

Hawkesworth

Health and Safety

Information Pack 2020-21



Telephone: **01845 524498**

Visit: **www.hawkesworthappliance-testing.co.uk**

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Mission Statement

Hawkesworth Appliance Testing Limited is an innovative and dynamic portable appliance testing company. With over 100 strategically located technicians all of which are City & Guilds certified and DBS cleared for your peace of mind, we offer complete national coverage of the United Kingdom, Ireland and surrounding isles.

For over 25 years we have been committed to excellence and innovation. Working in partnership with some of the leading manufacturers and developers in the industry we continue to create, develop and implement systems that are not only unique but unparalleled in the market.

The investments we make in technology are what enable us to not only provide the levels of service our company has become synonymous with for over two decades but offer true value for money without ever compromising on quality of service.



ISO9001/ISO14001
BS OHSAS 18001
IET Code of Practice

Health & Safety Policy Statement

Hawkesworth Appliance Testing Ltd, (The Company), is committed to the prevention of ill health and injury arising from its business activities and to this end has established the following Health and Safety Policy. It is the Company's Policy to:-

- Ensure that adequate arrangements are put into place for the effective planning, development and review of this health and safety policy.
- Ensure that appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout the Company, and to all persons working under the control of the Company, to ensure they are aware of their individual Occupational Health and Safety obligations.
- Prevent work-related injuries, ill health, disease and incidents arising from its business activities; the Company is also committed to continual improvement in Occupational Health and Safety management and performance.
- Ensure that there are clear lines of communication between management and on-site operations, and that this Policy is made available to all interested parties.
- Comply, as a minimum, with all applicable legal requirements and with other requirements to which the Company subscribes that relate to its Occupational Health and Safety hazards.
- Ensure that Staff and their representatives are consulted and encouraged to participate actively in all elements of the Health and Safety Management System.
- Provide the necessary information, instruction and training to Staff and others, including temporary Staff or contractors, to ensure their competence with respect to Health and Safety.
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure the Health and Safety of Staff. Expert help will be sought where the necessary skills are not available within the Company.
- Liaise and work with all necessary persons to ensure Health and Safety, and will also ensure that adequate arrangements are also in place for ensuring the Health and Safety of visitors, contractors and other persons who may be affected by the Company's activities.
- This policy will be made available to interested parties.
- This policy will be reviewed periodically to ensure that it remains relevant and appropriate; these reviews also will provide the framework for setting and reviewing the Company's Occupational Health and Safety objectives.

Authorised by:



Tim Crowley
Managing Director
April 2020

1. Organisation

Overall Responsibility

Overall responsibility for safety throughout Hawkesworth Appliance Testing Ltd, (the Company), lies with the Managing Director (MD). This appointment will be made with due regard to the duty to satisfy Hawkesworth Appliance Testing Ltd's responsibility under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (as amended) in regard to the obtaining the services of a competent person to assist in undertaking the measures they need to take to comply with the requirements and prohibitions imposed upon the Company.

Health & Safety

The Operations Director assumes overall responsibility for the health & safety of those working on or affected by the activities engaged in on the various works undertaken. Operations Director related duties include;

- Liaising with the Directors on all Health and Safety related matters.
- Provide and arrange training on matters of Health and Safety. This includes safety induction training for all new employees and engineers.
- Instigating the production of systems of work/method statements for high risk work activities of the Company.
- Attending where necessary, such joint employer/employee meetings at which matters of safety etc. are to be discussed.
- Liaising with the Technical and Compliance Manager for provision of fire and emergency procedure measures and to ensure that accident reporting and recording procedures are working correctly.
- Liaising with the MD on investigation of accidents that are reportable under the provisions of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Arranging adequate funds for implementing Health and Safety.
- Assisting the MD and Technical and Compliance Manager in establishing the necessary procedures and records for the successful monitoring, reporting and control of the Company's obligations as an employer in respect of health, safety and welfare considerations.
- Formulation and implementation of the company's Health and Safety policy together with line management, maintaining close liaison with the MD, Technical and Compliance Manager and engineers.
- Liaison with all members of staff, managers, customer representatives and sub-contractors on Health and Safety related matters.
- The provision of Health and Safety advice to Management & Staff, including undertaking regular site safety audits/inspections as appropriate.
- In conjunction with the MD, to ensure that a suitable Health and Safety Information Pack, and supporting documentation, is prepared, maintained and regularly reviewed.
- In conjunction with the MD, setting, agreeing & monitoring of key performance indicators through the BIP (Business Improvement Plan).
- Investigation of accidents when requested to do so in order to determine what action is needed to prevent a recurrence, and the reporting of any accidents to the clients and/or regulatory authorities and our insurers.
- Monitor progress of the above and submit regular reports to the company on such progress.
- Assist in Health, Safety and Environmental Audits and fulfil the role of Internal Auditor as required.

