

HEALTH & SAFETY POLICY

Electrical health and safety policy for Chilvers Electrical, a sole trader business.
Version 1.0 — September 2026

Chilvers Electrical is a sole trader business providing domestic, commercial and industrial electrical services across Newport Pagnell, Milton Keynes and the surrounding areas. Almost all of our work is carried out at customers' homes and premises rather than at our own. This policy sets out how we manage health and safety in that setting, and how we protect customers, occupants, other trades, members of the public and ourselves.

1. POLICY STATEMENT

Chilvers Electrical accepts its duties under the Health and Safety at Work etc. Act 1974 and all related regulations. We will provide and maintain safe systems of work, use safe equipment that is fit for purpose and properly maintained, assess the risks of every job before starting it, work only within our competence, and stop work rather than continue where it cannot be carried out safely.

As a self-employed person whose work can create risk to others, we accept that the Act applies to us in full, and that our first duty is to the people in and around the properties we work in.

Ashley Chilvers, owner and qualified electrician, holds overall responsibility for health and safety and for this policy.

2. SCOPE

This policy applies to all work carried out by or on behalf of Chilvers Electrical, including surveys, inspection and testing, installation, maintenance, fault finding and emergency call-outs. It covers:

- Ashley Chilvers, as the sole trader carrying out the work.
- Any apprentice, employee or subcontractor engaged by Chilvers Electrical.
- Customers, occupants, their families and pets, and anyone else present at the property.
- Other trades working on the same site, and members of the public nearby.

3. LEGAL FRAMEWORK

We work in accordance with current UK legislation and standards, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Electricity at Work Regulations 1989.
- BS 7671:2018+A2:2022 — Requirements for Electrical Installations (IET Wiring Regulations, 18th Edition).
- Building Regulations 2010, Part P — Electrical Safety in Dwellings.
- Construction (Design and Management) Regulations 2015.
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Personal Protective Equipment at Work Regulations 1992, as amended 2022.
- Work at Height Regulations 2005.
- Control of Asbestos Regulations 2012.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Manual Handling Operations Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, where we carry out inspection and testing for landlords.

4. COMPETENCE AND TRAINING

All electrical work is carried out by qualified personnel. Chilvers Electrical is NAPIT registered and a Registered Competent Person for electrical work under Part P of the Building Regulations. Qualifications held include the 18th Edition of BS 7671, City & Guilds 2391-52 Inspection and Testing, AM2, NVQ Level 3, City & Guilds 2365 Levels 2 and 3, portable appliance testing, and the EAL Level 3 Award in the Installation of Small Scale Solar Photovoltaic Systems.

We keep our knowledge current through NAPIT assessment, amendments to BS 7671 and industry updates. We do not undertake work that falls outside our competence; where a job requires a specialism we do not hold — asbestos removal, gas work, structural work — we say so and the customer engages an appropriate specialist.

5. RISK ASSESSMENT

A risk assessment is carried out before work begins on every job, and is reviewed if conditions change. It is proportionate to the work: a straightforward accessory replacement needs a brief check of the immediate hazards; a rewire or consumer unit replacement needs a fuller assessment. We consider as a minimum:

- The condition and age of the existing installation, including any VIR or lead sheathed cable, which we will not work on.
- Concealed services — buried cables, pipework and structural elements.
- The presence of asbestos-containing materials, particularly in properties built before 2000.
- Access, working at height, and the condition of floors, lofts and roof spaces.
- Vulnerable occupants, children, pets and anyone whose supply must not be interrupted without warning.
- Whether the property has a functioning means of isolation, and whether the supply is safe to re-energise.

6. SAFE ISOLATION

Safe isolation is the single most important control in our work and is carried out in accordance with BS 7671 and the Electricity at Work Regulations 1989. The full seven-step procedure we follow is set out in section 8 of our Terms, Conditions & Exclusions. In summary:

- Identify the correct circuit, inform everyone affected, then isolate at the correct point.
- Lock off and label the isolator with a personal lock and warning tag so it cannot be re-energised by anyone else.
- Prove dead with an approved voltage indicator and a proving unit, testing the instrument before and after use.
- Work only once the circuit is confirmed dead, and restore the supply only when all safety checks are complete.

We do not work live. Where isolation is genuinely not possible, or would cause major disruption — shared supplies, tenanted or commercial premises — we tell the customer, and inspection of those parts is limited to what is safely accessible. We do not remove or break DNO or supplier seals, or work on any part of the supply upstream of the meter.

7. PERSONAL PROTECTIVE EQUIPMENT

PPE is provided, maintained and worn as the risk assessment requires. It is the last line of defence, not a substitute for safe working. Depending on the task this includes insulated gloves, arc-rated clothing, eye protection, safety footwear, head protection, hearing protection and dust masks or respiratory protection where drilling, chasing or working in lofts.

