

Hawkesworth

Health and Safety

Electrical Equipment Testing (PAT Testing)
Information Pack 2021-22



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

Contents

Please click on a description below to be taken directly to the relevant information.

Click on the back button at the foot of each page to return to the contents.

Mission Statement	3
Electrical Equipment Testing (PAT Testing)	4
Electrical Equipment Testing (PAT Testing) Labels	5
Accreditations	6
Insurance Certificate	7
Organisational Policy	8

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

Electrical Equipment Testing (PAT Testing)

What is electrical equipment testing?

Electrical equipment testing is when electrical appliances are tested to ensure they are safe to use. This testing is sometimes known as PAT testing, or portable appliance testing.

Why is electrical equipment testing needed?

Electrical equipment can become damaged over time, increasing the risks of electric shock as well as the risk of fire. Electrical equipment testing will highlight what equipment you have is safe, and what you need to replace or repair.

What are your legal obligations?

Electrical equipment testing shows that the equipment in your workplace, building or rental property is compliant with the Electricity at Work Regulations 1989.

Landlords and property owners must also be compliant with:

- Electrical Safety Standards in the Private Rental Sector (England) Regulations 2020
- Electrical Safety Standards in the Private Rental Sector (Wales) Regulations 2020
- Housing (Scotland) Act 2014

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

What needs to be tested?

Broadly speaking, any electrical equipment that you have to plug into a power source needs to be tested. Frequently tested equipment includes monitors, laptops, kettles, microwaves and extension leads. This is where the term 'PAT testing' can be misleading. This is because large or immovable equipment like vending machines and towel rails need to be tested too.

How often does electrical equipment testing need to be carried out?

The 5th edition In-Service Inspection and Testing of Electrical Equipment code of practice advises you should carry out a risk assessment to determine how frequently your equipment should be checked. This will take into consideration how often the equipment is used, the environment it is used in and the lifespan of the equipment.

What does the report contain?

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

- A certificate that shows that you are compliant
- An inspection schedule showing what equipment has been tested and whether it passed or failed
- Photos of equipment that has failed inspection, so you can see why it is not compliant



[Sample electrical equipment testing report](#)



[Electrical equipment testing risk assessment](#)



[Electrical equipment testing method statement](#)

Electrical Equipment Testing (PAT Testing) Labels



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**

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 Ass 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, 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,

Michelle Smith
Premier ManagerArthur J Gallagher Insurance Brokers
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Financial Conduct Authority. The
Financial Conduct Authority does not
regulate all forms of the products and
services we provide.Registered in Scotland:
Registration No. 108909Registered Office:
Spectrum Building, 7th Floor,
55 Blythswood 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

April 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

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