In these roles the Technical and Compliance Manager reports directly to the MD. In no circumstances may his decisions regarding health or safety be over-ridden by staff members, visitors or contractors.

Engineers

Day to day Health & Safety on-site will be the responsibility of the engineer for each individual site on which we work.

The engineers will report directly to the Technical and Compliance Manager on Health & Safety as well as general work related matters. Each engineer has direct responsibility for the maintenance of adequate Health and Safety standards on the sites he/she is working at.

Engineers are also responsible for their own Health & Safety as well as working to Hawkesworth prescribed working practices and methods.

Administration/Record Keeping

The Technical and Compliance Manager is responsible for the administration of the Health & Safety Policy and all associated paperwork, including the keeping of such records as are required by law and by company policy.

Persons with supervisory responsibilities will be instructed on their duties on their appointment.

Copies of the sections of employee's personal files indicating Health & Safety related training will be retained by the Technical and Compliance Manager together with ongoing and updated information such as dates of refresher training etc.

Should an employee receive corrective counselling or an informal or formal warning as to their behaviour in a Health & Safety related matter, details of the incident must be forwarded to the Technical and Compliance Manager immediately.

All accidents must be reported and copies of the accident reports must also be forwarded to the Operations Director. These reports may be analysed so as to assist in determining if deficiencies in the Health and Safety systems exist and to help identify training needs.

Where necessary, outside expertise may be required to assist in solving Health and Safety problems that cannot be adequately dealt with by internal resources.

2. Arrangements

Instructions and guidance in support of this policy, and the organisation and arrangements for its implementation are contained in the Health & Safety Manual.

A copy of this manual can be found at Hawkesworth's Head Office.

Authorised by:



Tim Crowley
Managing Director
April 2020

Health & Safety Programme

Portable Appliance Testing Method Statement

Introduction

This method statement is based upon the need to test and record the results of all portable (electrical) equipment. The information contained herein is taken from guidelines given by the Health & Safety Executive & IET publications such as: -

- "IET code of practice for in service inspection and testing of electrical equipment - 4th edition"
- "Memorandum of guidance on the Electricity at Work Regulations 1989"
- "Live Wires" (Video) - Portable Appliance Inspection and Testing
- "The safe use of portable electrical apparatus" - (PM32)
- "Maintaining portable electrical equipment in offices and other low risk environments" (INDG 236)
- "Maintaining portable and transportable electrical equipment (HSG 107)"

The Law Requires

The Health & Safety at Work Act 1974 was extended in 1989 to include the safety of all electrical appliances in the workplace. This requirement was covered by the introduction of the "Electricity at Work Regulation 1989", which was to take full effect from April 1990. Further legislation, The Management of Health & Safety at Work Regulations 1999 & The Provision of Use Work Equipment Regulations (PUWER), emphasise the need to have a safe system in place to ensure all businesses and workplaces are responsible for the safety of their portable electrical appliances.

Assessing Risks

Engineers will adhere to Risk assessments as provided by the company and also any site specific requirements requested by the customer, they will familiarise themselves with issues such as Fire procedures, First Aid, Noise, PPE issues etc on an individual site basis.

What Are Portable Electrical Appliances?

They are any kind of electrical equipment/apparatus, which derives its power source via a flexible cable and plug. They may be 400 volts and/or below, irrespective of age.

Typical examples include:-

Vacuum Cleaners, Kettles, Radios, Heaters, Fans, Televisions, Table Lamps, Hand Drills etc.

It also includes equipment that is not normally/not as easily moved (transportable) such as:

-Photocopiers, Fax Machines, Desktop Computers, Vending machines etc.

