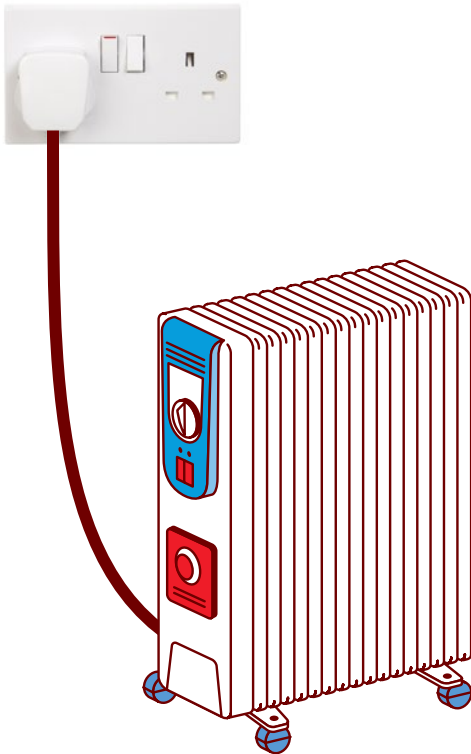


Safety guidance

Landlords' guide to electrical safety

Scotland



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Typical examples of potentially dangerous electrical installations

1 Introduction

Why you need this guide and how it can help you

Electrical Safety First has produced this guide to help landlords understand their responsibilities for electrical safety in their rental properties – and to provide practical advice on what is required to ensure the safety of tenants.

Great Britain has a relatively good record of electrical safety but the most recent figures available show that in 2010:

- 22 people¹ died as a result of electrocution and/or fatal electric burns suffered at home.
- There were 20,403 accidental electrical fires in homes, resulting in 48 deaths and 3,324 injuries.

Most accidents involving electricity in the home arise through faults in, or misuse of, domestic appliances or the electrical installation. Another major cause is objects being placed too close to a heat source, such as an electric heater or lamp. In 2010, this resulted in 15² deaths and many serious burn injuries.

The three major hazards from electricity in the home are electric shock, fire and burns.

These can occur through:

- The electrical installation and equipment deteriorating over time.
- Damage to switches, sockets and other equipment.
- Misuse of the installation and equipment.
- Poor or lack of maintenance of the installation and equipment.
- Vandalism.

¹ Deaths are from w86/w87 ICD cause categories as created by the World Health Organisation, this data is derived from two tables – Deaths, by sex, age and cause, Scotland, 2010, published by General Register Office for Scotland and Mortality Data for 2010, England and Wales, published by the Office for National Statistics

² Data supplied by the Department for Communities and Local Government, 15/02/2012.

2 The law

and what you need to know

Landlords have a legal duty to ensure that their rental property, and any electrical equipment provided, is safe before a tenancy begins and throughout its duration.

The Housing (Scotland) Act 2006 is the main legislation for landlords in Scotland.

Key points are:

Section 13. *The repairing standard*

A house or flat meets the repairing standard if:

- The installations in the house for the supply of water, gas and electricity and for sanitation, space heating and heating water, are in a reasonable state of repair and in proper working order (subsection (1)(c)).
- Any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order (subsection (1)(d)).

Section 14. *Landlord's duty to repair and maintain*

The landlord must ensure that the house or flat meets the repairing standard (of section 13)

This places a duty on landlords to keep in repair and proper working order the:

- At the start of the tenancy (subsection (1)(a)), and
- At all times during the tenancy (subsection (1)(b)).

From 1st December 2015 landlords are required under sections 13(4A) and 19B(4) of the Housing (Scotland) Act 2006 to:

- Ensure that regular electrical safety inspections are carried out by a competent person, and
- Have regard to the guidance issued by Scottish Ministers on electrical safety standards and competent persons.

The electrical safety inspection has two separate elements:

- A periodic inspection of the electrical installations, fixtures and fittings, and
- A Portable Appliance Test (PAT) on portable appliances.

The periodic inspection must be carried out by a suitably competent person. In Scotland, this will usually mean that they are a registered with NICEIC or a member firm of the Electrical Contractors' Association of Scotland (SELECT).

Visit www.electricalsafetyfirst.org.uk/findanelectrician to find out more.

