



HEALTH AND SAFETY POLICY

Kingfisher Electric Ltd

UK Electrical Contracting | Domestic, Commercial and Inspection Works

Document Control

Document title	Health and Safety Policy	Document owner	Director
Company	Kingfisher Electric Ltd	Version	1.0
Issue date	07 May 2026	Next review due	07 May 2027
Applies to	Employees, apprentices, subcontractors and persons affected by company work	Status	Adopted — live
Prepared for	Kingfisher Electric Ltd	Prepared by	Kingfisher Electric Ltd
Logo status	Official Kingfisher Electric logo inserted	QC status	Rubric checked — see Appendix A

Signature and Approval

This policy becomes effective once signed by the Director or authorised senior person. It must be communicated to all workers and made available to clients, principal contractors, enforcing authorities and other interested parties when reasonably requested.

Signed:	<i>Steven Fisher</i>
Name:	Steven Fisher
Position:	Director
Date:	08 June 2026

1. Statement of Intent

Kingfisher Electrics Ltd is committed to conducting its electrical contracting, inspection, testing, remedial, maintenance and associated business activities in a way that protects the health, safety and welfare of its employees, apprentices, subcontractors, clients, tenants, visitors, members of the public and any other persons who may be affected by its undertakings.

The company will, so far as is reasonably practicable, provide safe systems of work, competent supervision, suitable equipment, appropriate information and instruction, and a working environment that reduces the risk of injury, ill health, damage or loss.

The company recognises its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Electricity at Work Regulations 1989, the Construction (Design and Management) Regulations 2015, the Provision and Use of Work Equipment Regulations 1998, the Work at Height Regulations 2005, COSHH, RIDDOR and other relevant legislation and guidance applicable to its work activities.

- Prevent accidents, incidents, near misses and occupational ill health wherever reasonably practicable.
- Maintain safe electrical working practices, including isolation, proving dead, lock-off and permit controls where required.
- Provide suitable risk assessments and method statements proportionate to the work being undertaken.
- Ensure workers are competent, properly briefed and adequately supervised.
- Consult with workers on matters affecting their health and safety.
- Monitor and review health and safety performance, including learning from incidents, near misses and site feedback.
- Review this policy at least annually, or sooner following significant organisational, legal, operational or incident-related change.

2. Scope of Policy

This policy applies to all work undertaken by Kingfisher Electrics Ltd, including but not limited to:

- Electrical installation works, alterations, additions and remedial works.
- Inspection and testing, including EICRs, electrical installation certificates and minor works certification.
- Domestic, commercial, landlord, retail, office, school, block management and light industrial environments.
- Work at customer premises, occupied properties, vacant properties, communal areas, roof spaces, plant rooms, risers, external areas and temporary work areas.
- Company vehicle use, material handling, site set-up, waste handling and interaction with clients, tenants and other trades.

3. Organisation and Responsibilities

3.1 Director / Duty Holder

The Director has overall responsibility for health and safety management within Kingfisher Electrics Ltd. The Director will ensure that adequate resources, arrangements and authority are provided to implement this policy.

- Ensure suitable and sufficient risk assessments and method statements are prepared and communicated.
- Appoint competent persons and ensure workers are trained, instructed and supervised.
- Ensure electrical work is planned, designed and executed by competent persons in accordance with applicable standards and safe working practices.
- Ensure accidents, near misses, dangerous occurrences and complaints are investigated and, where required, reported.
- Review this policy, company arrangements, training needs and health and safety performance at least annually.

3.2 Employees, Apprentices and Subcontractors

All workers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Workers must cooperate with company arrangements and must not intentionally or recklessly interfere with anything provided for health, safety or welfare.

- Follow risk assessments, method statements, site rules, client rules and instructions from the person in charge.
- Use PPE, test instruments, access equipment and tools correctly.
- Report hazards, unsafe conditions, damaged equipment, incidents, near misses, accidents and health concerns promptly.
- Do not undertake work for which they are not competent, authorised, trained or supervised.
- Stop work and escalate where conditions are unsafe, unclear, outside the agreed scope, or where asbestos, unsafe electrical conditions or other significant hazards may be present.

3.3 Competent Persons

Only competent persons shall undertake electrical work, inspection, testing, isolation, energisation, fault finding and other safety-critical tasks. Competence will be based on qualifications, training, practical experience, supervision, knowledge of relevant standards, and the nature and complexity of the work.

4. General Arrangements

4.1 Risk Assessment and Method Statements

Suitable and sufficient risk assessments will be prepared for work activities where significant risk exists. Method statements or safe systems of work will be produced where required by the work, site, client, principal contractor or level of risk. Dynamic risk assessment must be used on site where conditions change.

4.2 Site Induction and Communication

Workers will be briefed on site-specific hazards, welfare arrangements, access restrictions, emergency arrangements, client requirements, tenant arrangements, vulnerable occupants and other relevant information before or during site attendance.

