

Electrical Safety Policy

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ELECTRICAL SAFETY MANAGEMENT POLICY AND PROCEDURES

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1. INTRODUCTION

- 1.1 Lochalsh and Skye Housing Association recognises that electrical installations, if not regularly inspected maintained and repaired, can present a major risk to the health, safety and wellbeing of our customers living in our homes, colleagues working in our offices and the wider estate, owners and people who visit our properties, if not managed safely. Electrical safety incidents can cause fire, injury, loss of life, significant damage to property and also pose significant financial and reputational risks to our organisation.
- 1.2 Lochalsh and Skye Housing Association is an employer and a responsible social landlord and we have obligations in reducing the potential risks from the dangers caused by electrical installation. The aim of this policy and the supporting Electrical Safety Management arrangements is to provide a robust electrical safety framework which can be implemented to protect the safety and wellbeing of LSHA tenants, owners, staff, and visitors to our properties.
- 1.3 LSHA is responsible for ensuring that all properties owned and managed by us, meet all applicable electrical safety legislation and standards.

2. PURPOSE OF THE POLICY

- 2.1 The purpose of this policy, which is supported in more detail by the Electrical Safety Management arrangements included below, is to:
 - Outline the risks to lives and property associated with the management of electrical safety
 - Identify all applicable legislation relating to Lochalsh and Skye Housing Association in terms of electrical safety statutory duties and responsibilities as a social landlord and employer
 - Outline the roles, responsibilities and management arrangements we will have in place to manage electrical safety effectively
 - Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
 - Identify specific roles and responsibilities for policy implementation and management of electrical safety arrangements
 - Ensure that our arrangements for electrical safety are clear and understood by all employees
 - Ensure that we are fair, equitable and non-discriminatory
 - Ensure that we can be flexible and adaptable to changing needs

3. POLICY SCOPE

- 3.1 This policy applies to all electrical installation internally and externally located in all 'domestic and commercial' (residential and non-residential) buildings owned

and managed by the Association in terms of general electrical safety inspection, maintenance and repairs. This includes our offices and places of work. Where we are not the freeholder of any properties, which are within our control, the responsibility for electrical safety management will be clearly defined within the management agreement. Scottish electrical standards apply differently to domestic and non-domestic buildings, summarised in section 4 of this policy.

- 3.2 This policy applies to all electrical safety related work streams associated with maintaining electrical safety across the Association, including the inspection, testing, maintenance and repairs of fixed wiring installations and other types of fixed and portable electrical installations.
- 3.3 This policy applies to all LSHA staff and Board members, given that the Policy outlines the main responsibilities for electrical safety. This policy also applies to all tenants, owners, contractors and any visitors to our buildings including members of the public.

4. **AIMS AND OBJECTIVES OF THIS POLICY**

- 4.1 The aim of this policy is to ensure that we minimise the risk of electrical incidents occurring, which could lead to injury or fires occurring and spreading, so that residents, staff and visitors can enjoy safe access to, and use of our services and facilities. In addition, we aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and other persons who may be affected by our activities in relation to electrical safety.
- 4.2 Our objectives are to interpret all obligations as an employer and registered social landlord for electrical safety, so that we develop suitable and sufficient management arrangements to maintain electrical safety. Our main objective is to implement this electrical safety awareness for all applicable stakeholders to ensure the arrangements are delivered effectively, and what to do if an electrical incident occurs.

5. **ROLES AND RESPONSIBILITIES**

- 5.1 **The Board** accepts responsibility for implementation of this policy with day-to-day responsibility belonging to the Chief Executive with assistance from the Director, Managers and operational staff.
- 5.2 **The Chief Executive with the Director of Finance and Investment and the Property Services Manager, must:**
 - Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
 - Ensure that all staff and Board receive adequate electrical safety training and are encouraged to develop and promote safe working practices and attitudes towards electrical safety
 - Liaise with local authorities and the Health and Safety Executive (HSE) on matters relating to electrical safety including taking any actions resulting from their advice.

- Manage the inspection, maintenance, repairs and periodic testing of all electrical installations, fixed and portable electrical appliances and other electrical installation internally or externally of buildings owned and managed by the Association
- Manage the programme of EICR's for domestic, commercial and void premises and any relevant actions required to enable a satisfactory certificate.
- Monitor and report to the Board with any recommendation regarding electrical safety
- Ensure staff receive electrical safety training, as required.
- Ensure compliance with legislation regarding fixed wiring installations, portable and fixed electrical appliances and all other types of electrical installations
- Manage the Electrical Safety database and survey programme, removal work, and any work associated with Electrical Safety in buildings owned and managed by the Association.
- Ensure all persons or contractors carrying out electrical testing, inspection, maintenance and repairs are trained and competent to do so and are members of a recognised body that provides accreditation that they are competent to carry out this type of work (e.g. Select, NICEIC or equivalent).
- Ensure that as part of LSHA's letting standard, a satisfactory EICR is completed inclusive of the remediation of all identified C1 and C2 defects
- Ensure portable appliance testing (PAT) is completed on a risk-based approach and to an appropriate frequency
- Ensure that all electrical responsive repairs and maintenance is carried out to the required electrical standards
- Ensure systems and contracts are in place for up-to-date advice to be received on current and proposed electrical safety legislation, related regulatory and good practice requirements.
- Ensure that all appropriate staff receive adequate electrical safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards electrical safety.