The Portable appliance testing must be carried out by a competent person, as above, or somebody (which can include the landlord) who has completed appropriate training in portable appliance testing.

You can find the full guidance at www.prhpscotland.gov.uk/prhp/137.26.33.html

The Building (Scotland) Regulations 2004 contains a number of 'expanded functional standards' that buildings have to meet. That is, the standards describe the functions a building should perform. The most relevant for electrical safety is mandatory standard 4.5 which states that:

'Every building must be designed and constructed in such a way that the electrical installation does not:

- a) threaten the health and safety of the people in, and around, the building*
- b) become a source of fire'*

For certain types of electrical installation work, you may need to obtain a building warrant – the legal authority to start the work. More information can be found on the Scottish Government website

www.gov.scot/Topics/Built-Environment/Building/Building-standards

The Scottish Government has introduced new legislation as of October 2006, known as the Fire (Scotland) Act 2005. It replaces most of Scotland's previous fire safety legislation and specifies who has responsibility for fire safety in non-domestic premises.

Note: *Communal areas (such as stairwells, corridors and plant or boiler rooms) in tenements, flats and houses in multiple occupation (HMOs) are not classed as private dwellings under the Civic Government (Scotland) Act, so are subject to the Fire (Scotland) Act 2005. Sections 53 and 54 of the Fire (Scotland) Act 2005 require persons in control of communal areas to*

carry out fire risk assessments. The Fire (Safety) Scotland Regulations 2006 provide instructions on how to do this. You should also remember that it is a legal requirement to review fire risk assessments regularly.

Landlords who let private dwellings also have a responsibility to carry out fire risk assessments. Details of fire safety risk assessments for sleeping accommodation are available on the Scottish Government website

www.firelawscotland.org

Smoke alarms

The Scottish Government has produced a revised Domestic Technical Handbook that requires:

- One functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes.
- One functioning smoke alarm in every circulation space, such as hallways and landings.
- One heat alarm in every kitchen.
- All alarms to be interlinked.

The number and position of the alarms will depend on the size and layout of the house. There should be at least one alarm on each floor. A copy of the revised statutory guidance is available on the PRHP website by visiting www.prhpscotland.gov.uk

3 Electrical installations

An electrical installation comprises all the fixed electrical equipment that is supplied through the electricity meter. It includes the cables that are usually hidden in the walls and ceilings, accessories (such as sockets, switches and light fittings), and the consumer unit (fusebox) that contains all the fuses, circuit-breakers and, preferably residual current devices (RCDs).³

There are many factors that contribute to a 'good' electrical installation, such as ensuring:

- There are enough sockets for electrical appliances, to minimise the use of multiway socket adapters and trailing leads.
- Covers are in place to prevent fingers coming into contact with live parts (broken or damaged switches and sockets should be replaced without delay).
- A residual current device (RCD) is installed to provide additional protection against electric shock (see also Section 6 of this guide).
- Satisfactory earthing arrangements are in place to ensure that a fuse or circuit breaker can quickly clear an electrical fault before it causes an electric shock or fire.
- Satisfactory protective bonding arrangements are in place where required (so any electric shock risk is minimised until a fault is cleared).
- Sufficient circuits are provided to avoid danger and minimise inconvenience in the event of a fault.
- Cables are correctly selected and installed in relation to the fuse or circuit-breaker protecting the circuit.

Over time, and with the wear and tear of regular use, the installation will start to deteriorate. Connections can work loose (a potential fire hazard), equipment can be damaged, and building and maintenance work can have an impact on the wiring.

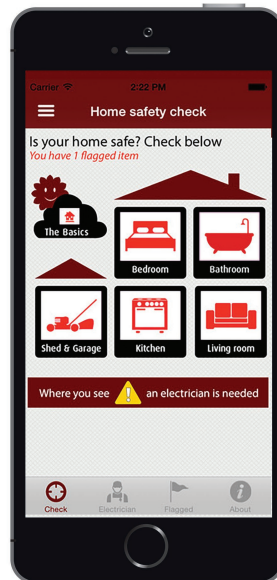
³ An RCD (residual current device) is a life-saving device which is designed to prevent you from getting a fatal electric shock if you touch something live, such as a bare wire. It provides a level of protection that ordinary fuses or circuit breakers cannot.