4.3 Training, Information and Instruction

The company will provide information, instruction, training and supervision appropriate to each worker's duties. Training needs will be reviewed periodically and when new equipment, work types, procedures or risks are introduced.

4.4 Consultation

Workers will be consulted on matters affecting their health and safety, including changes to work methods, equipment, training, PPE and arrangements following incidents or near misses.

4.5 Monitoring and Review

Health and safety performance will be monitored through site observations, worker feedback, incident review, client feedback, equipment checks, document review and periodic management review.

5. Electrical Safety Arrangements

Electrical safety is a core risk area for Kingfisher Electrics Ltd. Work must be planned and executed to prevent electric shock, burns, arc flash, fire, unexpected energisation and harm to workers or others.

- Work dead wherever reasonably practicable. Live working must not be carried out unless it is justified, authorised, risk assessed, controlled and unavoidable.
- Before work on conductors or equipment, isolate the supply, secure it against re-energisation, display appropriate warning notices where required, and prove dead using an approved voltage indicator and proving unit or suitable known source.
- Use lock-off devices, padlocks, warning tags and controlled key arrangements where appropriate.
- Test instruments shall be suitable, maintained, checked before use and selected for the environment and category of work.

- Distribution boards, consumer units and circuits must not be energised unless safe to do so and unless adequate inspection, testing and verification has been completed for the scope of work.
- Temporary supplies, extension leads, site transformers and portable tools must be suitable for the environment and protected as necessary.
- Any unsafe, damaged or non-compliant electrical condition discovered on site must be made safe where within scope, reported, recorded and escalated to the client where further work is required.

6. Specific Operational Arrangements

6.1 Work at Height

Work at height will be avoided where reasonably practicable. Where it cannot be avoided, suitable equipment such as steps, podiums, towers or other access equipment will be selected, inspected and used by competent persons. Workers must not overreach, stand on unsuitable surfaces, use damaged access equipment or improvise unsafe access.

6.2 Asbestos

Kingfisher Electrics Ltd will not knowingly disturb asbestos-containing materials. Where asbestos is known, suspected, unlabelled or unexpectedly encountered, work must stop immediately and the matter must be escalated. Workers must not drill, cut, chase, disturb or remove suspect materials unless appropriate survey information and controls are in place.

6.3 Manual Handling

Manual handling will be avoided or reduced where reasonably practicable through planning, mechanical aids, team lifts, splitting loads and good storage. Particular care must be taken with cable drums, distribution boards, ladders, tools, waste and awkward materials.

6.4 COSHH

Hazardous substances, including sealants, solvents, adhesives, aerosols, dust, cleaning products and any specialist materials, will be assessed and controlled. Workers must follow safety data sheets, use suitable PPE and maintain ventilation where required.

6.5 Dust, Drilling and Cutting

Dust-producing work must be planned to reduce exposure. Suitable extraction, suppression, masks, ventilation, housekeeping and client/tenant communication must be used where relevant. Silica-containing materials and unknown building materials require particular caution.

6.6 Noise and Vibration

Noise and vibration exposure from drilling, chasing, cutting and power tools will be managed by selecting suitable equipment, limiting exposure and using hearing protection where required.

6.7 PPE

PPE will be provided, maintained and used where risks cannot be adequately controlled by other means. Typical PPE may include safety footwear, eye protection, gloves, hearing protection, dust masks, high visibility clothing and task-specific electrical PPE.

6.8 Fire Safety

Hot work will be avoided where possible and controlled where unavoidable. Combustible materials, escape routes, temporary works, waste and charging equipment must be managed. Workers must familiarise themselves with site fire arrangements and maintain safe means of escape.

6.9 First Aid

Suitable first aid arrangements will be maintained proportionate to the work and sites attended. Workers must know how to obtain first aid, report accidents and summon emergency services where required.

6.10 Accident, Incident and Near-Miss Reporting

All accidents, incidents, near misses, dangerous occurrences and unsafe conditions must be reported promptly. The Director will investigate, record findings and implement corrective action. RIDDOR reporting will be considered where applicable.

6.11 Lone Working

Lone working will be assessed and managed, particularly in occupied properties, vacant properties, roof spaces, plant areas, communal blocks and out-of-hours work. Workers must maintain communication and escalate concerns about access, aggression, unsafe environments or welfare.

6.12 Welfare

Reasonable welfare arrangements will be considered before work starts, including access to toilets, washing facilities, drinking water, rest areas and arrangements for occupied or vacant sites.

6.13 Vehicles and Driving

Company vehicles must be roadworthy, legally compliant, safely loaded and kept reasonably tidy. Drivers must follow road traffic law, manage fatigue, avoid mobile phone use while driving and report defects promptly.

