

Hawkesworth

Health and Safety

EICR Inspections and Additional Services
Information Pack 2021-22

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www.hawkesworthappliance-testing.co.uk

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Mission Statement

Hawkesworth (Hawkesworth Appliance Testing Ltd) is an innovative company specialising in electrical compliance services.

We are committed to excellence, transparency and a professional service – working in partnership with the leading manufacturers in the industry.

The investments we make in technology and customer care enable us to offer true value for money without compromising our quality of service.

Our values



We are honest:

Integrity is the cornerstone of our business, and we always keep our word



We are committed to excellence:

All our staff give 100% to what they do and will always go the extra mile when it comes to exceptional customer service



We are forward-thinking:

Technology is changing all the time, and we are dedicated to looking into new ways that we can further support our customers

Customer feedback

"Hawkesworth provide an excellent service each and every time, with comprehensive reports."

Build A Bear Workshop

"Your technician is an ambassador to your company. Pleasant, friendly demeanour, nothing too much trouble and very thorough."

Derby College

"Mitie has worked with Hawkesworth for over six years and I would not hesitate to recommend their services."

Mitie



EICR (Fixed Wire Testing)

What is an EICR?

EICR (electrical installation condition report) is the inspection and testing of electrical installations.

This testing is sometimes referred to as fixed wire testing, electrical safety certificate, hard wire testing and periodic inspection.

Why is EICR needed?

Electrical installations can become damaged over time, increasing the risk of electric shock as well as the risk of fire.

An EICR can highlight damage and wear and tear to an installation, so it can be made safe for continued use.

What are your legal obligations?

EICR inspections show your workplace, building or rental property is compliant with the Electricity at Work Regulations 1989.

Landlords and property owners must also be compliant with the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 or Housing (Scotland) Act 2014.

An EICR inspection must be carried out by a skilled person in line with BS 7671 (IET Wiring Regulations)..

Non-compliance with these guidelines can lead to fines and legal action if someone is seriously injured.

What needs to be tested?

The full installation in a building needs to be inspected and tested. This includes:

- Light fittings
- Distribution boards/circuit breakers
- Trunking and conduits
- Wiring and cables
- Energy sources and batteries
- Plug sockets



How often does an EICR need to be carried out?

It depends on the type of building. For example:

Every year

- Petrol stations
- Swimming pools
- Marinas

Every three years

- Caravan parks
- Factories
- Farms

Every five years

- Offices
- Laboratories
- Shops
- Rental properties/HMOs

Every ten years

- Domestic properties

What does the report contain?

After the inspection, you will be provided with a report. This report will contain:

- An inspection schedule showing what has been tested and the results of the test
- Any limitations (for example, if only a proportion of the installations were tested or circuits were not able to be turned off)
- Whether the inspection was satisfactory or unsatisfactory
- A breakdown of all the issues identified and the classification codes. This will be broken down by individual boards

Keep the report safe – you may need to provide a copy to your local authority or insurance provider.

 [Sample EICR report](#)

What do the codes mean?

There are four codes used in an EICR inspection. These are:

- **Code 1 (C1):** Danger present. Risk of injury. Immediate remedial action required
- **Code 2 (C2):** Potentially dangerous – urgent remedial action required
- **Code 3 (C3):** Improvement recommended
- **Further Investigation (FI):** Further investigation required without delay

An EICR inspection will be marked as 'unsatisfactory' if you get any C1, C2 or FI codes.

 [EICR risk assessment](#)

 [EICR method statement](#)

 [EICR terms and conditions](#)



Emergency Lighting Testing

Emergency lighting helps people evacuate a building safely and find fire-fighting equipment, so it is important to ensure it works.

Regulations such as The Regulatory Reform (Fire Safety) Order 2005 states that all publically accessible buildings (like theatres, hospitals, shopping centres and council buildings), HMOs and most businesses, are required by law to have emergency lighting.

As emergency lighting is powered by rechargeable batteries, it is critical that the lighting is tested regularly to ensure that the batteries will power the lights in an emergency.