One simple thing you can do to see if your electrical installation is safe, is to carry out a regular visual check.

Things to look out for include:

- Broken accessories (such as sockets and light switches).
- Signs of scorching around sockets due to overloading.
- Overheating of electrical equipment (such as lampholders fitted with the wrong lamps) – usually detected by a strong, often fishlike, smell.
- Damaged cables to portable electrical appliances or trailing cables/flexes.
- Lack of RCD protection for circuits, particularly those supplying equipment in the bath/shower room or garden.

As well as regular visual safety checks, Electrical Safety First recommends regular periodic inspections. These should be carried out by a registered electrician. After a periodic inspection, you should always be given an Electrical Installation Condition Report (EICR) containing details of the inspection and testing undertaken, the outcomes of the inspection and testing with recommendations as to what remedial action (if any) is required, and a declaration of whether or not the installation is safe for continued use (see also Section 5 of this guide).



Use the Home 'Electrical Safety Check' app. Download details can be found at www.electricalsafetyfirst.org.uk/visualchecks

4 Certification

of electrical installation work

You should ensure that you receive and keep the paperwork for all completed electrical installation work and periodic inspection and testing. All certificates and reports should include schedules of inspections and test results.

The type of certification or report you receive depends on the extent and type of electrical installation work, or inspection and testing, you have had carried out.

Electrical certification for new installations, alterations or additions

Electrical Installation Certificates (EICs) and Minor Electrical Installation Works Certificates (MEIWCs) provide you, as the person responsible for the safety of an electrical installation, with a declaration that the new installation, or alteration or addition, is safe to use at the time it was put into service.

These certificates, if retained, 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. Additionally, in the event of a claim that injury or fire was caused by an electrical installation, certificates are documentary evidence which help show that the installation had been installed to a satisfactory standard of safety.

The EIC will indicate whether the electrical work that has been carried out is 'new', an 'addition' or an 'alteration'. The term 'new' applies where the whole installation has

been installed as new, if a complete rewire has been carried out, or where a consumer unit (fusebox) has been replaced.

The term 'addition' applies if an existing installation has been modified by adding one or more new circuits.

The term 'alteration' applies where one or more existing circuits have been modified or extended (for example to add a socket), or items such as a consumer unit (fusebox) and switching equipment have been replaced.

An EIC must be issued for all new electrical installations. It may also be required for an alteration or addition to the installation – depending upon whether or not a new circuit has been installed. Where an alteration or addition is carried out but does not include a new circuit, a MEIWC or an EIC may be used. A Domestic Electrical Installation Certificate is a form of EIC designed specifically for domestic electrical installations.

We strongly recommend that you use a registered electrician to carry out any electrical installation work. Information on how to find a registered electrician can be found on Electrical Safety First's website at www.electricalsafetyfirst.org.uk/find-an-electrician

5 Periodic inspection, testing and condition reporting

Every electrical installation deteriorates with use and age. You must ensure that your tenant(s) – or anyone entering or using your property – are not put at risk, by ensuring that the electrical installation remains in a safe and serviceable condition.

A periodic inspection checks the condition of an existing electrical installation against BS 7671, the UK Standard for the safety of electrical installations.

A periodic inspection should:

- Discover if electrical circuits or equipment are overloaded.
- Identify potential electric shock risks and fire hazards.
- Find any defective electrical work.
- Highlight any lack of earthing or bonding. Further information explaining the importance of earthing and bonding can be found at www.electricalsafetyfirst.org.uk/guides-and-advice/around-the-home/earthing-and-bonding

Tests are also carried out on the installation to check that it is safe.

The image shows a typical example of a Domestic Electrical Installation Condition Report (EICR) form. The form is titled "DOMESTIC ELECTRICAL INSTALLATION CONDITION REPORT" and is divided into several sections: A. DETAILS OF THE CLIENT, B. EXTENT OF THE INSTALLATION AND LIMITATIONS ON THE INSPECTION AND TESTING, C. SCOPE OF THE REPORT, D. DETAILS OF THE INSTALLATION, and E. SUMMARY OF THE CONDITION OF THE INSTALLATION. The form includes fields for client details, inspection details, and a summary of the condition of the installation.