The Electricity at Work Regulations 1989

Portable equipment

166 Special attention should be given to joints and connections in cables and equipment which will be handled, eg flexible cables for portable equipment. Plugs and sockets for portable equipment must be constructed in accordance with appropriate standards and arranged so that, where necessary, earthing of any metal casing of the equipment is automatically effected by the insertion of the plug. HSE guidance (see *Maintaining portable electric equipment in low-risk environments*¹⁰) and British Standards give further guidance on portable equipment.

Regulation 4(2)

66 Regulation 4(2) is concerned with the need for maintenance to be done to ensure safety of the system, rather than with the activity of doing the maintenance in a safe manner (which is required by regulation 4(3)).

67 The obligation to maintain arises only if danger would otherwise result. The maintenance should be sufficient to prevent danger so far as is reasonably practicable.

68 Inspection and, where necessary, testing of equipment is an essential part of any preventive maintenance programme. Practical experience of use may indicate an adjustment to the frequency at which preventive maintenance needs to be carried out. This is a matter for the judgement of the dutyholder, who should seek all the information they need to make this judgement including reference to the equipment manufacturer's guidance.

69 Records can aid demonstration of compliance and allow useful analysis of equipment condition, although keeping records is not a legal requirement. Maintenance records (including test results), preferably kept throughout the working life of an electrical system, will allow the condition of the equipment and the effectiveness of maintenance policies to be monitored. Without effective monitoring, dutyholders cannot be certain that the requirement for maintenance has been complied with.

70 British Standard Codes of Practice offering guidance on maintenance are referred to in Further reading. Advice on inspection and testing of some fixed installations is given in BS 7671.

Electrical equipment

20 'Electrical equipment' as defined in the Regulations includes every type of electrical equipment from, for example, a high-voltage transmission overhead line to a battery-powered hand lamp. There are no voltage limits in the Regulations; the criteria are whether danger (as defined) may arise. It is appropriate for the Regulations to apply even at the very lowest end of the voltage or power spectrum because the Regulations are concerned with, for example, explosion risks, which may be caused by very low levels of energy igniting flammable gases even though there may be no risk of electric shock or burn.

Regulation 4 Systems, work activities and protective equipment

(1) All systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger.

(2) As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.

(3) Every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

(4) Any equipment provided under these Regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided, be maintained in a condition suitable for that use, and be properly used.

61 Regulation 4 covers, in a general way, those aspects of electrical systems and equipment, and work on or near these, which are fundamental to electrical safety.

Competence To Test

City & Guilds Qualification 2377/22 in Portable Appliance Testing their training includes:-

- The principles of electricity, the source and nature of hazards.
- Precautions required to avoid danger.
- Hazards from the testing location/environment.
- Relevant safety standards.
- Operating principles of the test equipment and the unit under test.
- Appliance testing and the use of test equipment.
- Interpretation of the test results.
- The correct frequency of testing.

Maintenance

Maintenance of portable electrical equipment will be achieved by a combined inspection and test by a "competent" person

Combined Inspection And Testing Procedure

This type of inspection involves a formal and systematic manner, which includes additional checks such as:-

- Removal of the plug cover
- Check correct fuse rating
- Check correct wiring
- Check terminals and connections are secure
- Check there is minimal bare wire
- Check for signs of overheating – discolouration
- Check for misuse/ingress of liquids or foreign matter
- Check cable/cord grips
- Check plug casings for damage
 - a. There is no damage (apart from light scuffing) to the cable sheath i.e. bent or kinked,
 - b. The plug is not damaged, for example the casing is cracking or the pins bent,
 - c. There are adequate joints, including taped joints in cable,
 - d. The outer sheath of the cable is effectively secured where it enters the plug or the equipment. obvious evidence would be if the coloured insulation of the internal cable cores were showing.
 - e. The equipment has not been subjected to conditions for which it is not suitable, e.g.: it is wet or excessively contaminated.
 - f. There is no damage to the external casing of the equipment or there are some loose parts or screws.
 - g. There is no evidence of overheating (burn marks or discolouration.)

The above checks apply to extension leads, associated plugs and sockets, when the equipment is first taken into use, before, during and after use.

The formal inspection test will not include taking the equipment apart or major re-wiring, but simple tasks such as fitting a new plug or re-wiring single cables will be carried out.

