



# Group Policy: Electrical Safety Policy 2021-2024

Policy Owner

Head of Assets

Policy Manager

Energy & Compliance Manager

Approval Body

Social Landlord Operations Committee

Approval Date

27-4-21

## Contents

1. Scope.....	3
2. Introduction .....	4
3. Definitions.....	5
4. Policy Outline.....	5
5. Equality Impact Assessment .....	5
6. Review.....	5

This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.

## **1. Scope**

This is a Group policy and therefore applies to Staff, Board and Committee members of The RCH Group of companies. The RCH Group consists of River Clyde Homes and its subsidiary, Home Fix Scotland Ltd.

## 2. Introduction

This policy document is to ensure River Clyde Homes (RCH) fully complies with all current electrical legislation including the 18<sup>th</sup> Edition of the IEE Wiring Regulations BS7671:2018, Electricity at Work Act and the Health and Safety at Work Act 1974

RCH has also prepared relevant documents available to staff and / or the public to view:

### **Electrical- Housing Safety Guide**

This is published on the RCH website and publicly available. The housing safety guide outlines RCH responsibilities as a landlord and tenants responsibilities in regards to electrical safety within their homes.

[J:\Asset Management\Public\FACILITIES MANAGEMENT\TENANT INFORMATION LEAFLETS\HOUSING SAFETY GUIDE\14838\\_RCH\\_Housing\\_Safety\\_Guide.PDF](J:\Asset Management\Public\FACILITIES MANAGEMENT\TENANT INFORMATION LEAFLETS\HOUSING SAFETY GUIDE\14838_RCH_Housing_Safety_Guide.PDF)

River Clyde Homes recognises its responsibility to ensure that an effective electrical testing programme is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages. Operation of the Policy ensures RCH meets its legal requirements under electrical safety. The principle legislation and HSE guidance in this area is as follows:

- The Provision and Use of Work Equipment Regulations 1998
- The Health & Safety at Work Act 1974
- Electricity at Work Regulations 1989 Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 HSG85 (Third edition, 2013)
- Electricity at work (Safe working practices) HSG107 3rd Edition- Maintaining portable electrical equipment
- The Management of Health & Safety at Work Regulations 1999
- 18<sup>th</sup> Edition of the IEE Wiring Regulations BS7671:2018
- Code of practice for protection of structures against lightning BS EN 62305
- Code of practice for emergency lighting BS 5266 & BS EN 50172

### **3. Definitions**

HSE- Health and Safety Executive

RCH- River Clyde Homes

### **4. Policy Outline**

River Clyde Homes has a duty of care to ensure all tenants, staff and others can use their buildings and facilities safely. This extends to taking all reasonable steps to mitigate any risks associated with electrical installations and appliances in all River Clyde Homes properties.

To comply with its legal duties' RCH will provide clear responsibility for the management of electrical safety by:

- Ensuring adequate resources are available to ensure suitable arrangements for the management of Electrical Safety.
- Ensuring appropriate training, information and instruction is provided for appropriate staff.
- Ensuring where specialist technical expertise in relation to Electrical Safety is not available within the directorate, suitable arrangements are in place to obtain any necessary information as required.
- Undertaking electrical testing and inspection of RCH properties to ensure that suitable management procedures are implemented for the management of Electrical Safety.
- Liaising with suitable consultants to ensure that suitable management arrangements are in place for the monitoring of RCH properties.
- Liaising with other RCH departments to identify voids and other programmed properties that require to be tested and inspected.
- Ensuring all RCH Electrical staff are suitably qualified for their role with respect to Regulations, testing and inspection.
- Ensure RCH owned portable appliance equipment is tested & inspected.
- Ensure lightning protection systems are adequately maintained.
- Ensuring that all records are completed in accordance with Electrical regulations and approved codes of practice.

### **5. Equality Impact Assessment**

An EIA has been completed.

### **6. Review**

This policy will be reviewed in its entirety every 3 years, unless an earlier review is required due to changes in legal, regulatory or best practice requirements, or because monitoring and reporting reveals that a change in policy is required sooner.