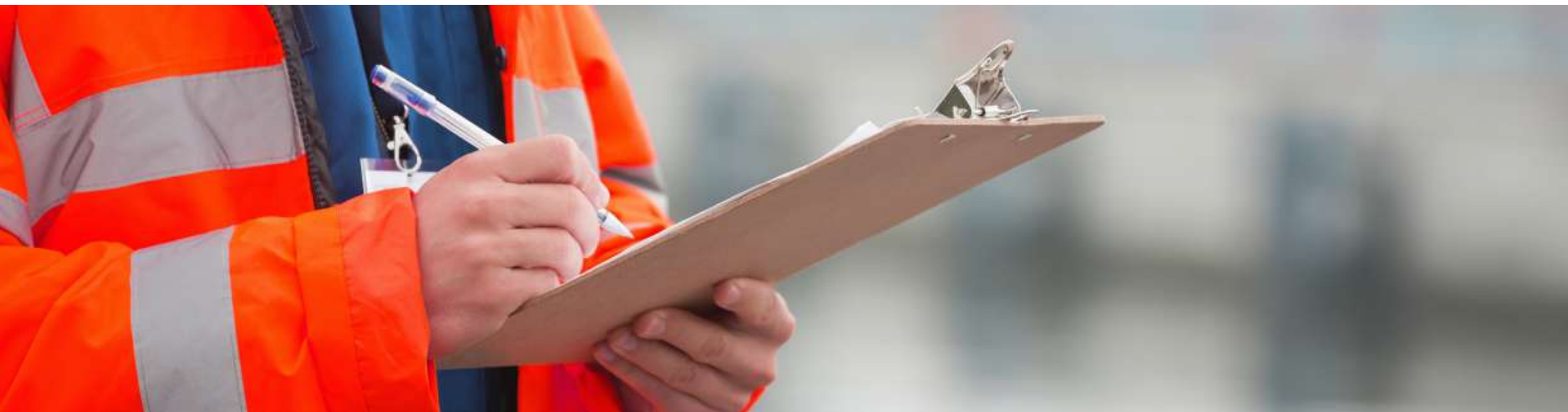
Hawkesworth can carry out monthly tests as well as annual tests (known as duration or discharge tests).



[Emergency lighting risk assessment](#)



[Emergency lighting method statement](#)



Fire Risk Assessment

It is a legal requirement that fire risk assessments are carried out and recorded for rental properties and businesses with more than five employees.

Fire risk assessments should be reviewed once a year, as well as when there are major changes to the layout of a building.

A fire risk assessment allows you to identify hazards in a building and ensures that building occupants can exit the building safely and quickly in the case of a fire.

The assessment looks at factors including:

- The location of smoke detectors, fire blankets and extinguishers
- Escape routes out of the building
- The fire resistance of doors
- Potential fire hazards (for example, flammable furniture and combustible storage)

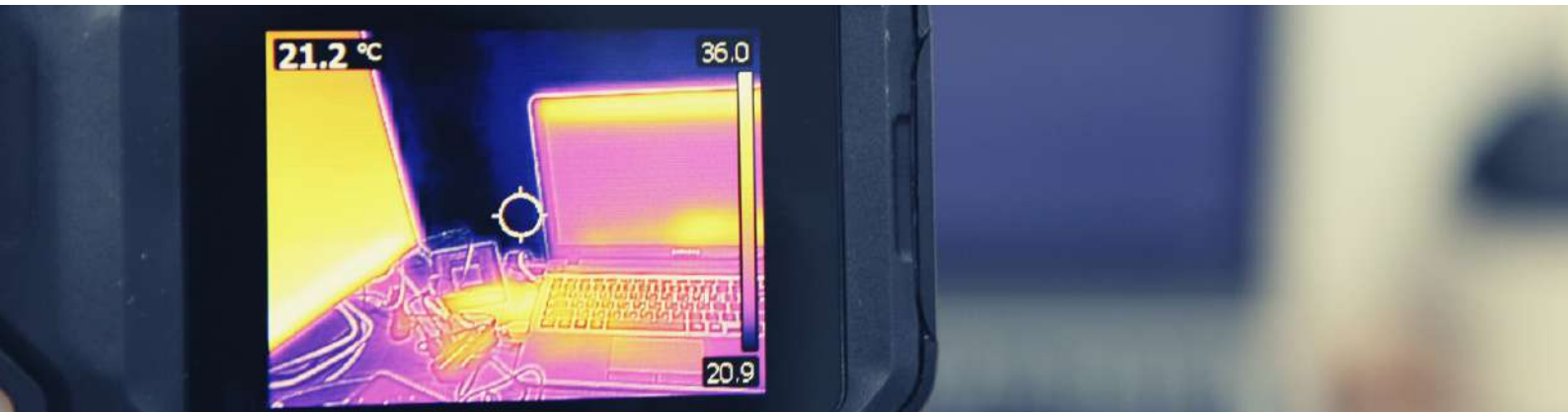


Fire Alarm Testing

All business premises must have a fire detection system so staff and visitors can vacate the building safely. For most buildings, this means a fire alarm system.

All fire alarm systems must be thoroughly tested and inspected by a 'competent person' to ensure they will work in an emergency situation. It is recommended that fire alarm testing takes place every six months, or more frequently in a high risk building.

Servicing and testing your fire alarm regularly ensures that occupants are alerted when there is a fire. It also reduces the risk of false alarms, which can waste money and time.



Thermographic survey

A thermographic survey is also referred to as thermography and thermal imaging. It is when a powerful Infrared camera is used to identify dangerous electrical equipment.

Infrared cameras identify heat. High temperatures are an indication of a fault or damage often known as 'hot spots'. The cameras can identify potential faults and ensure they can be repaired before any equipment fails.

Issues a thermographic survey can spot include:

- Overheating cables or motors
- Loose, worn and corroded connections
- Damage and wear to electrical insulation
- Overloaded fuses

Thermographic surveys are ideal for use in buildings where the power cannot be turned off for testing, such as hospitals, factories, laboratories and prisons.