The checks and inspections outlined, reveal most potentially dangerous faults, however not all faults are detectable visually:-

- Loss of earth integrity
- Deterioration of insulation integrity
- Other associated tests as required/necessary (Earth Leakage)

Therefore we will carry out the relevant tests associated.

Details of the exact tests and pass/fail levels, refer to documentation contained within our issued report.

A label will be put on to each of the appliances that have passed both inspection and test requirements. This will state the test date and its own unique identification number.

Recording Of The Test Results

All the test results will be logged on a testing meter and will contain the unique appliance number, location and description of that particular appliance, along with the relevant test results as recorded by the engineer. These will be kept as a computerised file infinitely and are available for viewing upon request.

Locating And Testing Equipment

ALL portable electrical appliances on the property must be checked including those owned by a member of staff. In order to do this; everybody must co-operate in giving access to all rooms, cupboards, lockers, etc.

Computers, Networks And Telephones

Under no circumstances will any of the above appliances be turned off without a member of senior staff being consulted and permission granted first. Users are asked to shut down equipment including servers.

Faulty/Defective Appliances

Any appliance found faulty, should be removed from service immediately. They will have a 'Do not use' failure label attached. A senior member of the client's staff will then be informed so that repair or replacement can be initiated. It is then left to the client to decide whether they wish to repair or dispose of the appliance. Where any appliance is repaired, it should be subjected to a re-test to ensure its safety before being allowed back into use.

Authorised by:



Tim Crowley
Managing Director
April 2020

For and on behalf of Hawkesworth Appliance Testing Guidance House, York Road, Thirsk, North Yorkshire, YO7 3BT

Environmental Policy Statement

It is Hawkesworth Appliance Testing's objective to be recognised as a UK-wide supplier of electrical portable appliance testing services.

Hawkesworth Appliance Testing recognises its responsibility to conduct operations, provide services and manufacture products in a manner that is responsible to the Earth's environment and protective of its natural resources and to this end has established the following Environmental Policy:

It is the Company's policy to:-

- Comply with current and any future environmental legislation.
- Be committed to sustainable development and to continual improvement of our environmental impacts and prevention pollution.
- Endeavour to protect the environment as well as reduce and minimise pollution from the Company's activities.
- Seek to use sustainable raw materials sources whenever practicable.
- Periodically review the environmental performance of the Company with the aim of improvement.
- Actively liaise with, and encourage, suppliers to develop environmentally friendly materials thus conserving natural resources.
- Promote to Customers the positive benefits that improved environmental performance can have on their competitiveness in the marketplace.
- Make our staff aware of this policy and their obligations.
- Make this policy publicly available.

Any suggestions that may assist us in improving our environmental impacts are welcomed.



Tim Crowley
Managing Director
April 2020

Note1: This policy has been made available to the public by its inclusion in the company website.

Note2: This policy and our environmental obligations has been communicated to all employees via awareness sessions and/or induction training.

Quality Policy

It is Hawkesworth Appliance Testing's objective to be recognised as a UK-wide supplier of electrical portable appliance testing services.

To achieve this we are committed to:

Customer Satisfaction

Providing our customers with products and services that meet or exceed their requirements.

Continual Improvement

Measurable improvement of the effectiveness of our business and its management/operating systems.

Employees

Providing training to employees to promote Continual Improvement.

Empowering our employees to use their skills and talents to achieve the quality policy and business plan objectives.

Management System

Maintaining a management system compliant to ISO 9001.

Reviewing our management system on continual basis for robustness.

Setting and reviewing performance objectives to meet our business goals.

Environment

Maintaining operations that protect the environment and natural resources of our communities and our nation (SEE ALSO ENVIRONMENTAL POLICY).

Safety

Providing a safe work environment for our employees and visitors.



Tim Crowley
Managing Director
April 2020

Equal Opportunity And Diversity Policy

The Company is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

It is the policy of the Company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status and/or disability. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees must not harass, bully or intimidate other employees on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence. The Company has a separate anti-harassment policy which deals with these issues and sets out how complaints of this type will be dealt with.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

Sources Of Recruitment

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in respect of abilities and qualifications. The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection.

Advertisements

Our recruitment publicity will positively encourage applications from all suitably qualified people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, age, religion or racial group;
- Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants;
- Avoid prescribing any requirements as to marital or civil partnership status;
- Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, age, religion or racial group or from employees with a disability.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. The Company will ensure that this equal opportunities policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion.

