

Safe Isolation & Procedure Policy

Relevant Legislation

Health and Safety at Work Act
Consumer Protection Act
Electricity at Work Regulations
Electrical Equipment (Safety) Regulations

Policy

Clymac Ltd recognises that the installation, final connection and maintenance of fire alarm mains supplies can be hazardous and will ensure all reasonable steps are taken to reduce the risks, as far as is possible.

Arrangements

Evaluation and Risk Assessment

A suitable and sufficient risk assessment of the risks arising from any work activity that might expose any persons to danger from electricity will be undertaken for the purpose of identifying all necessary measures required to reduce any risks found as a result of the assessment.

Systems, Work Activities and Protective Equipment

All electrical systems will be constructed and maintained so as to prevent danger at all times, so far as is reasonably practicable.

Mains must be maintained by the client/user as part of their periodic inspections.

Work activities including the operation, use and maintenance of a system and any work near a system will be carried out in such a way as not to give rise to danger.

Clymac Ltd will ensure that any personal protective equipment will be suitable for its intended use, well maintained and properly used.

Insulation, Protection and Positioning of Conductors

All electrical conductors in a system that may give rise to danger will be either suitably insulated or other precautions taken to prevent danger.

Earthing or Other Suitable Precautions

Suitable precautions will be taken to prevent danger where it is foreseeable that conductive materials may become electrically charged, either as a result of the use of an electrical system, or as a result of a fault.

Integrity of Referenced Conductors

Suitable precautions will be taken where there are interruptions to the electrical continuity, or where high impedance is introduced, to a referenced circuit conductor (i.e. circuit conductor connected to earth or some other reference point) that may give rise to danger.



LPS 1014 Certified Fire Detection and Alarm System Firm
Certificate No. 954-154



Assessed to ISO 9001:2000
Certificate No. 667



Certificate No. NAC/G/3213

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www.clymac.co.uk

Registered in England No. 11013000

Connection

All joints and/or connectors, whether temporary or permanent, used in an electrical system, will be mechanically and electrically suitable for that use so as to prevent danger.

Means for Cutting off the Supply and for Isolation

Where necessary to prevent danger, suitable means will be available for cutting off the supply of electrical energy to any electrical equipment and for the isolation of electrical equipment. A lock off kit will be supplied and used and once isolated if possible any access to the isolated circuit will be locked.

Precautions for Work on Equipment Made Dead

Adequate precautions will be taken to prevent 'dead' equipment which is electrically isolated or switched off from becoming electrically charged to prevent danger while work is carried out on or near that equipment.

Maintenance

All electrical systems will be maintained so as to prevent, so far as is reasonably practicable, danger. This will be achieved by carrying out routine safety testing, and where practicable, visual inspections at appropriate intervals. Any defects should be noted in the engineer report and passed on to the relevant staff.

The frequency of inspections and testing will vary according to the likelihood of dangerous faults occurring and will be determined by considering the following factors:

- class and type of equipment
- environment in which it is used
- frequency of use

Work on or Near Live Conductors

Live working (including fault finding and testing) will **NOT** be undertaken unless it is unreasonable to isolate the conductors from sources of energy and unless it is reasonable (absolutely necessary) to carry out the work 'live' and suitable precautions are taken e.g testing output from a mains supply.

Working Space, Access and Lighting

Adequate working space, adequate means of access and adequate lighting will be provided at all electrical equipment on which electrical work is being done which may give rise to danger.

Information and Training

Where appropriate, all persons who carry out electrical work will be competent to do so or will be adequately supervised.

Persons carrying out work on electrical equipment, circuits or installations will be provided with appropriate information and instruction relating to safety aspects of the electrical equipment.

Users of portable and transportable equipment will be trained to check before use for visible defects to plugs and leads, etc.



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Records

Records will be kept of:

- Contractors safety information
- Risk assessments undertaken
- Inspections and tests (detailing date tested, name of tester and date of next test) plus details of any modifications or repairs made
- Personal protective equipment required
- Information and training provided

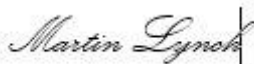
Signature: 

Position: Director

Date: 30/04/20

Review: 01/05/21







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