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| Policy Title: | Electrical Safety Policy |
| Owner: | Head of Asset Management |
| Date Approved: | October 2024 |
| Approved By: | Board |
| Next Review Date: | September 2027 |
| Regulatory Standards: | <p><u>RS 1</u>: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p><u>RS 2</u>: The RSL is open and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders.</p> <p><u>RS 5</u>: The RSL conducts its affairs with honesty and integrity.</p> |

Cadder Housing Association Ltd.

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GLASGOW

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ENGLISH This information is available on request in other languages, in large print, in Braille and on audio format. If you or anyone you know, would like this information in one of these formats, please contact Cadder HA on 0141 945 3282 / enquiry@cadderhousing.co.uk

POLISH Niniejsze informacje dostępne są na żądanie w innych wersjach językowych, dużym drukiem, językiem Braille'a oraz w formie audio. Aby otrzymać powyższe informacje w jednym z wymienionych formatów, proszę skontaktować się z Zespołem ds. Cadder HA pod numerem telefonu 0141 945 3282 / enquiry@cadderhousing.co.uk.

FRENCH Ces informations sont disponibles sur demande dans d'autres langues, en gros caractères, en braille et en format audio. Si vous souhaitez obtenir ces informations dans l'un de ces formats, veuillez contacter Cadder HA au 0141 945 3282 / enquiry@cadderhousing.co.uk.

ARABIC بأحرف بطباعة، أخرى بلغات الطلب تحت متوفرة المعلومة هذه في ترغب أنت إذا. صوتي شريط على و برايل بطريقة، آبيرة أن الرجاء، الصيغ هذه من بأي المعلومة هذه على الحصول Cadder HA للإسكان ألاسكو جمعية سياسة بفريق تتصل 0141 945 3282 / enquiry@cadderhousing.co.uk.

SOMALI Warbixintaan waxaa, haddii la dalbado lagu heli karaa luuqaddo kale, daabacaad weyn, Farta ay dadka indhaha la' akhriyaan (Braille) iyo qaab cajaladdo maqal ah. Haddii aad doonayso inaad warbixintan ku hesho mid ka mid ah qaababkaas, fadlan kala xidhiidh Kooxda Xeerarka ee Cadder HA telefoonka 0141 945 3282 / enquiry@cadderhousing.co.uk.

Farsi یا درشت حروف با چاپ شکل به، دیگر های زبان به توانید می را مطالب این آه صورتی در. نمایید درخواست صوتی نوار روی بر و (نابینایان برای) بریل حروف دفت با لطفاً هستید فوق های شکل از یکی به مطالب این دریافت به مایل Cadder HA تلفن شماره. آنید حاصل 0141 945 3282 / enquiry@cadderhousing.co.uk.

RUSSIAN Данная информация может быть предоставлена по требованию на других языках, крупным шрифтом, шрифтом Брайля и в аудиозаписи. Если вы хотите получить данную информацию в одном из этих форматов, обратитесь в Cadder HA по телефону 0141 945 3282 / enquiry@cadderhousing.co.uk

1.0 Policy aims and objectives

- 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 completed by the Association specialist trade resource.
- 1.3 The procedures detailed within this Policy are intended to facilitate the effective management of electrical safety, ensuring that all reasonable steps are taken to comply with British Standard 7671: 2018+A2: 2022, The Electrical Equipment (Safety) Regulations 2016 and The Electricity At Work Regulations 1989.

2.0 References

- BS 7671:2018+A2:2022
- Electricity At Work Regulations 1989
- Health and Safety at Work etc. Act 1974
- Electrical Equipment (Safety) Regulations 2016

3.0 Electrical compliance

- 3.1 The Association will ensure that all electrical installations, fixtures, fittings and any other 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.
- 3.2 The Association will ensure that 'competent persons' carrying out Electrical Installation Condition Reports (EICRs) are competent within the terms of the Regulations and are members of recognised professional bodies.
- 3.3 The Association will ensure that both domestic and non-domestic property EICRs will be carried out every five years and at the start of every new tenancy. The tenant will be advised of the planned EICR appointment by letter. Upon receipt of the letter the tenant may make an alternative mutually convenient date and time for the visit. If no contact is made by the tenant, a 2nd letter will be sent to the tenant with appointment details, and a request to confirm the suitability of the date or arrange a date which is mutually suitable. If no contact is made, a 3rd and final letter is issued offering an appointment date, and advising the tenant that if no contact is made the Association will issue a 'Forced Entry Notice Letter and a date when this will take place.

Failure to contact the Association after this letter is received will then ensure that access is taken to the property on the appointment date as

advised in the Notice to ensure that the EICR will be carried out with the 5-Year testing and inspection cycle.

Weekly no access reports will be shared with Housing Services to determine if they can assist with access where possible.

The tenant will be charged all associated costs incurred by the Association for arranging to force an entry to the property in accordance with the Associations re-charge repairs policy.

- 3.4 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 EICR is carried out during a tenancy, a copy will also be given to the tenant.

4.0 Portable appliance compliance

- 4.1 The Association will take reasonable steps to ensure that any appliances (e.g. fridges, washing machines etc.) issued are safe to use.
- 4.2 An appropriate portable testing (PAT) regime will be implemented for any appliances issued by the Association.
- 4.3 All portable appliances issued by the Association will have a CE Mark, the British Standard Kitemark or the 'BEAB Approved' Mark.
- 4.4 The Association will issue users with a copy of the manufacturers instructions for any appliance provided.

5.0 Repairs and emergencies

- 5.1 The Association will use a competent contractor to undertake out of hours repairs and emergency responses.

6.0 Tenant responsibilities

- 6.1 Tenants will be issued with information leaflets on electrical safety.
- 6.2 Tenants will be advised to report any electrical faults immediately.
- 6.3 Tenants will be informed of any electrical items which are prohibited within the Associations properties.

7.0 Review

- 7.1 This Policy will be subject to review every 3 years.