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job. With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work provisions, criteria or practices or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Selection Tests

Any selection tests which are used will be limited to questions relating to the particular job and/or career requirements. The tests will measure the individual's actual or inherent ability to do or to train for the work or career. Thus, questions or exercises on matters which may be unfamiliar to applicants of a particular gender, sexual orientation, age, religion or racial group will not be included in the tests if they are unrelated to the requirements of the particular job. The tests which are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism.

Applications And Interviewing

All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability, children and/or domestic obligations.

Training, Transfer And Promotion

The Company will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with the Company's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible. The training will also enable line managers to deal more effectively with complaints of bullying and harassment.

All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status and disability.

The Company will also provide training to all employees to help them understand their rights and responsibilities under the anti-harassment policy and what they can do to create a work environment that is free of bullying and harassment.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. When a group of workers predominantly of one race, religion, sex, sexual orientation or age group or a worker with a disability appears to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms Of Employment, Benefits, Facilities And Services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Equal Pay

The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Grievances And Complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints about unlawful discrimination from members of a particular race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, have entered into a civil partnership or have a disability. Such complaints should be raised promptly under the terms of the Company's grievance procedure. If the complaint involves bullying or harassment, the grievance procedure is modified as set out in the anti-harassment policy.

Employees will not be penalised for raising a grievance, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

Monitoring Equal Opportunity

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, the Company will implement them. The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.



Tim Crowley
Managing Director
April 2020

Hawkesworth

Risk Assessment

Activity:	Portable Appliance Testing on a customer's site. Prior to starting work at the site, a general risk assessment was carried out to identify the hazards and risks present, along with any existing control measures.	Reference No:	WO
Location:	<<EXAMPLE EDUCATION ESTABLISHMENT>>	Assessed By:	
		Approved By:	Michael Kiddle
		Issue Date:	
		Revision Date:	

Hazard	Potential Outcome	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	RPN	Additional Measures (Where appropriate)	Severity	Likelihood	New RPN	Acceptable Yes/No
Electricity	Electric shock, Burns, Electrical Fires, Death	Engineer & Staff	<ul style="list-style-type: none"> All electrical equipment provided by the site is PAT tested on a rolling programme. Engineer is qualified and competent. Electrical equipment will be visually checked before each use. Electrical equipment will be switched off and unplugged before making and adjustments or performing PAT Test. Ensure the machine is maintained in accordance with the manufacturers recommendations 	5	2	10	Any additional risks to be covered under site induction.	5	1	5	YES

Hazard	Potential Outcome	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	RPN	Additional Measures (Where appropriate)	Severity	Likelihood	New RPN	Acceptable Yes/No
Electricity	Electric shock, Burns, Electrical Fires, Death	Engineer Et Staff	<ul style="list-style-type: none"> Staff should be provided with suitable and sufficient information on the importance of good housekeeping. Suitable and sufficient storage should be provided. Wires and cables should not be placed over walkways Department Managers should complete the monthly inspection Adaptors and extension leads will not be overloaded. Information provided to all residents of how to report faults to Maintenance. 	5	2	10	Any additional risks to be covered under site induction.	5	1	5	YES

Hazard	Potential Outcome	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	RPN	Additional Measures (Where appropriate)	Severity	Likelihood	New RPN	Acceptable Yes/No
Lifting boxes, moving furniture	Cuts and abrasions, strained muscles, torn ligaments/ tendons, neck injury, back injury, hernias	Engineer Et Staff	<ul style="list-style-type: none"> Engineer will be given suitable and sufficient information and training on the risks presented by Manual Handling activities and the steps they can take to reduce exposure to these risks. Refer to manual handling assessments for additional measures Team Lift Unless an object is light enough in weight that, with assessment, one engineer can readily lift it having first assumed a comfortable and correct posture, lifting or moving must not be attempted. Help from a second person, or if necessary, special equipment, must be arranged. Correct posture includes the bending of knees instead of using back muscles, and avoiding the need to reach or stretch while lifting. Refer to manual handling guide. Wear clothing that protects from damage, such as safety-boots if in buildings where construction-work is being carried out or if lifting heavy objects. Be aware of sharp edges or risk of sharp edges if an object is dropped (e.g. moving a glass-fronted cabinet). Gloves and knee-pads must be carried as standard, and used where necessary. Safety goggles must be used where flying debris or particles likely (e.g. drilling). 	3	2	6	Covered under instruction from Technical Et Compliance Manager.	3	1	3	YES

