



Electrical Safety - Landlord Policy

Board Approved: 24 May 2023

Next Review: May 2026

1.0 Purpose

- 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 Homes For Life (HfL).
- 1.2 This Policy will be applicable to all property types under the control of HfL that contain electrical installations and fittings within the premises, and any electrical equipment provided by HfL.
- 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 Body” – To ensure a recognised standard or benchmark of competence for any electrical work, HfL will subcontract to a firm or electrician that is a member of an accredited registration scheme operated by a recognised body. This could include a UKAS accredited registration scheme operated by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors' Association of Scotland (SELECT) or an equivalent body.

“Competent Person” – Persons designated by HfL as a Competent Person as defined in amendment 3 of BS7671 will be suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable any required task(s) to be carried out correctly.

3.0 Legislation & Reference Documentation

- British Standard BS7671:2018
- The Consumer Protection Act 1987
- The Electrical Equipment (Safety) Regulations 1994
- Housing (Scotland) Act 2006

4.0 Landlords Duties

- 4.1 HfL recognise there is a legal duty to ensure that electrical installations, fixtures, fittings, and any electrical equipment provided is safe at the start of the tenancy, and throughout its duration.
- 4.2 All electrical repair work and Electrical Installation Condition Reports will be sub-contracted to an external competent body.

5.0 Electrical Checks

- 5.1 HfL 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.
- 5.2 Visual inspections on all electrical appliances will be carried out by a competent person before a tenant moves in and regularly throughout the tenancy. Checks will also include common areas (such as stairways, corridors, door entry system etc.)
- 5.3 HfL will ensure that service contractors carrying out Electrical Installation Condition Reports (EICR) are competent within the terms of the Regulations and are members of recognised professional bodies.
- 5.4 The EICR will be carried out every 5 years and at the start of a new tenancy if there have been new electrical installations fitted or defects identified.

The EICR should highlight any problems using different classifications: code C1 indicating 'danger present', code C2 indicating 'potentially dangerous' and code FI indicating 'further investigation required'. Any remedial work that is undertaken as a result of the inspection will be recorded on a Minor Electrical Installation Works Certificate.

- 5.5 Any element of the electrical installations, fixtures, fittings or equipment which is classified in an EICR under code C1 (danger present) or C2 (potentially dangerous) will be rectified to comply with the repairing standard.
- 5.7 Code C1 means that anyone using the installation is at risk and remedial work will be carried out by a competent person immediately. If it is practical to do so, the competent person will make the installation safe on discovery of the dangerous condition.

Wherever practicable, items classified as C1 will be made safe on discovery. Where this is not practical the owner or user will be given written notification as a matter of urgency. Where an item is classified as C2 this is a potentially dangerous situation and urgent remedial action will be requested.

5.8 Any element of the electrical installation classified in an Electrical Installation Condition Report as FI (further investigation required) will be investigated as soon as practically possible as such investigation may reveal a dangerous or potentially dangerous condition.

5.9 HfL will 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.

6.0 Portable Appliances

6.1 HfL will take reasonable steps to ensure that all appliances (e.g. electric kettles, fridges, washing machines etc.) provided as part of the tenancy agreement are safe.

6.2 An appropriate Portable Appliance Testing (PAT) regime will be implemented for any appliances issued by HfL.

6.3 HfL will ensure that any PAT is completed by a suitably competent person. For the purpose of a PAT test this means either: A skilled person (electrically); or a person (including a member of HfL staff) who has completed PAT training.

6.4 All portable appliances issued by HfL will have the CE Mark, the British Standard Kitemark or the 'BEAB Approved' mark.

6.5 HfL will issue tenants with a copy of the manufacturer's instructions for all appliances provided.

6.6 HfL will ensure that tested appliances are labelled with PASS and the date of test. Any appliance that fails the test will be replaced or repaired immediately. An appliance that was purchased new less than one year before the date of the test does not require to be included in that PAT test.

6.7 HfL will retain a copy of the PAT 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.

7.0 Minor Electrical Installation Works Certificates

7.1 HfL will retain a copy of any Minor Electrical Installation Works Certificate (MEIWC). MEIWC provide HfL with a declaration that any new installation, alteration or addition, is safe to use at the time it is put into service. These certificates, if retained, will also provide a basis for any further inspection and testing, as they can help save on costly exploratory work which might otherwise be needed in future.

8.0 Fire Alarms & Emergency Lighting

8.1 HfL will ensure that there is a fire alarm system and emergency lighting system installed (where required) to reduce the risk of fire causing harm to tenants. Regular inspections and testing will be carried out by a competent person.

9.0 Tenant Responsibilities

9.1 HfL will issue electrical safety leaflets to tenants to make sure they are aware of their responsibility for reporting any electrical faults or observations and to turn off electrical switches when they are not in use and not to overload plug sockets with multi-point adapters.

9.2 HfL will advise tenants where to report faults or observations. Where a fault is identified, tenants will also be advised to immediately turn off the appliance and to keep the item out of use until it has been repaired or replaced.

9.3 Tenant responsibilities will be set out in the tenant handbook issued at the beginning of a tenancy.

10.0 Review of Policy

10.1 This policy will be reviewed at every 3 years or where there has been new legislation, or a change in regulatory requirements or policy guidance.