

ELECTRICAL SAFETY POLICY

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| 1.0 | Introduction |
| 1.1 | <p>Albyn Group aims to incorporate our Purpose, Mission, Values and Vision into our policies and decision making.</p> <p>With that in mind, we aim to follow our guiding principles that apply to all policies: https://www.albynhousing.org.uk/about-us-2019/our-history/</p> |
| 1.2 | <p>Albyn Group must ensure that it meets all its duties on tenant and resident safety, obtains appropriate assurance about its compliance with all relevant safety requirements, and ensure that it takes prompt action to address any non-compliance. Electrical installations and appliances can pose a hazard if not correctly maintained – through contact with exposed live wires, from fire, and from the risk of explosion where electricity is the source of ignition. This policy aims to reduce and manage these risks.</p> |
| 1.3 | <p>Albyn Group will provide a prompt, efficient and cost-effective electrical inspections service for all properties in our stock profile aimed at prolonging the useful lives of our properties and ensure the procurement of appropriately qualified contractors.</p> |
| 2.0 | Legal and Regulatory Framework |
| 2.1 | <p>Legislative Requirements: Albyn Group has duties to manage and comply with electrical safety and inspections under the following legislation:</p> <ul style="list-style-type: none"> • The Housing (Scotland) Act 2014 • IET (Institution of Engineering and Technology) BS 7671:2018+A2:2022 Requirements for Electrical Installations (also known as the Wiring Regulations) • Scottish Social Housing Charter • Private Landlord Registration (Information) (Scotland) Regulations 2019 • Health and Safety at Work etc Act 1974 |
| 2.2 | <p>Scottish Housing Regulator Requirements:</p> <p>In terms of the 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. that sets the standards and outcomes that all social landlords should achieve when performing their housing activities. The following charter outcome is relevant to this policy:</p> <ul style="list-style-type: none"> • Quality of housing – tenants’ homes as a minimum meet Scottish Housing Quality Standards (SHQS); Annex A (Must be compliant with the current tolerable standard; Element 11 (Electrical Installations internal and external to the building). Element 11a (Smoke and Heat Alarms); 11b (Carbon monoxide alarms) <p>The Group will also demonstrate compliance in the Scottish Housing Regulators Annual Charter on Return (ARC) submission under Charter Indicator C9 (SHQS Stock Summary).</p> |

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| 3.0 | Aims and Objectives | |
| 3.1 | <p>This Electrical Safety Policy aims to:</p> <ul style="list-style-type: none"> • Ensure there is an effective and robust approach to compliance with legislative and regulatory obligations • Provide Albyn Group tenants, employees, contractors, members of the public and the Scottish Housing Regulator with the necessary assurance of compliance with electrical safety requirements. | |
| 4.0 | Policy Scope | |
| 4.1 | <p>This policy covers all buildings owned or managed by Albyn Group. For clarification, this includes homes owned by private sector landlords that are managed by Highland Residential Inverness Ltd (HRI).</p> | |
| 5.0 | Definitions | |
| 5.1 | <p>Albyn Group: Throughout this policy, Albyn Group means Albyn Housing Society and its subsidiary companies.</p> | |
| 5.2 | <p>Electrical installation: The fixed electrical equipment and devices that are supplied by the electric meter in a property.</p> | |
| 5.3 | <p>Electrical Installation Condition Report (EICR): A standard report on the condition of the electrical installation in a building.</p> | |
| 5.4 | <p>Portable Appliance Test (PAT test): A regular examination of portable electrical appliances by a competent person to ensure they are safe to use. The frequency of the test depends on the type of appliance, and how and where it is used.</p> | |
| 5.5 | <p>Observation Codes (C1, C2, C3 and FI): Observation Codes found on an EICR certificate. C1 (Danger Present), C2 (Potentially dangerous), C3 (Improvement Recommended) and FI (Further investigation required)</p> | |
| 5.6 | <p>Satisfactory and Unsatisfactory: An unsatisfactory EICR certificate will be because of C1/C2, or FI remedial works not being undertaken and resolved during the inspection</p> | |
| 6.0 | Roles and Responsibilities | |
| 6.1 | Chief Executive | Overall duty to ensure the Group has sufficient resources and systems in place to ensure compliance |
| 6.2 | Director of Customer Services Director of Governance and Business Improvement (HRIL) | Responsibility for the management of this policy |
| 6.3 | Head of Property Services | Overall responsibility for delivering statutory compliance |