Hazard	Potential Outcome	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	RPN	Additional Measures (Where appropriate)	Severity	Likelihood	New RPN	Acceptable Yes/No
Slips & trips	Major injury	Engineer & Staff Staff or members of company contracting too may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> Cleaners to ensure use of warning signs when mopping. Maintain clear corridors and stairways. General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. No trailing leads. 	3	2	6	Covered under site induction.	3	1	3	YES
Fire	Fatality	Engineer & Staff	<ul style="list-style-type: none"> Refer to appropriate fire risk assessment All users provided with information regarding assembly points and evacuation procedures. 	4	1	4	N/A.	4	1	4	YES
First aid	Major injury	Engineer & Staff	<ul style="list-style-type: none"> Selected staff are trained first aiders. 	3	1	3	Covered under site induction.	3	1	3	YES
Hygiene and COSH	Major injury	Engineer & Staff	<ul style="list-style-type: none"> Some environments carry obvious threats, such as mould, syringes or infestation, but some carry likely threats such as infection. Assess the risk – wear protective waterproof gloves/mask if suspicious. Example is working in poorly maintained building where smell/mould growth leads to concern. 	4	2	8	Covered under site induction.	4	1	4	YES

Hazard	Potential Outcome	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	RPN	Additional Measures (Where appropriate)	Severity	Likelihood	New RPN	Acceptable Yes/No
High noise levels leading to possible hearing impairment	Hearing damage, Hearing loss, Tinnitus	Engineer & Staff	<ul style="list-style-type: none"> Sites or locations should carry instructions about the necessary safety measures to be taken – these must be followed. If they do not and Hawkesworth engineer judges noise levels to be high enough to affect hearing, ≥80db protection must be worn. In absence, work must not commence. 	3	2	6	Covered under site induction The Engineer Technical Compliance Manager is responsible for checking compliance by doing regular spot checks on engineers.	3	1	3	YES
Working at Height	Major Injury	Engineer & Staff	<ul style="list-style-type: none"> As a default, Hawkesworth engineers should not use any method of working at height – <ul style="list-style-type: none"> This can include specially designed equipment such as ladders, towers or cherry-pickers, or available items such as climbing on furniture or boxes. These are inherently unsafe, especially when testing items involving electricity. However in certain circumstances engineers may apply for permission to their line-manager or the management of Hawkesworth so that work at height can occur, if the work cannot be carried out in another way. In this case due precautions must be taken, including that equipment is marked CE “Class 1 Industrial” grade. This equipment must also be checked for signs of damage and to ensure correct assembly before use. 	3	1	3	N/A.	3	1	3	YES

Hawkesworth

Risk Assessment

Task Description:	Covid 19 Hygiene – To be used in conjunction with activity RAMS.			Reference No:	RA/C19/001
Location:	Varies			Assessed By:	Stuart Mackenzie
Date of Review:				Signed:	
Persons Affected Individuals or Groups	Employees, third parties			Employee:	30/03/2020
				Signed:	

Hazard	Potential Outcome	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Rating
<p>Coronavirus (Covid-19)</p> <p>Virus is spread from persons to person by contact with fluids such as cough droplets.</p> <p>Symptoms: Cough, Difficulties in breathing and fever. Risk of Death</p>	<ul style="list-style-type: none"> As per guidance, anyone with even mild symptoms must self-isolate. Supervisor shall be notified immediately if staff member has Covid-19 symptoms. Engineers must hand-wash frequently. Tools and equipment to be assigned to individuals where possible to avoid communal use of equipment. Staff shall be discouraged from using other workers' tools and equipment. Engineers should also ensure that their work areas/vehicles are regularly cleaned throughout the working day to ensure high standards of hygiene are maintained. To ensure no cross contamination, all work equipment to stay in work vans or on site, and not taken home at the end of the working day. Vans have only a driver, with no passengers carried, unless they are from the same household. Personnel should not be picking up other employees from different households to take to and from work/tasks. Do not use client canteens rest rooms and if welfare facilities are used, ensure social distancing and hygiene discipline is followed. Social distancing to be a minimum of 2m. Face masks, Gloves and Safety eye protection to be worn on task. 	2	5	10	Medium

