K A WATTS

PLUMBING & HEATING LIMITED

Electrical Safety Policy

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Person responsible for Health and Safety
Mr Ricky Jenkins

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K A WATTS PLUMBING & HEATING LIMITED	Introduction	**SDR109**
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K A Watts are fully committed to providing the highest standards of health and safety
This Policy has been prepared as required by Section 2(3) of the Health and Safety at Work Etc. Act 1974 and is in three parts. Part 1 (General Statement) affirms the Directors commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation & Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.
This policy is published for the benefit of all Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.

K A WATTS PLUMBING & HEATING LIMITED	Statement of Intent	**SDR109**
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1. Statement of Intent

It is the stated intention of K A Watts to manage our affairs in such a manner that the safety and health of our workforce is ensured to the greatest extent possible. We encourage a culture of openness and cooperation within our workforce at all levels to ensure that practical, achievable safety standards are agreed to and maintained by everyone within the organisation.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

It is our commitment that when making changes, that these changes will be for the better and will result in improved standards of safety and health for our workforce. This commitment extends to the procurement of new plant and equipment, new chemicals or products, new means of access or egress and new training for personnel at all levels within the company.

It is, therefore the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Company or its activities.
The Company will:

- Provide and maintain a safe and healthy working environment at each of its locations, in accordance with the relevant statutory requirements.
- Provide sufficient information, instruction and training for all its employees, as is necessary for them to conduct their work activities in a safe manner.
- Provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health.
- Provide and maintain means of access to and from the workplace that are safe and without risks to health.
- Provide and maintain adequate facilities and arrangements for the welfare of its employees whilst at work.
- Arrange safe and healthy systems for use, handling, storage and transport of hazardous materials.

Senior management accept that keeping up to date on matters of health and safety is an essential part of their role.

Signed on behalf of K A WATTS PLUMBING & HEATING LTD.

Ricky Jenkins ……. Director
3rd May 2022

4. Electrical Safety Arrangements

General Arrangements

- All electrical equipment must be suitable for purpose (the use of which it may be put and the environment it may be used in)
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.
- All electrical work must be done by trained and competent persons
- Every electrical system must be inspected and tested at regular intervals
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is:

    - Supplied via an isolating transformer; or
    - Double insulated; or
    - Only supplied power at extra low voltage or safety extra low voltage.

Competency

Competency for directly employed staff

- All electrical equipment must be suitable for purpose (the use of which it may be put and the environment it may be used in)
- All electricians employed to do testing by K A Watts will be qualified to CG2391/CG2394: Electrical inspection of electrical installations or supervised by the qualified supervisor
- In addition to holding the above qualification all electricians will be competent in the task they are undertaking
- Any other person working on electrical installations will be competent in the task they are undertaking and be under the instruction on of someone who has the appropriate training and qualification
- Trainee electricians carrying out any electrical work will be competent in the task they are undertaking
- Only persons who have received specific training in high voltage systems may be authorised to work on systems above 500volts

Competency for Contractors

- All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified to CG 2391/CG2394: Inspection of electrical installations and are competent to carry out the task they are undertaking.
- In addition to this, their employer must be affiliated to either the NICEIC or the ECA
- Individuals must hold a current ECS card
- Contractors working on systems above 500volts must hold an appropriate and current certificate showing competence on high voltage systems

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Authorisation

Commencement of Electrical Work

- Electrical work being undertaken may only commence once a direct instruction to start has been given by the client's property management team as detailed within the particular client's site rules.

Entry into Switch rooms, Plant Rooms, Risers and Ducts

- Specific authorisation by any person other than key holders is required to enter any switch room
- The only persons authorised to enter any HV switch room or operate high voltage switchgear are those trained in HV work and have been pre-authorised. All other persons may only enter HV switch rooms when accompanied by such an authorised person
- An electrical permit to work must be received by the client before any isolation of any transformers supplied from a LV switch room can commence
- Entry to any switch room, plant room, riser or duct on any site K A Watts attend is only permitted under the control of an authorised Project Manager

New Installations

- Detailed standards about the installation of new systems, including handover, commissioning and test certificates, should be included in the work specifications
- All works will be carried out in accordance with the current edition of BS7671 IEE Wiring Regulations and other relevant European Standards
- On completion of the works the installation shall be subjected to a full test as detailed in Guidance Note 3 of BS7671 and the following test certificates issued:

Type of Work	Test Certificate
Small Jobs as part of a System	Minor Works Certificate
Inspection of Existing Installation	Full Condition Report
New Installation	Electrical Installation Certificate
Modifications & Installation to Emergency Lighting Systems	Emergency Lighting Certificate

- All test certificates shall be NICEIC approved

All works on or adjustment to existing installations

All work on electrical systems must be subject to a specific order or job request and a method statement and risk assessment should be available before the work commences.

