

Electrical Safety Policy

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<input checked="" type="checkbox"/> Learn Pro <input type="checkbox"/> Board Portal <input type="checkbox"/> Line Manager to Share (e.g. Agencies)		<input checked="" type="checkbox"/> Policy Owner to Notify (e.g. Contractors) <input type="checkbox"/> Other: _____	
Stakeholder Consultation Completed (check as needed)			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> Other: External Compliance Consultant	

Version Control

Date	Owner	Version	Reason for Change
Oct 24	Victoria Hennessy	1.0	Brand new policy required, from compliance audit carried out in October 2023.

Summary of Changes

Section	Change
All	Brand new policy required, from compliance audit carried out in October 2023.

Electrical Safety Policy

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1.0 Ark's Values

Ark's values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships, and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy and the Electrical Safety Procedure is to outline the statutory duties applicable to Ark Housing Association (Ark HA), as an employer, landlord and registered provider of social housing in relation to electrical safety (domestic fixed wire electrical installations, electrical appliances and landlord electrical supplies) within properties owned and managed by Ark Housing. The policy will identify key roles within the business to ensure we fulfil our statutory obligations.

This policy outlines Ark HA's statutory duties relating to electrical safety and the arrangements we will have in place to ensure we meet the legal requirements. This policy and the supporting procedure has been developed, in part, to deal with cases where customers have not provided access for safety checks and remedial actions, and we are in danger of failing to meet these safety critical obligations, and in particular; the need to carry out an annual electrical safety check and subsequent remediation at each of its properties where electrical installations have been fitted.

3.0 Policy Statement

This policy and the supporting Electrical Safety Procedure describes how Ark will meet all applicable legislation and regulations associated with our statutory responsibilities for electrical safety and how we will implement suitable arrangements to ensure we comply and remain compliant.

Most homes owned or managed by Ark HA will have an electricity supply and a fixed wiring installation, usually with a consumer unit and wires feeding electrical accessories such as lights and sockets. Fixed wiring installations, if not adequately maintained and inspected for safety, can pose significant risks to our customers and others. Ark HA acknowledges the importance of having a robust Policy and Procedure in place to manage electrical safety to ensure the health and safety of all its customers, employees, and other stakeholders and to comply with electrical safety legislation.

Electrical installations, electrical appliances and landlord's electrical supplies in communal areas can pose significant risks to our customers and those who visit our buildings. Health and Safety legislation sets out specific duties for landlords and employers to ensure, so far as is reasonably practicable the health, safety and wellbeing of its employees, and others (e.g. contractors' staff and members of the public).

The main risks associated with using electricity, electrical installations and electrical appliances are electrical shocks which can cause ill health or death and the potential for a fire to start. As a precaution to these risks, Ark HA will commit to undertaking safety inspections and ongoing effective maintenance of all fixed electrical wiring installation.

4.0 Scope

This Policy applies to all properties containing an electrical supply. This policy includes all fixed wiring electrical installations, electrical appliances where Ark acknowledge the responsibility to test portable appliances (PAT), flues, pipework, and landlord electricity supplies feeding fixed wiring electrical installations within communal parts of buildings.

This policy applies to all buildings which are owned or managed by Ark HA. We will ensure we are clear on the responsibilities of all buildings where we are not the freeholder, for example we lease a building wholly or in part.

This policy applies to all departments within Ark HA no matter the type of work activity, if the work involves any part of a fixed wiring electrical system, this policy and the supporting procedure applies.

This policy includes electrical heating replacement, electrical repairs, rewires (partial and full), Electrical Installation Condition Report (EICR) programme (safety checks), electrical maintenance, electrical responsive repairs, and landlord electrical supplies. This includes properties added to our stock because of building new homes or individual/multiple properties acquired by us.

5.0 Legal / Regulatory Framework

The Scottish Housing Regulators (SHR) statutory objective is to safeguard and promote the interests of current and future tenants, people who are homeless, factored owners and Gypsy/Travellers. They monitor, assess, report, and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance. SHR also provides advice on their website to landlords in respect of electrical safety and sets out some key factors registered providers should have in place to manage electrical safety, mainly around gaining access to inspect electrical installations and completing remedial works, this policy and supporting procedure will set out how we will comply. The regulator requires social landlords to complete an annual return of the charter (ARC) detailing electrical safety performance as well as an annual assurance statement.

