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ELECTRICAL SAFETY POLICY

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MILNBANK HOUSING ASSOCIATION ELECTRICAL SAFETY POLICY

1 AIM OF POLICY

The main aim of Milnbank Housing Association's (MHA) electrical safety policy is to set out specific guidance to ensure the safety of fixed electrical installations and portable appliances within properties owned, leased, factored and used for offices by Milnbank Housing Association.

Milnbank Housing Association recognises its responsibility to comply with the current legislation and implement a plan for all installations within properties owned and managed by MHA.

These installations will be installed, maintained and inspected at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death. We are committed to ensure our tenants' homes remain safe and fit for purpose.

2. LEGISLATION AND GUIDANCE

This policy will ensure Milnbank Housing Association (MHA) fully complies with the requirements set out in the principal legislation and guidance in this area as follows:

- The Management of Health & Safety at Work Regulations 1999.
- 18th Edition of the IEE Wiring Regulations BS7671:2018.
- The Provision and Use of Work Equipment Regulations 1998.
- The Health & Safety at Work Etc. Act 1974.
- Electricity at Work Regulations 1989.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- HSG85 (Third edition, 2013) Electricity at work (Safe working practices) HSG107 3rd Edition- Maintaining portable electrical equipment.
- Landlords' Guide to Electrical Safety in Scotland
- MHA is committed to ensuring that electrical standards and practices comply with the current outcomes set by the Scottish 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".

3 LINE MANAGEMENT RESPONSIBILITIES

Milnbank Housing Association is a housing association. It is considered to be a duty holder under the 18th edition of the IEE wiring regulations BS7671:2018 and the Director is responsible for undertaking or delegating the duties under these regulations, Asset Officer (Health and Safety Compliance) has been delegated this role.

Directors/Delegated persons are responsible, as far as is reasonably practicable for ensuring the health and safety and welfare at work of all employees in their respective departments. In particular where they are

responsible for staff or operatives who may be required to deal with electrical safety they will:

- Ensure that adequate resources are made available including suitable arrangements for the management of Electrical Safety.
- Ensure appropriate training, information and instruction is provided for relevant staff and operatives in the form of training courses, seminars, information leaflets and booklets and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to Electrical Safety is not available within the Department, suitable arrangements are in place to obtain any necessary information as required.
- MHA will appoint a suitably qualified person to set up and manage the Electrical Safety Management System.
- The system will allow MHA's competent person to keep an accurate log of all electrical appliances within the association's assets, service records, and contractor monitoring arrangements, electrical incidents and other issues as required.
- The competent person will be provided with appropriate training to carry out their duties effectively.
- Processes are in place for monitoring the day to day implementation of operational procedures related to this policy.
- Processes are in place for resolving all performances issues.
- Ensure that MHA complies with this Electrical Safety Policy.

4 STATEMENT OF INTENT

Milnbank Housing Association 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 Milnbank Housing Association properties.

To comply with its legal duties MHA 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 MHA 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 MHA properties.
- Liaising with other MHA departments to identify voids and other programmed properties that require to be tested and inspected.
- Ensuring all MHA Electrical staff are suitably qualified for their role with respect to Regulations, testing and inspection.

- Ensuring that all records are completed in accordance with Electrical regulations and Codes of practice.
- Ensure lightning protection systems are adequately maintained.

5 ELECTRICAL SAFETY MANAGEMENT SYSTEM

Milnbank Housing Association will ensure a comprehensive Electrical Safety Management system is in place and maintained. This includes safe working electrical procedures for testing in all Milnbank Housing Association properties including but not limited to electrical installation condition reports, emergency lighting testing and Portable Appliance Testing (PAT).

Electrical equipment will be selected to ensure it is suitable for its intended use and will carry a CE (or equivalent standard) mark.

These measures will ensure compliance with all current legislation relating to Electricity.

The Health and (Safety Compliance Officer) (interim person during transition of interviews and appointment for Asset Manager) is responsible for ensuring the effectiveness of the Electrical Safety Management Plan and will ensure it is maintained and current.

6 ACCESS AND COMMUNICATION

MHA is committed to ensuring that our services are accessible to everyone. MHA will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

In accordance with the tenancy agreement, rights of access must be given at all times to any works being carried out in relation to compliance.

7 EQUALITY, DIVERSITY AND HUMAN RIGHTS

MHA is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, disability, Gender, Race, Gender Re-assignment, Sexual Orientation, maternity, pregnancy, marital status and Religion and/or Belief.

MHA will also ensure that all services and actions are delivered within the context of current Human Rights legislation. Staff and others with whom MHA works will adhere to the central principles of the Human Rights Act (1998).

This Policy should be read in conjunction with:

- Milnbank Housing Association Health and Safety Policy

8 COMPLAINTS

Any complaints in regard to Electrical Safety will be dealt with in line with the MHA Complaints Policy. Complaints can be submitted:

- In writing,
- In person COVID-19 permitting,
- By telephone,
- By email to admin@milnbank.org.uk
- Online to www.milnbank.org.uk
- By having someone complain on their behalf.

9 IMPLEMENTATION

Customer liaison staff regularly receive training to ensure awareness of the MHA Electrical Safety Policy to be able to direct any customer enquiries they may receive to the appropriate department or person.

The Director has ultimate responsibility for the operation and effective implementation of the policy and for ensuring it is reviewed in line with the schedule outlined in Section 3.

10 CONSULTATION

Milnbank Housing Association Health and Safety Compliance Officer and Asset Management team have been consulted in the development of this Policy with the input of external Electrical contractors.

11. MONITORING AND REVIEW OF POLICY

The Association will monitor this policy to ensure it achieves full compliance with all aspects of the Regulations.

The Health and Safety Compliance Officer will be responsible for formulating, reviewing and monitoring implementation of procedures

The Electrical Safety Policy will be reviewed, by the Asset Manager, biennially or sooner in light of any new legislation or regulation change impacting on electrical safety or through any issues requiring alteration from MHA system audits as required to reflect any updates in legislation.

12. DATA PROTECTION

MHA controls the personal information that we collect, this means that we are legally responsible for how we collect, hold and use personal information. It also means that we are required to comply with the General Data Protection Regulations (GDPR) when collecting, holding and using personal information.