

SP39 Electrical Safety Policy

1. Scope of Policy

Soha will take all reasonable steps to secure the health and safety of employees, residents, and any other persons who install, use, operate, or maintain electrical equipment within Soha-owned or managed properties. This includes ensuring electrical safety in residents' homes and providing safe systems of work across all settings. The organisation acknowledges that work on electrical equipment can be hazardous and will therefore seek to reduce associated risks as far as is reasonably practicable.

2. Aims of Policy

Landlords must ensure that all electrical installations in their rental properties are safe for continued use for the duration of a tenancy. This duty sits primarily under the Electrical Safety Standards and compliance is achieved through the issue of a satisfactory EICR certificate every five years.

- The aim of this policy is to ensure that electrical safety is managed safely and effectively within Soha Housing and across the organisation.
- Soha aims to ensure that all electrical systems and equipment will be installed and maintained in accordance with the National Inspection Council for Electrical Installation Contracting (NICEIC), National Association of Professional Inspectors & Testers (NAPIT)
- All new equipment purchased and used will be to the appropriate standard such as British Standards (BS) and European Norms (BS EN) and marked as conforming to European Union general standards (CE marked) e.g., BS 7671 is the national standard in the United Kingdom for electrical installation and the safety of electrical wiring in domestic properties.
- Electricity is a potential and significant risk for Soha. This policy seeks to mitigate the risks that arise in relation to potential claims, reputation and operations.
- Soha will apply the Electrical Safety Policy consistently, fairly and will not discriminate against any person on grounds of their race, colour, ethnic or national origins, religion, sexual orientation, disability, gender, age or any other matter which may cause Soha to treat a person with injustice.

3. Policy Statement

Soha will:

- Take all reasonable steps to ensure a safe working environment for Soha employees, residents, contractors, visitors, and other persons on Soha premises;
- Ensure the safe and effective management of electrical safety and seek to mitigate any risk associated with electrical works across the organisation;
- Set out clear roles of responsibility for electrical safety across the organisation comply with all relevant electrical safety legislation applicable to those premises owned and occupied by Soha;
- Seek to minimise the impact and disruption of electrical works by Soha wherever practicable.

4. Implementation

- Only NICEIC, NAPIT or other accredited contractors will undertake works on our electrical systems in accordance with the requirements of the relevant statutory legislation and approved codes of practice.
- Any installation, maintenance or testing will be recorded electronically by the Contractor on the appropriate NICEIC form sent to Soha through Microsoft SharePoint Online. It will then be sent to C365 by Soha.
- Soha will be notified of any remedial works required and carried out by the contractor within the agreed timescales.
- Approved NICEIC contractors will carry out inspections and testing on all void properties and all occupied Soha properties every five years.
- NICEIC, NAPIT or other approved contractors will carry out periodic inspections and test Royal Scot House every five years.
- Portable Appliance testing of electrical equipment owned by Soha in their office and communal areas within our residential schemes will be carried out every 12 months.
- All electrical systems and equipment will be installed in accordance with national Inspection Council for Electrical Installation Contracting (NICEIC) guidelines.
- All new equipment purchased will be at the appropriate standard such as British Standards BS 7671 and European Norms (BS EN). and marked as conforming to European Union general standards (CE marked – relevant until 01 January 2022).

5. Training

Employees working in electrical safety management, installation and maintenance will be suitably qualified and receive training in accordance with legislative requirements.

6. Resident Involvement

This Policy directly affects the safety of tenants in their homes. Soha will raise tenants' awareness of Electrical Safety within publications and on the website.

7. Appeals

Tenants have a right of appeal under Soha's Complaints Policy if they feel that Soha has not treated them appropriately.

8. Responsibility

The Director of Property Services is responsible for overall implementation of this policy. The Head of Asset Management and the Repairs Manager are responsible for implementing and monitoring the policy in areas under their control. The Head of Health & Safety will monitor compliance across all areas. All employees and contractors must comply with health & safety procedures at all times.

9. Monitoring and review

We will ensure, through risk assessments and ongoing monitoring, the necessary requirements to maintain electrical safety. This will be in partnership with competent specialist contractors.

10. Context

This Policy is based on current legislation and industry best practice. Soha will review it at least every three years and amend in line with any changes.

Further information can be obtained from:
<http://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

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