IF THE RESIDUAL RISK IS NOT TOLERABLE PLEASE GO TO NEXT SHEET TO ADD FURTHER CONTROL PROCEDURES

Ref No	RA/C19/001
Date	30/03/2020

Task Description	Covid 19 Hygiene – To be used in conjunction with activity RAMS	Location	Varies	Date of Review
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RISK CALCULATIONS (severity x likelihood)					
	Very Rare	Remote	Occasional	Regular	Frequent
Fatality	5	10	15	20	25
Major	4	8	12	16	20
Reportable	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5

- Risk score of 1 – 6 are deemed acceptable
- Risk score of 8 – 12 are deemed tolerable
- Risk score of 15+ are deemed unacceptable

To Whom It May Concern19th March 2020Our Client: **Hawkesworth Appliance Testing Ltd**Business description: **Portable appliance testing and Electrical Contracting**

Arthur J. Gallagher Insurance Brokers Limited hereby confirms that the following insurances are presently in force for our client named above:

Employers LiabilityPolicy number: **Y071090**Underwriters/Insurers: **Sutton Specialist Risks Limited**
underwritten by QBE Insurance
Europe LtdPeriod of Insurance: **23rd March 2020 to**
22nd March 2021Limit of indemnity: **£10,000,000 any one occurrence****Public/Products Liability**Policy number: **Y071090**Underwriters/Insurers: **Sutton Specialist Risks Limited**
underwritten by QBE Insurance
Europe LtdPeriod of Insurance: **23rd March 2020 to**
22nd March 2021Limit of indemnity: **£5,000,000 any one occurrence****Excess Public Liability**Policy number: **SE0344777**Underwriters/Insurers: **Sutton Specialist Risks Limited**
underwritten by Axa Insurance
LtdPeriod of Insurance: **23rd March 2020 to**
22nd March 2021Limit of indemnity: **£5,000,000****Professional Indemnity**Policy number: **A42446/0320**Underwriters/Insurers: **Markel (UK) Limited**
Period of Insurance: **23rd March 2020 to**
22nd March 2021Limit of indemnity: **£2,000,000**

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

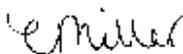
- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,

Catherine Miller
Account Handler

Accreditations

The following accreditations have been awarded to Hawkesworth Appliance Testing Limited.

Constructionline, Chas, Safecontractor – all accreditations are up to date. Some certifications await being issued

These memberships are nationally recognised schemes. They ensure high standards of Health and Safety as our procedures are checked regularly by these independent partner organisations.



Reg Number: 82320
Expiry Date: August 2020



Expiry Date:
June 2021



Cert Number: NX5822
Expiry Date: June 2021



Cert Number: NX5822
Expiry Date: June 2021



Award Number: 639528
Date of Award: April 2020

ISO 9001:2015

This standard specifies requirements for a quality management system where organisations wish to demonstrate their ability to consistently provide products and services that meet customer and applicable regulatory requirements. ISO 9001 also provides the framework to enhance customer satisfaction through the effective application of the system, including processes for continual improvement and the assurance of conformity to customer requirements.



Cert Number: GB00989
Expiry Date: March 2021

ISO 14001:2015

This requires our commitment to continually monitor, document and improve our Environmental Management System thereby reducing our overall environmental impact.



Cert Number: GB00985
Expiry Date: March 2021

BS OHSAS 18001:2007

This standard promotes a safe and healthy working environment that allows an organisation to consistently identify and control its Health and Safety risks.



Cert Number: GB01030
Expiry Date: March 2021

NICEIC, Trustmark & ECA

This demonstrates our commitment to a high standard of workmanship and all work is both insurance backed and warranted by the ECA independently of ourselves.



Cert Number: 609910000
Reg Date: 31.08.2017



Member Number: 106967
Expiry Date: Sept. 2020

Please **click on the logo** to download a copy of the relevant certificate.

