

## ECS Health and Safety Assessment Service delivered by the ECA

### Important

Please read ALL the information below before calling or making a booking.

#### Who needs to pass the ECS H&S Assessment?

The majority of UK construction sites will require onsite workers and site visitors to have achieved an appropriate level of health and safety knowledge before they are permitted to enter construction areas. Due to this requirement, the ECS card scheme requires all those applying for cards to hold or obtain a minimum level of health and safety knowledge.

The ECS H&S assessment is required by all candidates applying for an ECS card who do not have an exemption to the test. For a full list of exemptions go to: [www.ecscard.org.uk/ecstest](http://www.ecscard.org.uk/ecstest)

If you are unsure about your eligibility for an ECS card and which H&S assessment you should undertake, please visit the ECS card website, [www.ecscard.org.uk](http://www.ecscard.org.uk). No responsibility can be accepted for candidates who book and undertake the wrong test and no refund will be given in such circumstances.

**Bookings to take the ECS Health and Safety (H&S) Assessment can be made by an individual or by a business on behalf of multiple employees.**

#### Individual (Personal) Bookings

For Individual (personal) bookings please telephone **01582 531047**.

**There is no need to complete the booking form shown below.**

Before calling please make sure you have the following with you:

- Payment card details
- Date of birth
- National Insurance number

**If you do not have these details, we cannot proceed with your booking.**

#### Multiple Employee Bookings

Complete the booking form at the end of this document once you have read all of the information.

### ECS PREMIUM SERVICE

#### Fast Track Card Application and H&S Assessments held at Swanley in Kent

This service is delivered directly by the JIB at their Swanley offices for those urgently requiring an ECS card and assessment. For further information visit the Premium Service webpage of the ECS website <https://www.ecscard.org.uk/Premium-Service/>

To book this service please telephone **01322 661633**.

## ECA Terms and Conditions for booking the ECS Health and Safety Assessment



### Payment

- Each attempt at either the full ECS or Site Visitor H&S assessments costs **£48** (inclusive of VAT) **per candidate**.
- **By credit/debit card:** For your security, we do not ask for your card details on this form. Please tick the box for credit/debit card payment on the booking form and we will call you to obtain these details on receipt of your application. **Please note: This service is provided by the ECA (Electrical Contractors Association) on behalf of the ECS (JIB) and all card payments will appear on your card statement as 'Electrical Contractors Internet'.**
- **By cheque/postal order:** A single cheque/postal order for £48 (inclusive of VAT) per delegate should accompany each booking. Corporate or block bookings for multiple candidates and multiple venues should be accompanied by **individual cheques for each venue. Cheques should be made payable to 'Electrical Contractors Association'.**

**Important: Bookings will not be processed until cleared payment has been received. The ECA reserves the right to pursue its legal options in the case of default on payment and to cover reasonable administration costs.**

### Cancellations or Amendments

- All bookings can be rearranged by giving us a minimum of six working days' notice before your assessment is due to take place (this does not include the day of the assessment).
- After this time, candidates will be required to re-book at a cost of £48 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances.
- Candidate substitutions can only be arranged by giving us a minimum of six working days' notice (this does not include the day of the assessment).
- Any candidate who fails to arrive at the correct venue; or on the correct date and time; or without the correct proof of identity, will be deemed to be a cancellation and will normally be required to rebook at an additional cost of £48 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances.

### Liability of the Provider

The liability of the provider for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any service, or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of the course. The provider is unable to offer refunds for cancellations arising from events outside its control including adverse weather conditions, flooding or industrial action.

### The Assessment Process and Format

ECS H&S assessments are delivered using computers or tablet style devices.

### Preparation and Revision Material

An ECS Question and Answer book is available to help candidates prepare for their ECS Health and Safety assessment and candidates should take care to only obtain only the ECS publication.

**Important:** We require candidates to obtain the ECS question and answer book at least **ten working days** prior to sitting the assessment, to allow adequate time for preparation. In the case of multiple bookings, it is the employer's responsibility to ensure that this condition is satisfied.

