

Date Issued	March 2026
Last Reviewed	n/a
Department	Asset Management
Title	Electrical Safety Policy
Objective	To describe the arrangements for managing electrical safety
Responsible	Director of R3 & Asset Management
Next Review Date	March 2031

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 controlled by East Lothian Housing Association.
- 1.2 All electrical repair work and Electrical Installation Condition Reports will be sub-contracted to an external competent body.
- 1.3 The procedures detailed within this section are intended to facilitate the effective management of electrical safety, ensuring that all reasonable steps are taken to comply with the Consumer Protection Act 1987 and the Electrical Equipment (Safety) Regulations 1994.

2.0 Definitions

- 2.1 **Competent Person** – a person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly.

3.0 Legal & Regulatory Framework

- 3.1 We will comply with all relevant legislation and regulations including the following (the list is not exhaustive):
 - British Standard BS7671:2018+A2:2022
 - Electricity at Work Regulations 1989
 - Building Regulations Part P (2010)

Approved by ELHA Board 26/03/26

- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994

3.2 This policy also takes account of the following policies and procedures:

- Maintenance Legal Obligations Policy
- Empty Homes Policy
- Mutual Exchange Policy
- Chargeable Repairs Policy
- Mutual Repairs Policy
- Complaints Policy and Procedure
- Health & Safety at Work Policy

4.0 Objectives of Electrical Safety

4.1 We will ensure that :

- All electrical installations, fixtures, fittings, and any 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
- Visual inspections on all electrical appliances are carried out by a competent person before a tenant moves in, and regularly throughout the tenancy
- Service contractors carrying out Electrical Installation Condition Reports (EICR) are competent within the terms of the Regulations and are members of recognised professional bodies
- An EICR will be carried out every five years and at the start of a new tenancy if there have been new electrical installations fitted, or defects identified
- We 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 inspection is carried out during a tenancy, a copy relating to that inspection will also be given to the tenant)

Approved by ELHA Board 26/03/26

5.0 Repairs and Emergencies

5.1 If we observe any faulty equipment we will ask the tenant to take the item out of service until it is repaired or replaced.

5.2 We will use a competent service contractor to carry out repairs and emergency responses.

6.0 Periodic Inspection and Testing

6.1 All electrical repair work and Electrical Installation Condition Reports will be carried out by a competent contractor.

- All contractors must be qualified, competent, and hold appropriate insurance and accreditations
- Work must be carried out to current regulations (BS 7671)
- We will regularly monitor contractors through audits and performance reviews
- Contractors must carry out remedial works within 21 days and must issue the Association with a Minor Electrical Installation Work Certificate and for major installations an Electrical Installation Certificate (EIC)

7.0 Void Properties and Lettings

7.1 We will carry out an EICR at the start of every new tenancy.

8.0 Tenant Responsibilities

8.1 We will:

- Provide tenants with information on electrical safety
- Ask tenants to report any electrical faults immediately
- Inform tenants of any electrical items which are prohibited within our premises
- Provide tenants with advice on the safe usage and storage of electric bikes and scooters. This will include guidance on the following topics:
 - Safe purchasing of electric bikes, scooters, batteries and chargers, including ensuring they are purchased from reputable suppliers and should meet relevant British or European safety standards

Approved by ELHA Board 26/03/26

- Registering purchased products with the manufacturer so that they can be contacted if any products are recalled or safety information is published
- Safe storage of electric scooters or bikes such as ensuring they are not stored or left to charge in escape routes or in communal areas and that e-bikes, e-scooters, and any batteries for them should be stored in a cool place and in line with manufacturer's instructions
- Keeping and charging e-bikes, e-scooters and batteries away from combustible or flammable materials
- Safe charging practices include:
 - Unplugging chargers when charging is finished
 - Not charging while users are asleep or away from their home in case a fire breaks out
 - Ensuring there are working smoke or heat alarms in the charging area, as per guidance produced by the Scottish Fire and Rescue Service
 - Using manufacturer's approved chargers that are in good condition
 - Ensuring items are not covered when charging
 - Ensuring only appropriate, uncoiled and appropriately rated extension leads are used for charging and that they are not overloaded
- Actions to take if a fire caused by an e-bike or e-scooter breaks out:
 - Checking batteries regularly for signs of damage
 - Safe disposal methods for batteries

9.0 Monitoring and Review

- 9.1 The Asset Manager will submit reports on the performance of the Electrical Safety to the Health & Safety Committee. The reports will include performance against set targets or standards, progress on compliance safety inspections and expenditure compared with budget.
- 9.2 The Director of R3 & Asset Management is responsible for ensuring that all staff involved comply with this policy and the supporting procedures.

10.0 Policy Review

- 10.1 The Director of R3 & Asset Management will review this policy every five years or sooner if required by changes in legislation or organisational practice. Any minor changes will be approved by the Senior Management Team, whereas material changes will be submitted to the ELHA Board for approval.