

Periodic Testing



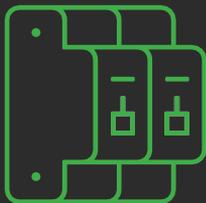
TENANT'S GUIDE 



Housing Strategy and
Development
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Tel: 01506 280000

The Council is about to carry out an Electrical Periodic Inspection in your home. This booklet gives you information about this work and how it could affect you. Please read this leaflet and keep it a safe place for future reference.

 West Lothian
Council



The work may vary slightly from what is in this booklet depending on the type of property you live in.

Why is this work being carried out?

It is a statutory requirement for Local Authorities to carry out Electrical Periodic Inspections in all of their tenants' homes.

Every electrical installation deteriorates with use and age. The electrical inspections are required to confirm they continue to be in a safe and serviceable condition. The work is being carried out to ensure the safety of our tenants, our homes and that they are not put at risk.

What work is involved during the Electrical Periodic Inspection?

They will assess the condition of the wiring and associated fixed electrical equipment to check that they are safe. The Electrical Periodic Inspection is non-intrusive and will:

- Reveal if any of your electrical wiring, sockets, switches, circuits, currents, fuses or equipment are overloaded
- Find any potential risks from electrical shocks, thermal or fire hazards in your electrical installations
- Identify any defective earthing, bonding, voltage or electrical works
- Carry out any urgent or minor remedial works in your property
- Please note that if the electrician identifies repairs requiring a more detailed investigation, non-urgent but more extensive repairs, they will arrange a follow up appointment with you, on a suitable date and time that meets your needs.
- To minimise disruption, we will attempt to carry out the inspection alongside other works such as, gas servicing or smoke and heat alarm installations.

When will the work start?

The council identifies properties on an annual basis and will call or write to you to tell you of the intended start date for work in your property. One week before we are due to start work in your home, the council will remind you of the actual start date.

Due to the nature of this survey and the serious health and safety implications, we encourage you to seek an appointment as early as possible after notification to ensure the ongoing comfort and care of your home.

The council will handle any enquiries or complaints and will be your main point of contact if you wish to discuss anything regarding this work.

If any suspected asbestos containing materials are identified the councils appointed contractors will make the work area safe prior to work commencing if it is likely to be disturbed.

How long will the work take?

Generally the work should take no longer than four hours to complete. The council will keep in close contact with you during this period and will tell you if there are any delays.



For any questions
or enquiries call the
council's Electrical
Compliance Team
On 01506 283717

What should I do before the work starts?

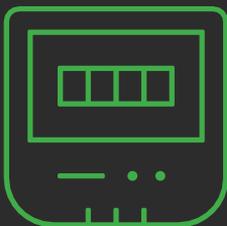
The following preparations are normally required:

- Ensure access for the electricians on the agreed dates to minimise any disruption to you
- Please empty the cupboard where electric meter & consumer unit is situated to allow easy access for the workmen
- Please allow clear access for our contractors to be able to access fuse boxes, sockets and switches
- Move furniture as directed by the council

Where possible during these works and especially if any works which may involve live electrical parts are being exposed:

- Any children, vulnerable adults or pets should be preferably removed from the areas of risk to another property during the works
- Where this is not possible please restrict them to one area, ensure they are closely supervised in one room for as much of the duration of works as possible
- Please always notify the engineers if they have to move through a risk area of ongoing works or exposed wiring

If you cannot move furniture yourself because of age, disability or ill health please contact the Council's Electrical Compliance Team on 01506 283717.



Will there be any disruption?

The council may need to work in several rooms at the same time unfortunately this cannot be avoided.

The Electrical Inspection is typically non-intrusive testing, but may also require upgrades/repairs which will be assessed by the council operative on the appointment date. During this work the council will treat your home with courtesy and respect.

Please be aware that there may be short intervals where power is turned off, if you or any member of your household uses any health care equipment that requires an electrical supply, please inform us as soon as possible to allow us to put appropriate arrangements in place prior to work starting.

The workmen will minimise noise and will use dust sheet and will follow safe working practices at all times. Any broken fittings, debris, electrical materials and tools will be cleaned up at the end of the appointment.

How do we ensure the work is done properly?

West Lothian Council will ensure the work is completed properly and that it complies with the detailed specification. The installation will be undertaken by suitably trained trades people employed by the council and will be fully tested and checked upon completing the installation. They will ensure that:

- Electrical installations are compliant with national standards
- The council's electrical team will provide you with training on how to operate any new consumer units or electrical installations
- The council has a Quality Assurance System in place in the event any issues may arise during this work
- Post inspections evaluations are routinely undertaken on the standard and quality of works

Does the council give an allowance towards redecoration costs?

No decoration allowance will be given as there is very little disruption to decoration.

The council no longer awards a disturbance payment following completion of this work to ensure that more properties can have the Electrical Periodic Inspections and provides a fair and consistent approach for all tenants.

Important Information

Ensure access for the engineers on the agreed dates as it will minimise disruption to you. This is important work and it is in your interest to make and keep an appointment. (Section 5.12 of your Tenancy Agreement gives us right of access to carry out essential maintenance work.)

During the course of the installation the short intervals when electricity may be turned off and on throughout the process.

Clear open access will be required to the electric meter and consumer unit located in cupboards and access to sockets and switches.

Please note we may need to temporarily disconnect the electrical supply to your appliances including fridges and freezers. Please ensure all electrical appliances are plugged back in after the work. West Lothian Council cannot be held responsible if and when powers is restored, any electrical appliances fail to operate as before.

During the course of the inspection electrical power tools maybe in use and trailing leads may be a trip hazard.

If floor boards are required to be raised, barriers will be placed around unattended open floors and danger signs will be placed at the entrance and within your home to warn of open floors.

There may be short intervals where live electrical parts maybe exposed and the power switched off, but should be avoided at all times.

Any children, vulnerable adults or pets should be preferably removed from the areas of risk to another property during the works.

Where this is not possible please restrict them to one area and ensure they are closely supervised in one room for as much of the duration of works and always notify the engineers if they have to move through a risk area of ongoing works or exposed wiring.

If during this inspection, any of your appliances are found to be in unsafe conditions, it may be necessary for your own safety to isolate these appliances. While this may cause you some inconvenience we are required by current Electrical Safety Legislation to do so.

The inspection will generally take four hours to complete. It is important that your cooperation in maintaining access on the agreed dates, to ensure the works are completed with as little inconvenience as possible shall be greatly appreciated.

If the operative identifies any repairs requiring a **more detailed** investigation, **non-urgent** but **more extensive** repairs, they will arrange a follow up appointment with you, on a suitable date and time that meets your needs.

Security

You should check the identity of any individual before allowing them into your home. The council's staff and workmen carry identity cards. If you are in any doubt about visitors at your door, do not let them in.

As materials may need to be brought in during the work the front and back door may be open for some of the time. During this time the council is responsible for your property.

Complaints and Queries

If you have any queries about this work or would like someone to visit you and explain it in more details, please contact the council on 01506 283717.

If you have any complaints about the work or conduct of the councils' staff, please contact us immediately on the telephone number above or in writing to the address given on the front of this booklet.

Warranty

If anything goes wrong with the electrics following the inspection please contact the Electrical Compliance Team on 01506 283717.

We Want Your Views

After your Electrical Periodic Inspection has been undertaken, we will ask for your comments on the work and your opinion on how it was carried out through a short questionnaire.

We will use this feedback to help us improve the way we work on any future contracts.

Your views are important to use, please take a few minutes to complete the questionnaire we will send you.



Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on 01506 280000.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is 01506 591652. A loop system is also available in all offices.