

## 1.0 Introduction

It is recognised within Arqiva that Electrical work is a high risk activity; therefore it is important that any contractors and their sub-contractors undertaking electrical work specified below adhere to the following rules

If you undertake any of the following activities you are deemed as undertaking electrical work for Arqiva

- **Electrical design work**
- **Electrical Installation**
- **Electrical Maintenance**
- **Electrical Decommissioning**

## 2.0 Training and Competency

- Any contractor and its employees undertaking electrical work must have been assessed by Arqiva as being competent to undertake the work. If you wish to be assessed then you must be nominated by your Arqiva contact to the Arqiva SHE team.
- Only persons with an Arqiva Certificate of authorisation are permitted to undertake electrical design, installation and decommissioning work.
- If a contractor allows any employee or subcontractor to undertake electrical work without an Arqiva certificate of authorisation it may result in them being removed from the list of authorised contractors.
- If you are controlling and managing persons undertaking electrical maintenance activities then you are responsible for ensuring they have the necessary training and competency to undertake the task.

## 3.0 General Requirements

- **Drawings maybe provided for existing services. They should be referred to but should not be relied upon entirely for their accuracy.**
- **All electrical equipment provided by the Contractor and any temporary installations must comply with the provisions of the Electricity at Work Regulations and the Provision and Use of Work Equipment Regulations.**
- **Before working on any electrical systems or equipment a Contractor must where appropriate prove dead using an approved voltage indicator including proving unit. When the supply is to be isolated it must be locked off and warning notices attached.**
- **Live working is not normally permitted on Arqiva sites. If there is a requirement to undertake live working it must be approved by the SHE team before commencing work.**
- **Access to high risk areas e.g. HV switch rooms is not permitted without written approval from Arqiva.**
- **Temporary electrical installations, including distribution boards, cabling and switchgear shall comply with BS7671 irrespective of the intended life of the installation. The installation may be subject to an electrical inspection by Arqiva representative prior to energising.**
- **If work involves intrusive work i.e. drilling walls etc. then Asbestos Information Sheet SHE004 must be adhered too.**
- All work will require a method statement and risk assessment that meets the requirements specified in Method Statements and Risk Assessment Information sheet SHE002.

**Sponsor:** Name, Title of Management Board / Directors / Head Sponsor (for Policies only)

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**Amendment Record**

**Issue 1** Initial Issue