



Electrical Inspections Policy

Policy Ref: PS04

Prepared By	Operations Director
Date of Review	March 2023
Date of Next Review	March 2026
Reviewed By	PHA Board

1. INTRODUCTION

1.1 Statement of Objectives

The Electrical Inspections Policy aims to ensure that the Association effectively administers compliance with its landlord obligations in respect of electrical inspections and thereby seeks to provide assurance to tenant in terms of electrical safety.

Our objectives include:

- maintaining our stock in accordance with the relevant and applicable legal requirements placed on us and our responsibilities set out in our tenancy agreement and ensuring that systems are in place to enable the Association to comply with its duties in relation to electrical inspections (i.e. complying with Electrical Installation Condition Report (EICR) and Portable Appliance Testing (PAT) requirements – all residential properties in Scotland must be checked at least every five years);
- ensuring that essential remedial works are instructed so that the homes of tenants are safe to occupy in terms of legislative requirements;
- providing a prompt, efficient and cost effective electrical inspections service aimed at prolonging the useful life of our properties and delivering customer satisfaction through high standards of service;
- operating an effective electrical inspections quality monitoring system and ensuring that audit trails and reporting systems are in place;
- collecting and using business intelligence on the condition of our stock and demonstrate that we are using this to make informed financial decisions to maintain and improve our stock;
- regularly reviewing our arrangements for the procurement of electrical inspections;
- taking positive steps to inform and listen to tenants about continuous improvements to our housing maintenance service;
- ensuring appropriate training, information and instruction is provided for relevant staff;
- ensuring where specialist technical expertise in relation to Electrical Safety is not available within PHA, suitable arrangements are in place to obtain any necessary information as required;
- liaising with other PHA teams to identify voids and other programmed properties that require to be tested and inspected;
- ensuring all PHA-owned Portable Appliance Equipment is tested and inspected, and all records accurately updated; and
- ensuring that all records are completed in accordance with Electrical regulations and approved codes of practice.

1.2 Compliance with Regulatory Standards

In terms of the Scottish Social Housing Charter, the Scottish Housing Regulator (SHR) has identified several key indicators relevant to housing maintenance by which it will measure landlord performance, including the following:

- Quality of housing – tenants' homes, as a minimum, when they are allocated are always clean, tidy and in a good state of repair, meet the Scottish Housing Quality Standard (SHQS) and any other building standard in place throughout the tenancy.
- Repairs, maintenance and improvements – tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.
- Value for money – tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

1.3 Expected Outcomes

Key outcomes of operating an effective Electrical Inspections Policy include:

- ensuring that properties are well maintained, safe, secure and in line with the SHQS/ESSH and any other building standard in place;
- complying with EICR and PAT requirements whereby all residential properties in Scotland must be checked at least every five years (we do this as part of our cyclical maintenance programme for occupied properties, when properties become vacant, and as required to check the electrics within a property);
- optimising customer satisfaction with service delivery; and
- delivering value for money.

1.4 Corporate Fit

1.4.1 Legislation and best practice

We will comply with all relevant legislation and associated regulations, including:

- The Health & Safety at Work Act 1974
- Electricity at Work Regulations 1989 workplace (Health, Safety and welfare) Regulations 1992
- The Management of Health & Safety at Work Regulations 1999BS7671: 18th Edition
Wiring Regulations 2018, 1 July 2018, 1 January 2019
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 2013 HSG85 (Third Edition 2013)
- Electricity at Work (Safe Working Practices) HSG107 3 Edition – Maintaining Portable Electrical Equipment

We expect our tenants to conduct their tenancies in a reasonable manner and not damage or allow any member of their household or visitor to their home to damage the property, either internally or externally. If a tenant has damaged their property or failed to take care of it, we may charge for the costs of repair – this is covered in our Rechargeable Repairs Policy.

Our Electrical Inspections Policy is consistent with our:

- Group Corporate Plan;
- Business Plan;
- Repairs & Maintenance Policy;
- Alterations & Improvements Policy;
- Asset Management Strategy;
- Development Strategy;
- Health and Safety Policy;
- Risk Management Strategy;
- Procurement Strategy;
- Privacy Policy;
- Group Standing Orders; and
- Group Financial Regulations.

1.4.2 Equalities

Our Electrical Inspections Policy complies with the Association's Equality Policy to ensure equality of treatment for all tenants without discrimination or prejudice.

1.4.3 Confidentiality

PHA recognises that confidentiality is important to tenants and will treat their tenancy information in the strictest confidence under General Data Protection Regulation (GDPR) and in line with PHA's Privacy Policy.

1.4.4 Business Plan and risk management

Our Business Plan reflects that electrical inspections are a key landlord responsibility. We seek to mitigate against business risk through managing electrical inspections in an efficient, effective and economic manner.

1.4.5 The Board

The Operations Director has responsibility for overseeing the implementation of the Electrical Inspections Policy and the Property Services Manager is responsible for key aspects of the day to day service delivery with delegation of specific tasks to appropriate staff.

The Board will receive regular updates on the implementation of the Electrical Inspections Policy so that they can have assurance that it is operating effectively in practice.

2. KEY PRINCIPLES – ELECTRICAL INSPECTIONS POLICY

2.1 Context

- 2.1.1 Legislation and regulations prescribe the Association's landlord responsibilities in terms of electrical inspections and electrical safety. The Association's policy is therefore to ensure that relevant legislation and regulations are fully complied with in order that the Association fully discharges its landlord responsibilities in terms of electrical safety (i.e. complying with Electrical Installation Condition Report (EICR) and Portable Appliance Testing (PAT) requirements – all residential properties in Scotland must be checked at least every five years).
- 2.1.2 The Association's property database will be routinely updated to ensure that all properties that require electrical inspections are clearly identified and through its Electrical Inspections Procedures, the Property Services Manager will ensure that competent contractors are instructed to carry out electrical inspections within the timescales prescribed.

2.2 Funding

- 2.2.1 The Association will allocate sufficient resources from within its cyclical maintenance budget to enable electrical inspections in all identified properties.

3. MISCELLANEOUS

3.1 Alternative Formats

- 3.1.1 On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc, and these can be obtained by contacting the Association's offices. The Association is a member of the 'Happy to Translate' scheme.

3.2 Next Review

- 3.2.1 We will review the Electrical Inspections Policy every three years or sooner if required by statutory, regulatory or best practice requirements.