Isolations

- Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under the control and within the sight of the person carrying out the work steps should be taken to ensure the power supply is not inadvertently reconnected
- After any isolation is made the circuit will be tested with a calibrated voltage meter that complies with the Electrical Test Equipment for use by Electricians GS38 HSE Guidance in relation to Electricity at Work Regulation 1989
- Isolations Rules for Electrical Systems:
  1. Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified
  2. Obtain electrical permit where necessary
  3. Padlock off isolator and apply a caution notice (either a completed yellow tag or a label clearly identifying:
     - The system being isolated
     - The reason for the isolation

- The name of the person carrying out the isolation and their employer
- The date and time the isolation was made
- The padlock number

4. Where it is not possible to padlock off the isolator, a tag displaying all the information as noted above must be attached to the distribution board and the distribution board door must be locked following isolation. A caution notice should be clearly and securely attached to the door
5. Where it is not possible to lock off the isolator or lock the distribution board door suitable electrical tape should be firmly applied over the isolator and a tag displaying all of the details as stated above attached to the distribution board. A caution notice should be clearly and securely attached to the door
6. If there is concern that an isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the works until it is safe to re-energise
7. Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the bester before and after on a live supply

Isolation of equipment fitted with plugs

- Wherever possible equipment should be unplugged before removing covers or starting work – the on/off switch should not be relied upon to isolate the equipment
- If isolation can only be obtained using a switch, a test meter or approved voltage tester with insulated probes must be used to demonstrate that the switch has effectively isolated the equipment

Isolation of equipment with an uninterrupted power supply

A calibrated test meter or approved voltage tester with insulated probes must be used to demonstrate that the equipment is effectively isolated.

Live Work

LIVE ELECTRICAL SYSTEMS CAN CAUSE DEATH. NO PERSON MAY WORK ON OR NEAR LIVE CONDUCTORS UNLESS:

- It is not reasonably practicable for it to be dead; **and**
- Suitable and sufficient precautions are in place to prevent injury; **and**
- An electrical permit to work has been issued

Lone Working

- In general and where the isolation procedures outlined under New & Existing Installations are followed, lone working does not increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs or with a mate:

  - Removing distribution board covers to expose live parts regardless of duration
  - Work within high voltage sub-station
  - Live Work

Purchasing and using electrical equipment

Purchasing and selecting equipment

- All tools purchased, must be 110v or less, with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240v equipment unless there is not a safer alternative available

- The safest tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery operated tool, and where this is not possible by using the lowest voltage equipment available

Daily User Checks

- Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools

The check should include:

- Checking cables to ensure there are no defects in the insulation
- Checking any extension leads and multipoint adaptors are in good condition
- Checking the plug to ensure there are no loose parts and the join between plug and flex is in good condition

Any defects must be reported to site supervisor or Louise Hinckley immediately.

Portable Electrical Equipment

- Jeff Dunnings is responsible for ensuring all portable electrical equipment is tested. This is done by checking the equipment weekly, adding safety checked stickers with dates checked into K A Watts tool inventory register
- Portable equipment on site will be tested on a 3 monthly basis
- Office based equipment is tested every 12 months
- K A Watts carry out PAT testing in-house using the Fluke meter that is calibrated. , which downloads the results and automatically produces a register. Data is then manually added to the tool inventory
- Equipment should not be used if it does not display a current testing label
- Visual user checks must be carried out before use
- Equipment manufacturer's maintenance and usage instructions must be followed. Such documents can be found within Mark Harvey's office cabinets
- An RCD must be used on existing 240v equipment where there is no safer alternative. Such devices must be tested every 3 months

Calibration of Test Equipment

- All test equipment is tested annually by an independent company

- Full records are kept

Overhead Power Lines

- Overhead power lines are bare conductors supported via insulators on wooden poles or metal structures. It is easy to mistake a power line for a telephone wire, particularly those on wooden poles, which are typically 230v cables
- Contact with any overheard power line can be fatal whatever voltage it is carrying
- Work near any overhead power line must only be undertaken where there is a horizontal safe distance of 15m from wires on metal structures and 6 metres from wires on wooden structures. The safe distance must be measured in addition to the length of any equipment being used