



Electrical Safety Checks Procedure

Procedure Reference:		AM01h	
Related Policy:		AM01	
Effective date:	January 2020	Review date:	July 2022
Approved by SLT:		TBC	
Owner:	Jackie O'Neill	Job Title:	Head of Property Management
To be issued to:		Board of Management ARK Management Dept. Staff	
Method of Delivery:		Email Policy LearnPro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
Jan 2020	Jackie O'Neill	5.0	3 Yearly Review / new format

Electrical Safety Checks Procedure

Contents

1.0 Introduction	3
2.0 Portable Electrical Equipment	Error! Bookmark not defined.
2.1 Frequency of tests.....	3
2.2 Contractors	3
2.3 Annual test programme	3
3.0 Fixed Electrical Installations.....	Error! Bookmark not defined.
3.1 Frequency of testing	Error! Bookmark not defined.
3.2 Contractors	Error! Bookmark not defined.
3.3 Annual test programme	5
3.4 Action following completion of tests	5
4.0 Provision of Copy Certificates	6
5.0 Equality Impact Assessment (E.I.A.).....	Error! Bookmark not defined.
6.0 Data Protection Impact Assessment (D.P.I.A.).....	Error! Bookmark not defined.
7.0 Monitoring and Review.....	6
7.1 Monitoring	6
7.2 Review	7

1.0 Introduction

This procedure describes our arrangements for complying with the following statutory requirements:

- Electricity at Work Regulations 1989, with regard to portable electrical equipment
- Housing Acts, with regard to fixed electrical installations
- Health & Safety at Work etc. Act 1974

This procedure supports our Maintenance policy AMO1 and complies with Scottish Social Housing Charter.

2.0 Portable Electrical Equipment

The Electricity at Work Regulations 1989 require employers to ensure that all portable electrical equipment they provide is safe and suitable for use, by carrying out regular tests (commonly known as PAT testing) in accordance with statutory guidelines.

2.1 Frequency of tests

While the recommended frequency of testing varies according to the appliance and its use, ARK's policy is that portable electrical equipment will be tested annually.

The annual tests will be carried out on all electrical equipment ARK has provided in offices, communal homes and individual service users' homes, but not on items that are the personal property of service users in their own homes.

2.2 Contractors

Given the geographical spread of our properties, we will consider appointing at least two contractors to provide the required level of service over the country.

Each contract will normally be for a period of at least 3 years, with the option of extension for 1 or 2 years, subject to satisfactory performance.

Contractors may be appointed through a traditional tendering exercise, a public procurement method, or a balancing quality and price exercise, or through a partnering arrangement.

2.3 Annual test programme

At the start of each year the Maintenance Officer or Maintenance Assistant (MO/MA) will check that the list of properties to be included in the annual PAT programme is up to date and will then issue individual orders covering each property to the relevant contractors. Each works order will include the contact details for that property. The contractors will make arrangements for access directly with staff or tenants.

Following each test a sticker will be fixed to each item detailing the test date and the name of the contractor who carried out the test.

Within 5 working days of completing the tests in a property, the contractor will issue a test certificate to the MO/MA listing the property address, the appliances tested, the test results and whether each appliance is safe to use or not.

If an item fails a test appliance 'Test Fail - Not Safe for Use' sticker will be placed on the appliance and the local on-site staff informed.

The MO/MA will:

- Record the test results on the relevant Excel spreadsheet – filepath: Maintenance/Maintenance Folder/(year) files/Programme of Major & Cyclical Works/Programme of Major & Cyclical Works (year)/PAT Testing
- File the test certificates and related reports in the current PAT testing file
- Where one or more appliances have failed, pass the details to Housing Services staff who will liaise with local staff and/or tenants regarding repair or replacement

3.0 Fixed Electrical Installations

Fixed electrical installations (FEI) refers to all fixed wiring and distribution boxes, plus any items 'hard wired' via a spur to the electricity supply such as storage heaters, in ARK properties, i.e. offices, communal housing, supported and mainstream tenancies. Electrical Installation Condition Report (EICR) refers to the standard annual FEI safety inspection.

Testing is carried out for the protection of service users, tenants and staff living or working in these properties.

