

Version no.	01
Document Ref.	LWP
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Effective date	06/03/2025
Updated as per	06/03/2025
Modification	New Process

Target audience

- Executive Management Team
- Corporate Function(s)
- Managers
- Supervisors
- All staff

Responsible persons

SHEQ contact	Davina Reilly		
Standard owner	Nick Eaton		
Approved by	Executive Management Team	Date	06/03/2025

Related documents

Policies	Matrix Group Health and Safety Policy UK Power Distribution Live Working Policy
Standards	Electricity at Work Regulations 1989
Guidance documents	Health & Safety Executive (HSE) Guidance on Live Working

Group standard compliance.

Primary responsibility for adherence to this Group Standard resides with the CEO for Group and Managing Directors for their respective units. Decisions and actions in breach of this policy can only be carried out with prior, written approval from the Executive Management Team (a 'waiver').

Procedure updates description

Version	Date	Author	Description
01	06/03/25	Nick Eaton	Original Issue

	Procedure content
1.	1. Purpose This document outlines the justification process for live working within UK Power Distribution and assigns responsibilities to ensure compliance with health and safety regulations, including the Electricity at Work Regulations 1989. The



	objective is to minimize risk while maintaining network reliability and operational efficiency.
2.	2. Scope This process applies to all employees, contractors, and Independent Connection Providers (ICPs) performing live working activities on the network. It includes assessment criteria for live working, approval procedures, and accountability for decision-making.
3.	3. Definitions • Live Working: Any activity conducted on or near electrical equipment while it remains energized. • Dead Working: Activities performed after the electrical equipment has been isolated, proved dead, and earthed where necessary. • Risk Assessment: A structured evaluation to identify hazards and control measures before live working is approved. • Senior Authorized Person (SAP): A qualified individual responsible for issuing safety documents and ensuring compliance with safety procedures.
4.	4. Justification Criteria for Live Working Live working must only be considered under the following conditions: 4.1. Operational Necessity: • The work is required to maintain network integrity, security of supply, or avoid significant disruption to customers, particularly those who are classed as vulnerable. Refer to additional Vulnerable Category Customers Risk Assessment Doc. • There is no feasible alternative method to perform the work de-energized. 4.2. Regulatory & Safety Compliance: • The work complies with the Electricity at Work Regulations 1989. • A risk assessment confirms that live working can be carried out safely with appropriate control measures, without INJURY. • Only trained and authorized personnel conduct the work using approved procedures. 4.3. Economic & Customer Impact: • De-energizing the network would lead to unacceptable consequences for customers, including critical infrastructure, hospitals, or emergency services. • Live working is justified from a cost-benefit perspective without compromising safety.



5.	Live Working Approval Process (see link to Process flowchart)
	Step 1: Initial Assessment • The SAP or engineer must determine if live working is necessary based on the justification criteria above. • A preliminary risk assessment is conducted. Step 2: Risk Assessment & Control Measures • A detailed risk assessment is performed using the standard company format. • Suitable Personal Protective Equipment (PPE) and safety procedures are identified. • Safe working distances and insulated tools are verified. Step 3: Approval & Authorization • The Senior Authorized Person (SAP) reviews and approves the risk assessment. • The Operations Manager provides final authorization. • The work is scheduled with appropriate permits and safety documents. Step 4: Execution & Monitoring • The work is carried out by authorized personnel under supervision. • A safety observer is assigned where necessary. • Any incidents or near misses are reported and reviewed. Step 5: Post-Work Review • A debrief is conducted to assess compliance with procedures. • Any lessons learned are documented for future improvements.



6.	Roles & Responsibilities Role Responsibility Operations Manager Approves live working justification and ensures compliance with regulations. Senior Authorized Person (SAP) Conducts risk assessments, issues safety documents, and supervises live working activities. Authorised Person (AP) Performs live working under SAP supervision, ensuring adherence to procedures and safe systems of work. Health & Safety Manager Reviews risk assessments and ensures safety controls are adequate. Advises on alternatives as applicable. Field Engineers & Technicians Carry out live working using approved PPE, tools, and methods in accordance with safe systems of work.
7.	Compliance & Audit All live working cases must be documented and reviewed periodically. Non-compliance will result in disciplinary action and potential suspension of live working privileges. A quarterly audit of live working activities will be conducted by the Health & Safety Manager.



Live Working Approval Process Flowchart