6.14 Tools and Work Equipment

Tools, ladders, test instruments and work equipment must be suitable, maintained, inspected and used correctly. Defective equipment must be taken out of use and reported.

6.15 Waste and Housekeeping

Waste must be controlled to prevent trip, fire, hygiene and environmental risks. Work areas should be kept reasonably tidy, with sharp waste, packaging, cable offcuts and removed accessories dealt with safely.

6.16 Subcontractors

Subcontractors must be competent, briefed and expected to comply with this policy, site rules and relevant legislation. Where subcontractors are engaged, their competence, insurance and health and safety arrangements may be checked proportionate to risk.

6.17 Young Persons and Apprentices

Young persons and apprentices will be supervised according to competence and risk. They must not be exposed to significant risks beyond their capability, training or supervision level.

6.18 Occupied Domestic and Tenant Properties

Workers must respect occupants, tenants and vulnerable persons. Access, keys, pets, children, personal belongings, isolation of power, dust, noise and privacy must be managed professionally and safely.

6.19 Construction Design and Management

Where work falls within CDM 2015, Kingfisher Electrics Ltd will cooperate with clients, principal contractors, designers and other duty holders. Relevant information, planning, coordination and site rules must be followed.

7. Emergency Arrangements

- In the event of serious injury, electric shock, fire, explosion, gas escape, structural danger or other emergency, stop work, make the area safe if it is safe to do so, and call the emergency services.

- Do not touch a person receiving electric shock until the supply has been safely isolated.
- Preserve the scene of serious incidents where possible, except where action is required to prevent further harm.
- Notify the Director as soon as reasonably practicable after any significant incident or near miss.
- Follow client or principal contractor emergency procedures where working on controlled sites.

8. Records and Documentation

The company will maintain health and safety records proportionate to the size and nature of the business. Records may include:

- Risk assessments and method statements.
- Training, qualifications and competence records.
- Inspection and test records for electrical work.
- Accident, incident and near-miss records.
- Tool, ladder, equipment and vehicle checks.
- COSHH information and safety data sheets where relevant.
- Client communications, permits, site inductions and handover documents.

9. Review

This policy will be reviewed at least annually and sooner if there are significant changes to the company, work activities, legislation, guidance, staffing, equipment, incident history or client requirements. The Director is responsible for ensuring review, approval and communication of revised versions.

10. Key Legal and Guidance References

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Electricity at Work Regulations 1989.
- Construction (Design and Management) Regulations 2015.
- Provision and Use of Work Equipment Regulations 1998.
- Work at Height Regulations 2005.
- Control of Substances Hazardous to Health Regulations 2002.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- HSE guidance: Health and safety policy, risk assessment, reporting accidents and illness, information and training, consultation and HSG65 Plan-Do-Check-Act principles.
- BS 7671 Requirements for Electrical Installations and relevant IET guidance as applicable to electrical work activities.

Appendix A – QC and Rubric Sign-Off

This rubric is included to support internal quality control before issue to clients, contractors, employees or external bodies. The Director should complete or confirm the final checks before adopting the policy.

QC area	Pass criteria	Status	Notes / Action	Owner
Legal structure	Policy includes statement of intent, responsibilities and arrangements.	PASS	Aligned to HSE policy structure.	Director
Written policy trigger	Suitable for a business that has or may have five or more employees/workers.	PASS	Written controlled document produced.	Director
Electrical contractor relevance	Includes electrical isolation, live work,	PASS	Sector-specific content included.	Director

	testing, tools, access, asbestos and occupied premises.			
Competence and supervision	Responsibilities of Director, workers, apprentices and subcontractors are clear.	PASS	Competence and stop-work expectations included.	Director
Risk control	RAMS, dynamic risk assessment, PPE, manual handling, work at height and COSHH covered.	PASS	Controls proportionate to electrical contracting.	Director
Incident reporting	Accidents, near misses and RIDDOR consideration included.	PASS	Reporting and investigation included.	Director
Audit readiness	Version control, review date, signature area and references included.	PASS	Ready for director sign-off after final review.	Director
Clarity	Plain English, practical and not over-complicated.	PASS	Readable by workers and clients.	Director
Logo / branding	Official Kingfisher Electrics logo displayed at top.	ACTION	Official Kingfisher Electrics logo inserted and visually checked.	Director
Legal advice disclaimer	Operational policy only; final adoption remains company responsibility.	PASS	Director approval required.	Director

Appendix B – Director Final Adoption Checklist

- Official Kingfisher Electrics Ltd logo has been inserted and checked on the rendered document.
- Confirm company address, responsible persons and emergency contacts if these are to be added.
- Confirm current insurance, accreditations and staff/subcontractor arrangements.
- Sign and date the policy.
- Issue the policy to employees, apprentices and regular subcontractors.
- Store the signed version in the company health and safety file and review by the stated review date.