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| 6.4 | Cyclical Officer Lettings Manager (HRIL) | Day-to-day responsibility for ensuring testing and servicing is carried out, and for maintaining records on all electrical certification |
| 6.5 | All employees have a duty to co-operate with Albyn Group's systems and processes for the management of electrical safety. | |
| 7.0 | Policy Statement | |
| 7.1 | <p>Albyn Group will:</p> <ul style="list-style-type: none"> • Appoint a registered National Inspection Council for Electrical Installation Contracting (NICEIC) or The Electrical Contractors Association of Scotland (SELECT) qualified contractor/s. • Arrange for an Electrical Installation Condition Report (EICR) to be carried out every five years in all properties. This includes an inspection of the electrical installation and portable appliance testing (PAT) of any appliances which have been provided as part of the tenancy. • At the end of any tenancy undertake a new EICR as part of the void process. • Identify what types of testing are required for each home, communal area, garage, and office, and with what frequency. • Carry out testing and servicing of smoke detectors, heat detectors, CO detectors and emergency lighting at appropriate intervals. • Carry out testing of portable appliances at appropriate intervals. • Maintain accurate and up-to-date records of all testing and all installations and appliances for which we are responsible. • Ensure our homes are up to LD2 standard and maintain records of this. • It is the tenant's responsibility to provide access for the inspection and EICR to be completed and we have robust procedures where tenants refuse access for electrical testing; • Provide appropriate training to all employees who are responsible for ensuring compliance with this policy; • Ensure effective monitoring of the electrical safety programme through regular reporting to Leadership Team and Board; • Undertake monthly internal audits of 15% of all EICR's completed in the preceding month; • Procure an electrical contract that is compliant with procurement regulations and represents value for money, and which includes the rectification of all C1, C2 and FI works during the electrical test and inspection; • If remedial works cannot be undertaken to prevent an unsatisfactory certificate, the contractor will isolate the supply until make safe measures can be met; • Provide information to tenants, managing agents and lessees on electrical testing; | |

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| | <ul style="list-style-type: none"> Where an addition or alteration to an existing installation does not include the provision of a new circuit a Minor Electrical Installation Work Certificate (MEIWC) or Domestic Electrical Installation Certificate (DEIC) or another appropriate certificate must be issued. Have procedures in place to manage the unlikely event of an electrical incident including, reporting to Leadership Team, Board, and the Scottish Housing Regulator and if a reportable incident to Health and Safety Executive. |
| 8.0 | Links to other Policies and Procedures |
| 8.1 | <p>Below are Albyn Group policies and procedures, although not exhaustive, that have links to this policy.</p> <ul style="list-style-type: none"> Asset Management Strategy Electrical Safety Procedure Fire Safety Policy Planned and Cyclical Policy Repairs Policy Void Policy Procurement Policy |
| 9.0 | Complaints |
| 9.1 | Any complaints about the electrical safety policy will be dealt with through the customer complaints policy. |
| 10.0 | Data Protection |
| 10.1 | <p>All personal data processed when implementing this policy will be done so in accordance with the Data Protection Act (2018) and UK GDPR.</p> <p>A Privacy Notice setting out how Albyn Housing Society will process the personal data of its customers is available at: https://www.albynhousing.org.uk/privacy-notice/.</p> <p>Privacy Notices for customers of Highland Residential (Inverness) Ltd are available at: https://www.highlandresidential.co.uk/data-protection/.</p> |
| 11.0 | Equal Opportunities |
| 11.1 | Our Electrical Safety Policy complies with Albyn Group's Equality Policy to ensure equality of treatment for all tenants and customers without discrimination and prejudice. |
| 12.0 | Policy Review |
| 12.1 | This policy will be reviewed every three years or sooner if required by statutory, regulatory, or best practice requirements. |