3.1 Frequency of testing

The frequency of testing is:

- HMO's and Care Homes - 3 years
- Offices - 5 years
- Mainstream tenanted properties - 5 years
- Void properties - statutory safety check prior to re-occupation

3.2 Contractors

Given the geographical spread of our properties, we will consider appointing at least two contractors to provide the required level of service over the country.

Each contract will normally be for a period of at least 3 years, with the option of extension for 1 or 2 years, subject to satisfactory performance.

Contractors may be appointed through a traditional tendering exercise, a public procurement method, or a balancing quality and price exercise, or through a partnering arrangement.

3.3 Annual test programme

At the start of each year the MO/MA will check that the list of properties to be included in the annual EICR programme is up to date and will then, on a quarterly basis, issue individual orders for each property to the relevant contractors.

Each works order will include the contact details for that property and the target date for completion.

The contractor(s) will make arrangements for access directly with the staff or the tenant at each property.

If the contractor, having made three attempts, is having difficulty in gaining access to a tenanted property a report will be passed to the MO, who will attempt to contact the tenant and arrange a mutually convenient time for the check. Where required the MO/MA will seek assistance from Housing Services staff in making contact with the tenant.

Where no arrangement has been made within 5 working days of the contractor's report the MO/MA will write to the tenant advising that if access is not arranged within 7 days then legal action may be taken

If access has not been provided within 7 days the MO/MA will discuss the situation with the Head of Property Management and decide whether or not to initiate legal action.

3.4 Action following completion of tests

Within 5 working days of completing the tests in a property the contractor will issue a test certificate to the MO/MA listing the address, the test results, whether the present installation is safe, if any remedial works are required and the urgency of any remedial works.

The MA/MO will:

- Record the test results on the relevant Excel spreadsheet – filepath: Maintenance/Maintenance Folder/(year) files/Programme of Major & Cyclical Works/Programme of Major & Cyclical Works (year)/EICR Checks
- File the test certificates and related reports in the relevant EICR folder
- Where remedial works are required, arrange to have these carried out, and when completed, ensure that the required certificate is received

The contractor may submit a quotation for any remedial works. Where the work is urgent we will normally instruct the contractor to carry out the work.

Where the work is not urgent we may seek alternative quotes before issuing works orders.

4.0 Provision of Copy Certificates

Copies of certificates will not routinely be issued to communal properties or individual tenants. However, a Local Manager or a tenant may be provided with relevant copies on request, for example for when this is requested by the fire service. All copies will be saved on the maintenance drive (Years Files\Programme of MAJOR AND CYCLICAL WORKS\EICR Checks\) or (Years Files\Programme of MAJOR & CYCLICAL WORKS\PAT Testing\

When required, the MO/MA will provide a full set of copy certificates to:

- A Registered Operations Manager, as part of the preparation for a Care Commission inspection
- The Local Authority, as part of the application for the renewal of an HMO licence
- Exceptional circumstances with approval from the HOPM

5.0 Equality Impact Assessment (E.I.A.)

There are no negative equality implications identified in relation to the revision of this procedure document, consequently an E.I.A. has not been completed.

6.0 Data Protection Impact Assessment (D.P.I.A.)

The potential data protection assessment implications around the collection of personal data which has been identified in relation to the revision of this procedure and have been addressed in the department D.P.I.A.

7.0 Monitoring and Review

7.1 Monitoring

The HOPM is responsible for ensuring that this procedure is implemented.

The MO/MA will monitor the progress of all electrical safety check programmes and will follow up with relevant contractors any delays in completing safety checks and/or submitting completed test certificates.

The MO/MA will follow up on any reports from contractors regarding difficulties in gaining access to properties, liaising with Housing Services staff in attempts to arrange access, as required.

The MO/MA will raise any concerns about a contractor's performance with the HOPM who will follow up with the contractor as required. Further action will depend on the contractor's response.

As part of the regular reports on statutory checks, the HOPM will submit an annual report on PAT and EICR Safety Checks to the Property Sub-Committee. The report will detail the number of properties and/or appliances checked, the percentage under each heading that passed and the percentage that failed.

7.2 Review

The HOPM will ensure that this procedure is reviewed at least every three years in line with the agreed review schedule.