



### ELECTRICAL ISOLATION SAFE WORKING PRACTICES

A key area of concern is “Electrical Safety” specifically in live occupied areas such as stores, hospitals, schools, etc. To ensure safe systems of work we must plan effectively considering the following:

- **Discuss** arrangements with the client (or Principal Contractor where they control the premises) including any maintenance procedures, remaining occupied areas, essential supplies and power sources.
- **Identify** and understand the distribution system, including switching arrangements.
- Operate an electrical **Permit to Work** system, which must be both signed for by a competent person prior to isolation and prior to re-connection of isolated supplies.
- Electrical isolation work **must** only be carried out by **competent electricians**, qualified to City & Guilds 2380 for isolation, 2391 for inspection & testing, employed by an NECEIC registered company.
- **All** such work to be carried out and verified in accordance with IEE procedures, where possible by the electrician carrying out the subsequent work.
- **Disconnection** by locking off, labelling and (where appropriate) physical disconnection of cables, ensuring that circuits are not in use (e.g. computers, etc.)
- **Before work starts** checks must be made to ensure that cables and equipment being worked on have been isolated. Use test equipment that has been checked for accuracy with a known power source.
- Before re-energising circuits they must be **inspected, tested and the relevant certificate** issued by a “qualifying supervisor” in accordance with IEE guidance.
- Where domestic (or other) circuits are to be **re-energised overnight**, they **must** be inspected, tested and certified as above (including earth bonding), and the process of isolation repeated when work is resumed.
- On single supplies in **domestic premises**, or in **minor maintenance works**, the use of a “permit to work” may not be practical. In those circumstances this shall be identified and recorded by risk assessment, provided that the isolating electrician is able to secure the lock-off by disconnection or a physical “lock-off” controlled by the electrician working on the circuits. This will require carrying a range of lock-off devices.

**NB.** only **trained, competent** personnel are to be used for **any** electrical works.