Typical example of a Domestic Electrical Installation Condition Report

A schedule of circuit details and test results should always be provided as part of the Electrical Installation Condition Report. A copy of this schedule should be kept next to the consumer unit (fusebox) for information purposes.

Frequency of periodic inspections

For rented accommodation in Scotland, the maximum permitted period between the initial inspection (when the installation was first put into service) and the first periodic inspection is five years.

Subsequently, the installation should be inspected and tested at intervals of no more than five years from the date of the first inspection. However, the person compiling the Electrical Installation Condition Report may recommend a shorter interval before the next inspection based upon the findings of the inspection and testing that has been carried out.

When a change of tenancy occurs, the landlord or their representative should always carry out a visual check to confirm that a property is safe to re-let. This check should include confirming that there are no broken or missing switches or sockets, no accessible live parts, no signs of burning on electrical equipment and that any installed RCDs operate when the integral test button is pressed.

Transitional arrangements

Scottish Government statutory guidance states that:

- Any tenant under a new tenancy commencing on or after 1 December 2015 must be provided with a copy of an Electrical Installation Condition Report (EICR) before the tenancy commences.
- Any tenant under an existing tenancy at 30 November 2015 must be provided with a copy of an EICR by 1 December 2016 unless their tenancy ends before that date.
- An Electrical Installation Certificate (EIC) or EICR completed by a competent person between 1 January 2012 and 30 November 2015 is acceptable, whether or not it is accompanied by a PAT test record.
- All EICs and EICRs completed on or after 1 December 2015 must have the relevant Portable Appliance Test records attached.

Houses in Multiple Occupation (HMOs)

The *Licensing of houses in multiple occupation: Statutory guidance for Scottish local authorities* requires that every electrical installation in an HMO is inspected and tested at least every five years by a suitably qualified person, who should provide a certificate giving the results of the inspection. Electrical Safety First recommends that you use a registered electrician. More information on electrical installation condition reporting is available on our website

www.electricalsafetyfirst.org.uk

6 Electrical appliances

Most deaths from electric shock and fires in UK homes are caused by misuse of, or faulty, plugs, leads and appliances. But many of these fatalities can be avoided by taking simple steps.

The safety of electrical appliances relies, to some extent, on the condition of the home's fixed wiring – but misusing electrical appliances will increase the risk of electric shock and fire. For example, after using an iron, winding the flexible cable around it may create a twist or kink in the cable. Repeating this process over time can damage the cable and increase the risk of electric shock or fire. To keep risks to a minimum, you and/or your tenant must ensure that portable electrical equipment is safely used, stored and regularly checked.

You need to make sure that any appliance you supply is suitable for its location and its intended use. To help ensure your tenants use appliances correctly, you should make copies of the manufacturers' instructions available for them to refer to.

Providing electrical appliances

If you provide appliances (such as a kettle, iron or washing machine) for your tenant(s) you should check that the item carries, at least, a CE Mark – the manufacturer's claim that it meets the minimum requirements of EU legislation. Electrical Safety First recommends the purchasing of appliances that carry additional safety marks, such as the British Standard Kitemark or the 'BEAB Approved' mark, as these can provide greater assurance of electrical safety.



Checking electrical appliances

To ensure electrical appliances remain safe to use, regular basic safety checks should be carried out.

For example, you and/or your tenant should check that:

1. There are no cuts or abrasions in the cable covering (sheath).
2. The outer covering of the cable is gripped by the cord grip in the plug top, so that no coloured cable cores are visible from outside of the plug.
3. The plug casing is not cracked and the pins are not bent.
4. There are no signs of overheating or burning, particularly at the plug and socket.
5. There are no loose parts or screws.
6. No part of the appliance is damaged or missing.

Most dangerous defects in electrical appliances can be identified by carrying out such simple checks. For more information on testing electrical appliances, go to

www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

Using electrical appliances outdoors

Any socket supplying electrical equipment used outdoors should be protected by an RCD.

Electrical Safety First recommends that all sockets supplying electrical equipment for outdoor use are protected by a fixed RCD (where the RCD is fitted in the consumer unit (fusebox) or incorporated into a socket-outlet).

Fixed RCDs should be tested at least every three months by pressing the test button marked 'T' or 'Test' – see the instructions that should be on, or next to, the consumer unit.