CLIENT DETAILS

Company Name: Hawkesworth Appliance Testing Ltd

Address: Guidance House
York Road
Thirsk
North Yorkshire
YO7 3BT

Hawkesworth

Appliances 94

Failed 2

Remedials 0

APPLIANCE DETAILS AND TEST RESULTS

Key

P = PASS / F = FAIL / S = SKIP (or test not applicable)

Appliance Id	Appliance Description	Tested By	Test Date	Visual	Polarity	Earth Continuity (Ohms)	Insulation (MOhms)	Overall Status
192037 - MANAGERS OFFICE								
BBQ83543	JIGSAW DAMAGED CABLE - DO NOT USE	N RAYNOR PARKES	23/03/20	F	S			FAIL



Taken Out Of Service

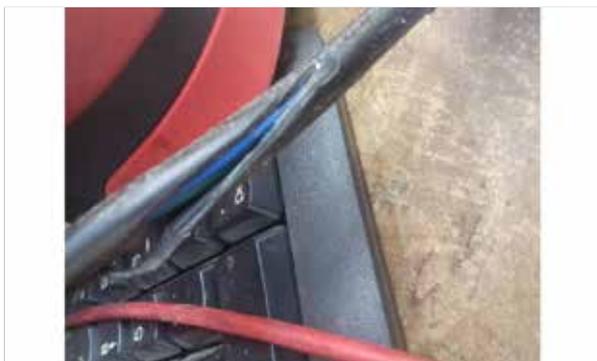
YES

Quarantine Area Location

MANAGERS OFFICE.

Further Comments

BDI42186	POWER LEAD DAMAGED CABLE - DO NOT USE	N RAYNOR PARKES	23/03/20	F	S			FAIL
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Taken Out Of Service

YES

Quarantine Area Location

SHOPFLOOR NEXT TO ROLLER SHUTTER DOOR.

Further Comments

Total Appliances > 2

Total Appliances For Report: 2

CLIENT DETAILS

Company Name: Hawkesworth Appliance Testing Ltd

Address: Guidance House
York Road
Thirsk
North Yorkshire
YO7 3BT

Hawkesworth

DETAIL OF CONTRACTOR RESPONSIBLE FOR TESTING

Company Name: Hawkesworth Appliance Testing Ltd

Address: Guidance House
York Road
Thirsk
North Yorkshire
YO7 3BT

Telephone: 01845 524498

Mobile:

Email: sales@hawktest.co.uk

Appliances: 94

Failed: 2

Remedials: 0

Signature:  **Name:** Tim Crowley
Title: Managing Director

APPLIANCE DETAILS AND STATUS

Appliance Id	Appliance Description	Test Date	Retest Date	Retest Period (Months)	Engineer Name	Status
192037 - DOWNSTAIRS OFFICE						
BBQ83549	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83550	HEATER	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83553	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83554	PRINTER	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83557	EXTENSION	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83561	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83562	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83563	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83566	POWER SUPPLY UNIT	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83567	POWER SUPPLY UNIT	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83568	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83570	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83571	HEATER	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83578	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83581	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83583	EXTENSION	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83584	EXTENSION	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83586	SHREDDER	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83596	POWER LEAD	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83598	COMPUTER	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83599	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS
BBQ83600	MONITOR	23/03/20	23/03/21	12	N RAYNOR PARKES	PASS

Hawkesworth

CERTIFICATE OF COMPLIANCE

We hereby certify that

Hawkesworth Appliance Testing Ltd
Guidance House
York Road
Thirsk
YO7 3BT

Have had their Portable Appliance Testing carried out to standards laid down by the IET ACOP 4th Edition.
Where applicable Microwaves have also had Radiation Emissions levels tested.

Valid Until:
April 2021



Hawkesworth Appliance Testing Labels



PASS

MICROWAVE EMISSIONS

This appliance has been Microwave Leakage Tested
on the data indicated on the Pass Label

Hawkesworth

Hawkesworth Appliance Testing – a name you can trust

REGISTERED MEMBER



ISO09001/ISO14001

BS OHSAS 18001

IET Code of Practice

For safety updates visit us at:



@HawkesworthPAT



www.linkedin.com/company/6027326/

General Data Protection Regulation (GDPR)

Hawkesworth Appliance Testing are committed to ensuring all GDPR regulations are adhered too.

If you have any questions on GDPR please contact us at our Head Office address below.

Hawkesworth Appliance Testing Ltd

Guidance House | York Road | Thirsk | North Yorkshire | YO7 3BT |

t 01845 524498 | www.hawkesworthapplianceTesting.co.uk