

LIVE WORKING POLICY

Corporate Policy Document

Document reference	GES-POL-HS-002
Version	1.0
Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
Effective date	22nd July 2026
Next review	22nd July 2027

DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

CONTENTS

1	Policy Statement
2	Scope
3	Safe Isolation Procedure
4	Permitted Live Working
5	Competence and Equipment
6	Emergencies
7	Non-Compliance
8	Review

1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd operates a dead working first rule. No person shall work on or near any live conductor unless all three conditions of Regulation 14 of the Electricity at Work Regulations 1989 are satisfied: it is unreasonable in all the circumstances for the conductor to be dead; it is reasonable in all the circumstances for the work to take place on or near it while live; and suitable precautions, including where necessary the provision of suitable protective equipment, are taken to prevent injury.
- 1.2 Convenience, time pressure and client preference are never justification for live working. Where the Regulation 14 conditions are not all satisfied, the work does not proceed until the circuit or equipment is proved dead.

2 SCOPE

- 2.1 This policy applies to all directors, employees, workers, consultants and sub-contractors of the Company ("staff") at every location where the Company works, including client premises, occupied homes and construction sites.

3 SAFE ISOLATION PROCEDURE

- 3.1 Before any work on an electrical system, the operative shall carry out safe isolation in accordance with the following sequence:
 - (a) identify the circuit or equipment to be worked on and every source of supply, including any generation, UPS or interconnection;
 - (b) isolate using a means of isolation that can be secured, and lock off using a personal lock and multi lock hasp where more than one person is working, with a warning tag applied;
 - (c) retain the key on the person of the operative;
 - (d) prove the voltage indicator against a known source or proving unit, test the circuit dead at the point of work on all conductor combinations, and prove the indicator again; and
 - (e) only then begin work, re-verifying isolation after any break in the work.
- 3.2 Only GS38 compliant voltage indicators and proving units are used. Neon screwdrivers and non-contact voltage pens are prohibited as a means of proving dead.

4 PERMITTED LIVE WORKING

- 4.1 The only activities that may be carried out live are testing, fault finding and commissioning activities that cannot be performed dead, such as voltage, polarity, earth fault loop impedance and prospective fault current measurements, and functional testing.
- 4.2 Live testing shall only be carried out by competent persons using GS38 compliant instruments and leads, with insulated tools, appropriate PPE, dry conditions, adequate lighting and working space, control of the area to prevent interference, and accompaniment where the risk assessment requires it.
- 4.3 Any other proposed live working requires a specific documented risk assessment and the prior written authorisation of the Qualified Supervisor and the Managing Director. Authorisation is exceptional and is refused unless the Regulation 14 conditions are demonstrably met.

5 COMPETENCE AND EQUIPMENT

- 5.1 Only operatives trained and assessed as competent in safe isolation and live testing may carry out those activities. Trainees and apprentices work under direct supervision and never in the vicinity of exposed live conductors.
- 5.2 Each operative is issued with a personal safe isolation kit (locks, hasps, tags), GS38 test equipment and insulated tools, which are inspected before use and maintained in calibration where applicable. Damaged equipment is withdrawn immediately.

6 EMERGENCIES

- 6.1 Operatives are trained in the emergency response to electric shock and burns, including safe release from contact, first aid response and emergency services contact. Every electric shock or arc flash incident, however minor, is reported under the Accident and Incident Reporting Policy and investigated.

7 NON-COMPLIANCE

- 7.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement and may lead to removal from site and termination of engagement.

8 REVIEW

- 8.1 This policy is reviewed at least annually by the Qualified Supervisor and Managing Director and additionally following any incident, change in legislation, or change in the business, with changes recorded in the version history and reissued to all staff.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026