Legislation, Regulations, ACoP's, Standards and Guidance: The principal legislation relating to electrical safety, is the **Health and Safety at Work (etc) Act 1974 (HASAWA)** – Section 2 of the act places a duty on every employer to ensure, so far as is reasonably practicable, the

health, safety, and welfare at work of all their employees. Section 3 of the act places a duty on every employer to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected are not exposed to risks to their health or safety – This would be anyone visiting the building for example visitors, contractors, or members of the public.

The Management of Health and Safety at Work Regulations 1999 section 3, sets out the duty for every employer to make a suitable and sufficient risk assessment of the risks to health and safety of all their employees whilst at work and other people not in their employment.

The Electricity at Work Regulations 1989 are made under HASAWA. Duties are imposed on duty holders in respect of systems, electrical equipment, and conductors, and in respect of work activities on or near electrical equipment. The purpose of the Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

British Standard 7671 (BS7671) is the national British standard used for electrical installation and wiring safety across domestic, commercial, and industrial properties.

Guidance note 3 (Inspection and Testing) recommends EICR's for rented accommodation should take place every 5 years.

Other applicable legislation, regulations, standards, and guidance:

- Housing Scotland Act 2006
- The Tolerable Standard (under the Housing (Scotland) Act 2006)
- Right to Repair Regulations (under the Housing (Scotland) Act 2006)
- Building Standards (Scotland) Regulations 2014
- Corporate Manslaughter and Corporate Homicide Act 2007.
- Scottish Government - Building Standards. Technical Handbook 2009 Domestic Environment
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996

- Provision and Use of Work Equipment Regulations 1998
- Construction, (Design and Management) Regulations 2015
- Personal Protective Equipment Regulations 1992
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE)
- INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
- 'Landlords' Guide to Electrical Safety Scotland 2017'.
- HSR25 The Electricity at Work Regulations 1989, Guidance on the regulations.
- IET Guidance Notes 1-8
- Electricity at work – Safe working practices HSG85
- Keeping electrical switchgear safe HSG230
- Maintaining portable and transporting electrical equipment HSG107
- Avoiding dangers from underground services HSG47
- The IET Code of Practice for in service inspection and testing 2013

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training, and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training, and guidance.

6.3 Leadership Team

Ark's Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training, and guidance.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

6.5 All Staff Associated with Any Role Supporting This Policy

All Ark employees who play a role in ensuring electrical safety across Ark HA in line with this policy and procedure are required to familiarise themselves with this policy and procedure and comply with the content to manage electrical safety effectively.

6.6 Duty Holder

The Director of Development and Customer Experience will be responsible for ensuring there is suitable and sufficient resources in place to deliver the arrangements set out within this policy and supporting procedure.

6.7 Responsible Person

The Asset and Compliance Manager is responsible for the management and control risks associated with the activities of Ark HA's appointed electrical competent contractor who must be registered with a suitable certification scheme (e.g. Select, NICEIC or similar).

6.8 Deputy Responsible Person

The Asset Compliance and Contracts Officer will have the responsibility of day-to-day management of the electrical safety check (EICR) programme management of Ark HA's appointed electrical competent contractor who must be registered with a suitable certification scheme (e.g. Select, NICEIC or similar).

7.0 Electrical Safety Compliance

Breaches of this policy and supporting procedure will be viewed seriously and will be investigated in accordance with Ark's Disciplinary Policy and Procedures. Non-compliance breaches not only Ark's Electrical Safety Policy but also the Health and Safety Policy and potentially BS7671.

8.0 Learning & Development Requirements

Staff managing electrical safety will have training appropriate to their needs and to the needs of the Association as outlined on staff individual training plans. Ark will ensure that relevant employees have an awareness of the policy and receive adequate training to enable them to effectively fulfil their roles and ensure safety of tenant

9.0 Related Policies and Procedures

This policy should be read in conjunction with Ark's:

HS05 Fire Safety Policy and Procedure.

HS19 Your Home, My workplace.

AMO1h Electrical Safety Procedure

AM 09 Contractor Management and CDM Compliance Policy

AM 09a Contractor Management and CDM Compliance Procedure

10.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed in relation to the development of this policy.

11.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments,

and in relation to ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

Policy will be reviewed within 3 years from the date of approval, in accordance with Ark's policy review framework.