We can carry out a thermographic survey for your building, providing you with a detailed report that shows photos of all of your electrical equipment, temperatures logged and our engineer's recommendations.

 [Thermographic survey risk assessment](#)

 [Thermographic survey imaging method statement](#)

Accreditations

The following accreditations have been awarded to Hawkesworth (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



Cert Number: NX5822



Cert Number: NX5822



Award Number: 639528

ISO 9001:2015

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



Cert Number: GB00989

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

BS OHSAS 18001:2007

This standard promotes a safe and healthy working environment that allows us to consistently identify and control our health and safety risks.



Cert Number: GB01030

NICEIC, Trustmark & ECA

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



Cert Number: 609910000
Reg Date: 31.08.2017



Member Number: 106967

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

To Whom It May Concern19th March 2021Our 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 2021 to**
22nd March 2022Limit of indemnity: **£10,000,000 any one occurrence**

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

Public/Products LiabilityPolicy number: **Y071090**Underwriters/Insurers: **Sutton Specialist Risks Limited**
underwritten by QBE Insurance
Europe LtdPeriod of Insurance: **23rd March 2021 to**
22nd March 2022Limit 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 2021 to**
22nd March 2022Limit of indemnity: **£5,000,000****Professional Indemnity**Policy number: **A42446/0321**Underwriters/Insurers: **Markel (UK) Limited**Period of Insurance: **23rd March 2021 to**
22nd March 2022Limit of indemnity: **£2,000,000**

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Yours sincerely,

Michelle Smith
Premier Manager

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Registration No. 108909Registered Office:
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55 Blythwood Street, Glasgow G2 7AT

Organisational policy

Overall responsibility

Overall responsibility for safety at Hawkesworth (the Company) lies with the Managing Director (MD).

This appointment has been made with due regard to the duty to satisfy Hawkesworth's responsibility under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (as amended).

It regards obtaining the services of a competent person to assist in undertaking the measures needed to take to comply with the requirements and prohibitions imposed upon the Company.

Health & Safety

The Technical and Compliance Manager assumes overall responsibility for the health and safety of those working on site or affected by our daily activities. They directly report to the MD.

Related duties include:

- Liaising with directors on all health and safety matters
- Providing and arranging relevant health and safety training, including induction training for new employees and engineers
- Instigating risk assessments and method statements for high-risk work activities
- Attending (where necessary) meetings where matters of safety are to be discussed
- Providing fire and emergency procedure measures and ensuring accident reporting and recording measures are working correctly
- Liaising with the MD on the investigation of reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Investigating accidents to determine what action is needed to prevent reoccurrence, as well as reporting to the relevant authorities
- Arranging adequate funds for implementing health and safety
- Assisting the MD in establishing the necessary procedures and records for the successful monitoring, reporting and control of the Company's health and safety obligations
- Formulation and implementation of the Company's health and safety policy
- Liaison with staff, managers, customer representatives and sub-contractors on health and safety related matters
- The provision of health and safety advice as well as regular site safety audits and inspections
- Assisting the MD in setting, agreeing and monitoring key performance indicators through the business improvement plan (BIP)
- Ensuring that the health and safety information pack is regularly reviewed and updated

In no circumstances may the Technical and Compliance Manager's decisions in regards to health and safety be over-ridden by staff, visitors or contractors.

Engineers

Day-to-day health and safety on site will be the responsibility of individual engineers. They are responsible for maintaining health and safety standards on site, as well as their personal safety.

Engineers report directly to the Technical and Compliance Manager on health and safety as well as general work-related matters.

Administration

The Technical and Compliance Manager is responsible for the administration of the health and safety policy and all associated paperwork, including the keeping of records required by law.

Copies of employer's personal files are kept by the Technical and Compliance Manager together with ongoing and updated information (for example, training dates and copies of certificates).

Should an employee receive an informal or formal warning in regards to health and safety, details of the incident must be forwarded to the Technical and Compliance Manager immediately.

All accidents are reported and copies of the accident reports forwarded to the Technical and Compliance Manager. These reports are reviewed to see if any amends need to be made to our existing policies.

If needed, third-party support will be brought in to help solve health and safety issues that we cannot resolve in-house.

Our policies

Click the links below to read our policies



[Health and safety policy statement](#)



[Environmental policy statement](#)



[Quality policy](#)



[Equal opportunity and diversity policy](#)



[COVID-19 risk assessment](#)



[GDPR statement](#)

Authorised by:



Tim Crowley
Managing Director
March 2021

Hawkesworth



PAT (Electrical Equipment) Testing



EICR (Fixed Wire Testing)



Emergency Lighting



Fire Risk Assessments



Fire Alarm Testing and Servicing



Thermographic Survey



Electric car charging for businesses – installation and maintenance of EV points



Electric car charging at home – installation and maintenance of EV points



Electric car charging point grants available and the criteria – EVHS and WCS

Hawkesworth (Hawkesworth Appliance Testing Ltd.)

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