If there is no RCD in the consumer unit, we strongly recommend that a portable plug-in RCD is provided. Equipment should be plugged into the portable RCD, which is then plugged into the socket. This type of RCD, which costs around £10, should be tested before each use by following the manufacturer's instructions.

7 Fire alarms

Electrical accidents are the primary cause of accidental domestic fires in the UK.

Loose connections in electrical equipment and parts of the electrical installation (such as sockets) can result in fire. Incorrectly selected fuses or circuit-breakers can also lead to overheated cables.

Many fires in the home start in the kitchen and are usually caused by cooking appliances. Other causes of fire include cigarettes and candles, and clothes being hung over heaters to dry.

To safeguard your tenants from the risk of fire, you will need to ensure that there is a suitable fire detection and fire alarm system, which should be regularly tested and maintained.

A properly installed and maintained fire alarm will alert occupants to a fire in its early stages, allowing them to get to a place of safety before escape routes become blocked by smoke or fire. The system should be designed to wake people who are sleeping and to alert them to fire in any hidden areas – such as boiler rooms, storerooms, cellars or lofts (if they contain equipment such as solar PV inverters or central heating boilers) – before the fire affects the escape route.

Selecting the fire alarm system

Consult a fire alarm specialist if you do not currently have a fire alarm system.

The type of fire alarm system you need to provide depends on the type of property you are letting, based on the level of risk.

A small, single-family house will only require smoke alarms, while large HMOs need a more sophisticated system – including both smoke and heat detectors linked to a control panel and alarm sounders.

All residential premises where people are sleeping should have some form of automatic fire detection and warning system.

Testing fire alarm systems

All fire alarm systems need to be regularly tested to ensure they are working properly.

Basic, routine tests do not demand specialist knowledge and can normally be carried out by you or your tenant(s). Such tests are generally required weekly, where one or more detectors or call points are tested. For more complex systems, the results are required to be recorded in a log book.

8 Emergency lighting

In the event of fire, your tenants need to be able to find their way out of the property to a place of safety. This requires a planned escape route which is kept free from clutter and has sufficient lighting to allow for a fast (and safe) escape.

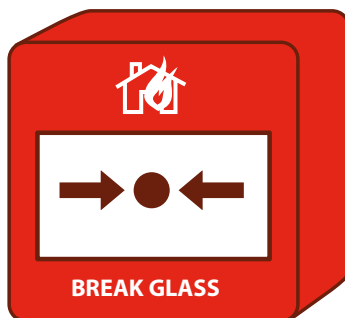
When a fire starts, people move rapidly in distress and panic. At night, when they have been awoken abruptly, they may also be disorientated. So it is important that staircases and escape routes are adequately lit.

More information on risk assessment for emergency lighting can be found on the website of the Industry Committee for Emergency Lighting Ltd (ICEL) at www.icel.co.uk

Some buildings, such as those listed below, will also need emergency lighting covering the escape route.

They include:

- Large buildings with lengthy exit routes.
- Buildings with a complex layout.
- Buildings with no natural or borrowed lighting along the escape route.
- Buildings accommodating vulnerable people or those at particular risk, such as individuals who are confined to a wheelchair.



9 Finding an electrician

The following organisations are authorised by the Scottish Government to register electricians to carry out domestic electrical installation work which meets the Building Standards System.

NICEIC

Telephone: 0870 013 0382

Website: www.niceic.com

SELECT

Telephone: 0845 038 0022

Website: www.select.org.uk

To find a registered electrician or to check out the credentials of a recommended tradesman, visit

www.certificationregister.co.uk

Find Out More

Electrical

For more information about electrical safety in rented properties visit:

www.electricalsafetyfirst.org.uk

Fire Safety

For information about fire safety in rented properties visit:

www.firescotland.gov.uk

Gas

For information about gas safety in rented properties, visit:

www.GasSafeRegister.co.uk

Electrical Safety First

The UK's electrical safety experts

Electrical Safety First is the UK charity dedicated to reducing deaths and injuries caused by electrical accidents. Our aim is to ensure everyone in the UK can use electricity safely.
electricalsafetyfirst.org.uk

The Walled Garden
Bush Estate
Midlothian EH26 0SD
Tel: 0131 445 4690
Email: enquiries@electricalsafetyfirst.org.uk