systems. On such occasions the electrical contractor shall issue the Association with a Minor Electrical Works Certificate.

10.0 Portable Appliance Testing (PAT)

- 10.1 In the event that electrical appliances (e.g., electric kettles, fridges, washing machines etc.) are provided as part of the tenancy agreement reasonable steps will be taken to ensure they remain safe.
- 10.2 A record will be maintained of the portable appliances used in each premises and they will be tested on a risk-based approach no longer than two years. All portable appliances issued by the organisation will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.
- 10.3 Should any faulty equipment be observed, CHA will ask the tenant to take the item out of service until it is repaired or replaced.

- 10.4 Cernach 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. Any appliances provided to the residents from projects such as the Social Welfare Fund are accepted as a gift and will not be the responsibility of Cernach Housing Association to maintain.

11.0 Record Keeping

- 11.1 CHA will establish and maintain an electronic database as part of its housing management software which records all properties and common areas that have an active electrical supply and electrical installation.
- 11.2 The database will be supplemented with additional electronic trackers which will record the date of the last EICR and the projected date for the next one. It will also be used for the purposes of programming future inspections and for assisting with budgetary allocation.
- 11.3 The electronic trackers will also record those properties where no-access has been obtained and the action that has been taken. All access letters issued to tenants will also be saved within the central filing system.
- 11.4 Details of whether the EICR is regarded as satisfactory or unsatisfactory and the observations noted will be recorded along with any follow-on action that has been completed including target timescales for completion.
- 11.5 Where the initial EICR is recorded as unsatisfactory there is no requirement to carry out a full EICR again after any remedial works have been completed. It would be sufficient to append a minor works certificate or a works completion certificate to make a full record of electrical safety compliance.
- 11.6 Electronic copies of all EICRs will be held in the filing system together with those for Minor Electrical Works Certificates or works orders.
- 11.7 Evidence of compliance will be held in a summarised format aligned with the reporting requirements of the general Health & Safety Scorecard which is presented to the Assurance sub-Committee on a quarterly basis.

12.0 Quality Assurance

- 12.1 In addition to undertaking routine scrutiny of paperwork and post inspections of works by the in-house Maintenance Team, consideration will also be given to scrutiny of certification and post inspection of works by an independent competent person with the necessary experience and qualifications to evaluate both.
- 12.2 The implementation of this Policy will also be subject to scrutiny through an independent auditor specialised in this area of work and the findings will be reported to the board of management.

13.0 Electrical Contractors

- 13.1 All electrical contractors who will undertake any electrical works for the Association will be members of at least one of their respective trade associations. Either the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association of Scotland (SELECT)

- 13.2 Only competent persons as defined by BS 7671:2018 are authorised to carry out inspection and testing of the Associations properties. Contractor's operatives will be deemed to be competent to carry out the appropriate inspection and testing only if they have sufficient knowledge and experience of the test equipment, the type of installation being tested and testing procedures.

14.0 Tenants Responsibilities

- 14.1 Tenants have a responsibility to use electrical installations and fittings within properties responsibly to protect the health and safety of themselves and others in their household as well as visitors to their home.
- 14.2 They also have a responsibility to report defects to the electrical installation as soon as they are aware of them and also allow reasonable access to enable repairs and any future inspections to be carried out.
- 14.3 Tenants are required to obtain permission from the Association to undertake any electrical works or alterations within their homes. Permission shall not be with-held unreasonably; however, it would be a condition of approval that the works were undertaken by a competent person.
- 14.4 CHA will issue electrical safety information to ensure that tenants are aware of the dangers attached to the misuse of electrical systems and to remind them to report any electrical faults immediately.

15.0 Complaints

- 15.1 The Association has a published Complaints policy & procedure, which can be used where there is dissatisfaction with this policy or the operation of this policy. Any tenant who feels aggrieved by their treatment under this policy can ask for a copy of the Association's complaints policy, which is available at the Association's office and on the website www.cernachha.co.uk.
- 15.2 As with all our service policies, the complaints policy can be made available in large print, translated or on tape. Tenants also have the right to complain to the Scottish Public Services Ombudsman

16.0 Staff Training

- 16.1 Cernach recognises that staffing levels and high-quality training are essential to meeting the needs of its tenants. The Association is fully committed to ensuring that all relevant staff receive thorough training in the effective management of Electrical Safety. This training will be maintained, reviewed, and updated regularly to ensure continued compliance and best practice.
- 16.2 Staff will be encouraged to network with other RSLs to share best practice in dealing with Electrical Safety.

17.0 Policy Review and Consultation

- 17.1 The Association has developed this policy in consultation with tenants, the tenant participation group, the tenants on the consultation register and account taken of representations made.

- 17.2 The Association will publish a summary of this policy in our newsletters, and it will be made available on the Association website.
- 17.3 The Operations Sub-Committee and the Management Committee will review the Electrical Safety Policy every three years. This review will be brought forward if there is a need to respond to new legislation and/or policy guidance.

Cernach Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Electrical Safety Policy	Is this a new policy / proposal or a revision?	New
Person(s) responsible for the assessment	Kimberley Cowan		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The aim of this policy is to ensure the Association compliance in relation to Health and Safety, specifically in relation to servicing of management of electrical safety within the properties in which we own.		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	Tenants and Owners.		

3. What outcomes are wanted from this policy / proposal ? (e.g. <i>the benefits to customers</i>)	To ensure adherence to the obligations placed upon Cernach as a landlord and housing provider ensuring that all reasonable steps are taken to comply with the Consumer Protection Act 1987 and the Electrical Equipment (Safety) Regulations 1994
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4. Which protected characteristics could be affected by the proposal? (<i>tick all that apply</i>) ☐ Age Disability ☐ Marriage & Civil Partnership ☐ Pregnancy/Maternity ☐ Race ☐ Religion or Belief ☐ Gender ☐ Gender Reassignment ☐ Sexual Orientation		
5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here. While policy actions such as rent charges, arrear actions and recovery apply equally, there are some impacts upon groups which apply generally when communicating with our tenants and residents.		
6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	Positive impact(s)	Negative impact(s)

7. What actions are required to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).	
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Signed: K Cowan

Job Title: Operations Manager

Date the Equality Impact Assessment was completed: 26 February 2026

Please attach the completed document as an appendix to your policy / proposal report