5.3 The Housing Services Manager, with the Property Services Manager, must:

- Ensure that regular estate management inspections are carried out and where a potential electrical risk is identified appropriate actions are taken to mitigate these risks.
- Ensure that access to domestic properties is supported for the EICR and associated electrical work.
- Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via the website, tenant newsletter and social media.
- Ensure that all appropriate staff receive adequate electrical safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards electrical safety.

5.4 Every employee of Lochalsh and Skye Housing Association has a health and

safety responsibility and duty with regard to arrangements made for maintaining their own safety in the activities they carry out and responding to emergency situations. The Director and Managers have responsibilities as well as those of an employee.

5.5 Any breaches of the policy should be reported to the employee's Manager.

6. **ELECTRICAL SAFETY MANAGEMENT ARRANGEMENTS**

6.1 The Electrical Safety Management plan supports this policy, as below, with further detail in how the Association will comply with all applicable electrical safety legislation and this policy. Listed below are the key arrangements the Association will have in relation to electrical safety:

- We will ensure that we identify all relevant properties owned or managed by the Association which require an Electrical Installation Condition Report (EICR) and ensure these are completed by a demonstrably competent individual to achieve a satisfactory report (whereby all C1 and C2 defects identified are resolved). These will be carried out before the 5-year anniversary for all domestic and commercial (e.g. the office) properties and during a property being void before a new tenant moves in.
- We will develop and maintain a register listing all properties with electrical installations that by the Association are responsible for including date of the last EICR to ensure we remain within the 5-year cycle for completing a new EICR.
- We will ensure that all electrical related work, including testing, inspection, maintenance and repairs are carried out by a demonstrably competent individual.
- We will promptly repair or renew any defective part of an installation in accordance with priority repair timescales.
- We will ensure any unauthorised and defective alterations or additions to electrical installations are rectified or removed on discovery.
- We will ensure that contracts with external contractors are managed effectively, and robust contract monitoring is in place to monitor performance and promote continuous improvement.
- We will ensure that we apply the resources required to mitigate electrical risks within our relevant properties so far as is reasonably practicable for all electrical installations and appliances where we have a responsibility as an employer and landlord.
- We will ensure we comply with our statutory duties as an employer and social housing provider and define the measures we will take to assure ourselves that the policy and management plan have been implemented and they are effective.
- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated management plan, inclusive of making these documents available to all relevant staff and ensuring that staff with electrical safety roles have read and understood the content and what is expected of their role.
- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for electrical safety.

- We will ensure suitable and sufficient resources are in place to effectively manage customer relationships, tenancy agreements, and leases to keep them informed of the electrical arrangements for the home/building in which they live and expectation in terms of them providing access to us to carry out electrical safety related works.
- We will ensure there are suitable and sufficient emergency procedures in place to deal with emergency situations because of issues associated with electrical safety.
- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to electrical safety across the business and respond promptly to failures in systems and data management.
- We will ensure we work with all regulatory, statutory and enforcing authorities, including the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and local authorities.

7. TRAINING AND AWARENESS

- 7.1 Lochalsh and Skye Housing Association will ensure that all colleagues will receive general electrical awareness training as required, in relation to their role, and where they will work (e.g. general electrical safety information regarding the office) or if they work in the wider estate.
- 7.2 The Association staff who have specific roles relating to electrical safety will receive appropriate training to ensure that they are competent to fulfil their duties.

8. IMPLEMENTATION OF THE POLICY

- 9.1 Lochalsh and Skye Housing Association will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to electrical safety and to assure ourselves that we comply with this Electrical Safety Policy, the supporting Management Plan and all applicable legislation.

9. MONITORING OF THE POLICY

- 9.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with electrical safety. They will be responsible for:
 - Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable electrical legislation and standards.
 - Providing such information to enable the relevant Manager/Director to submit a quarterly performance report to the Senior Management Team and subsequently to the Board, including relevant Electrical Safety management KPIs and assurance information.

- 9.2 In addition to the operational assurance measures outlined above, electrical safety will also be subject to internal and external audits, as required, to provide suitable assurance.
- 9.3 Further detailed performance and assurance information can be found in the supporting Electrical Safety Management Plan.