8. TOOLS, EQUIPMENT AND TEST INSTRUMENTS

- All work equipment is suitable for its purpose, maintained in good order and used only as intended, in line with PUWER.
- Insulated hand tools are used for electrical work and inspected before use.
- Test instruments are checked for accuracy and kept in calibration, and records of calibration are retained.
- Portable electrical equipment is inspected and PAT tested at appropriate intervals and labelled with the test date.
- Damaged or faulty equipment is taken out of service immediately and repaired or replaced before further use.
- Extension leads and adaptors are used appropriately, fully uncoiled where they carry load, and never daisy-chained.

9. WORKING AT HEIGHT

Work at height is avoided where it can reasonably be done from the ground. Where it cannot, ladders and steps are inspected before use, set up on firm level ground and secured where necessary, and used only for short-duration work. Appropriate access equipment such as a podium or tower is used for longer tasks. Loft and roof-space work is planned with attention to lighting, joists, insulation and fragile surfaces.

10. ASBESTOS AND HAZARDOUS MATERIALS

Asbestos-containing materials may be present in any property built or refurbished before 2000, including in older consumer unit backboards, flash guards, textured coatings and behind fuse boards.

If we encounter asbestos or another hazardous material, we stop work immediately and do not disturb it. We inform the customer, and specialist survey and removal is arranged by the customer through a licensed contractor before we return. This is not included in our quotation.

Dust, fumes and substances such as solvents, sealants and cleaning products are controlled in line with COSHH, using the least hazardous product suitable, adequate ventilation, dust extraction where practicable and appropriate respiratory protection.

11. WORKING IN CUSTOMERS' HOMES AND PREMISES

- We agree access arrangements in advance and keep the working area cordoned or supervised so that occupants, children and pets cannot enter it.
- Pets must be kept under control and away from the working area at all times.
- Tools, materials and cables are kept tidy and never left where they create a trip hazard or an unattended live risk.
- Circuits are not left energised and exposed at any point, and any temporary arrangement is made safe before we leave site.
- Where the supply must be interrupted we give as much notice as we can, so that sensitive equipment, medical devices and heating can be prepared for.
- The working area is left clean, with waste removed and recycled, and the installation left in a safe and functional condition.

12. MANUAL HANDLING

Loads are assessed before lifting. Heavier items — cable drums, distribution boards, EV charge points, tools and access equipment — are moved using trolleys or a two-person lift where appropriate rather than by lifting alone. Routes are cleared before carrying anything through a property.

13. FIRE, FIRST AID AND EMERGENCIES

- A first aid kit is carried at all times, and we hold a working knowledge of first aid for electric shock, including calling for help and administering CPR where required.
- In the event of an electrical accident, the supply is isolated first if it is safe to do so — never touch a casualty still in contact with a live conductor.
- Emergency services are called without delay for any injury beyond the most minor.
- Hot works such as soldering are planned so that combustible materials are removed or protected, and the area is checked afterwards.
- On arrival at a commercial or unfamiliar site we establish the fire exits, alarm points and assembly point before starting work.

14. ACCIDENT AND INCIDENT REPORTING

All accidents, injuries, dangerous occurrences and near misses are recorded, including those involving no injury, because near misses are the cheapest warnings we get. Each is investigated to establish the cause, and our working practices are changed where the investigation shows they should be.

Reportable incidents are notified to the Health and Safety Executive under RIDDOR 2013 within the required timescales. As a self-employed person, this duty applies to us directly.

15. SUBCONTRACTORS AND OTHER TRADES

Anyone engaged by Chilvers Electrical must hold the qualifications and registrations appropriate to the work, carry their own public liability insurance, and work to this policy. We check this before they start. Anyone who will not work safely is not used again.

Where other trades are working on the same site, we coordinate with them so that our isolations are respected and theirs are not compromised, and we do not energise any circuit without first confirming it is safe to do so.

16. INSURANCE AND CERTIFICATION

Chilvers Electrical holds public liability insurance; a copy of the certificate is available on request. Appropriate certification — Electrical Installation Certificate, Minor Electrical Installation Works Certificate or Electrical Installation Condition Report — is issued for all work, and notifiable work is registered with Building Control through our NAPIT scheme.

17. MONITORING AND REVIEW

This policy is reviewed at least annually, and sooner if legislation changes, if an accident or near miss shows it should be, or if the nature of our work changes. Working practices, equipment condition and calibration records are reviewed at the same time. Next review due September 2027.

This policy is available to customers, principal contractors and commercial clients on request, and is published at www.chilverselectricalservices.co.uk.