10. REVIEW

- 10.1 This Policy will be reviewed every 5 years but will be subject to earlier review if there are any significant changes in legislation, good practice or operational changes, which may affect the content of this policy.

11. LEGAL AND REGULATORY FRAMEWORK

Regulatory Framework

- 11.1 The Scottish Housing Regulator's (SHR) main role is to 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, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.
- 11.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which the Association must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this Electrical Safety management policy:
- 11.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:
- **Regulatory Standard 1** (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'*.
 - **Guidance 1.1** - The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.
 - **Guidance 1.2** - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
 - **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
 - **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
 - **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.

- **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.
- **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).
- **Regulatory Standard 3 (RS3)** – *‘The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay’.*
 - **Guidance 3.1** - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
 - **Guidance 3.2** - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
 - **Guidance 3.3** - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.
- **Regulatory Standard 5 (RS5)** – *‘The RSL conducts its affairs with honesty and integrity’.*
 - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
 - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members’ performance, ensures compliance and has a robust system to deal with any breach of the code.
 - **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

Legal Framework

- 11.4 Lochalsh and Skye Housing Association will comply with all relevant legislation and regulatory requirements for managing Electrical Safety. Set out below is the principal legislation which applies to Electrical Safety management for the Association:
- 11.5 **The Health and Safety at Work Act 1974 (HASAWA); General Duty on Employers**
This primary Health and Safety legislation imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to “others” who may be affected by the employer’s undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public.
- 11.6 **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 of their employees whilst at work and other people not in their employment.

- 11.7 **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 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.
- 11.8 **British Standard 7671(BS7671)** is the national British standard used for electrical installation and wiring safety across domestic, commercial, and industrial properties.
- 11.9 **Guidance note 3 (Inspection and Testing)** recommends EICR's for domestic rented accommodation should take place every 5 years.
- 11.10 **Scottish Housing Quality Standard (SHQS) Repairing Standard** The Association is committed to ensuring that electrical safety standards and practices comply with the current outcomes set by the Scottish Social Housing Regulator: "Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes and comply with the Healthy, Safe and Secure elements of the Scottish Housing Quality Standard. This includes domestic EICR's being carried out every 5 years by a competent electrician and a copy being given to the tenant, it also includes PAT testing being up to date for portable appliances provided by the landlord.
- 11.11 **The Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criteria) Order 2019** Tolerable Standard: requires that a house meets the Tolerable Standard, which includes having an electrical installation that is safe and adequate for use.
- 11.12 **The Electrical Equipment (Safety) Regulations 2016** are a set of UK product safety requirements that ensure electrical equipment is safe for use. These regulations apply to electrical equipment that is designed to be connected to a domestic mains electricity supply, as well as some industrial equipment.
- 11.13 **The Scottish Social Housing Charter** - The Scottish Housing Regulator (SHR) has identified a number of key indicators relevant to housing maintenance by which it will measure landlord performance, including the following: Quality of housing – tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) by April 2015 and continue to meet it thereafter, and when they are allocated, are always clean, tidy and in a good state of repair.

APPENDIX 1 – Equality Impact Assessment

Name of Policy to be assessed	Electrical Safety Policy	New Policy or revision of existing	New
Person(s) responsible for assessment		Trudi Tokarczyk	
1. Briefly describe the aims, objectives and purpose of the policy	<p>The purpose of this policy is to set out how LSHA will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to electrical safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to electrical safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with faults or issues arising with electrical installations and appliances, so far as reasonably practical.</p>		
2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	The policy sets out to benefit tenants to ensure risk of harm from faulty electrical equipment is minimised. It further intends to benefit staff, contractors and members of the public who are visiting and working within LSHA properties. It will also benefit the association in ensuring legal obligations are met and protecting assets.		
3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/tenants/staff)	To ensure that the association is compliant with electrical Safety legislation and Regulatory guidance and through regular inspections, monitoring and maintenance, our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants' contractors and the general public relating to injuries or fire caused by electrical faults or issues.		
4. Which groups could be affected by the policy? (note all that apply)			
Age		Disability	
Gender reassignment		Marriage and Civil Partnership	
Pregnancy and Maternity		Race	
Religion or Belief		Sex	
Sexual Orientation			

5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.		
The policy is applied equally to all properties with the aim of maintaining electrical equipment and ensuring safety for all equally and therefore has no positive or negative impact upon any of the above.		
6. Have those affected by the policy/decision been involved?		
	Positive Impact (s)	Negative Impact(s)
7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	See section 6 above	None anticipated
8. What actions are required to address the impacts arising from this assessment? (this might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impact(s))	No further action required.	
Signed:	Trudi Tokarczyk	
Dated:	14/08/25	