Due to the specific electrical content in the ECS assessment, books supplied by other agencies (CITB etc.) are not appropriate. The book contains all the questions and answers from the database that is currently used for the assessment.

### How to obtain the ECS Question and Answer Book

Download a free, electronic copy from the H&S assessment section on the ECS card website; [www.ecscard.org.uk/ecstest](http://www.ecscard.org.uk/ecstest) - or indicate the quantity of printed copies of the book you require by post (at a cost of £4.50 each) on the booking form. Books ordered (and assessments) must be paid for at the point of booking.

### General Information

We will endeavour to arrange an assessment at the earliest opportunity and at the chosen location. Once a place has been allocated, a confirmation email will be sent, which will include a location map, a receipt of payment and terms and conditions of the assessment.

For candidates with any special requirements; please fill in the bottom section of page 5.

## Contact Us

ECS Administration Services

Warwick House

Houghton Hall Park

Houghton Regis

Dunstable,

LU5 5ZX

T: 0845 313 1532

E: [ecsadministration@ecseca.co.uk](mailto:ecsadministration@ecseca.co.uk)

[www.ecscard.org.uk](http://www.ecscard.org.uk)



## Assessment Venue List

Region	Location
<b>North East:</b>	Newcastle in Tyne & Wear or York in North Yorkshire
<b>North West:</b>	Liverpool in Merseyside, Manchester in Lancashire <i>or</i> *Barrow in Furness in Cumbria
<b>Central:</b>	Chesterfield in Derbyshire
<b>East Midlands:</b>	Leicester in Leicestershire
<b>West Midlands:</b>	Birmingham in Warwickshire
<b>East:</b>	Ipswich in Suffolk, Dunstable in Bedfordshire <i>or</i> Cambridge in Cambridgeshire
<b>Greater London:</b>	Blackfriars, Ilford, Croydon in London <i>or</i> Slough in Berkshire
<b>Central South:</b>	*Oxford in Oxfordshire, Bournemouth in Dorset <i>or</i> Porchester in Hampshire
<b>South East</b>	Burgess Hill in West Sussex
<b>West &amp; South West:</b>	Bristol <i>or</i> Plymouth* <i>or</i> Exeter* <i>or</i> Redruth* in Cornwall <i>or</i> Yeovil in Somerset
<b>Wales:</b>	Bridgend
<b>Northern Ireland:</b>	*Lisburn in County Antrim

\*Assessments at these locations are less frequent than our other locations.

# ECS Health & Safety Assessment Booking Form

Please select your assessment region and location

Region	Location – please pick a location from page 3	
North East		
North West		
Central		
East Midlands		
West Midlands		
East		
Greater London		
Central South		
South East		
West & South West		
Wales		
Northern Ireland		

Company Details (if relevant)

Contact Name: (Mr/Mrs/Ms) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address and \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Candidate Details (Group? Please enter multiple candidate details on the next page)

Title: (Mr/Mrs/Ms) \_\_\_\_\_ Surname: \_\_\_\_\_

Forename: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth DD MM YY National Insurance Number: LL NN NN NN L

Payment Details- Please complete all fields and ensure full payment is included with all bookings

Revision Material

- You can download the ECS Question & Answer Book online for free at [www.ecscard.org.uk/ecstest](http://www.ecscard.org.uk/ecstest)
- To order copies of the above book by post @ £4.50 each. Indicate required quantity:

What type of assessment do you require? (Please tick)

- Electrician** (full assessment for people who engage in a construction trade)
  - Site Visitor Assessment** (e.g. estimators, sales reps, delivery personnel etc.)
- (If no preference is expressed a full assessment will be prepared)

Assessment fees £48 (inclusive of VAT) per candidate

**Total Sum to Pay:**

**Payment Method** (Please tick)

- By credit/debit card-We will call you to take your card details over the phone
- I am enclosing a cheque/postal order made payable to 'Electrical Contractors Association'

## Multiple Employees ECS H&S Assessment Booking Form

Complete this page for multiple candidates at a single venue.



**NB: The National Insurance number must be entered correctly. If it is not, this may mean the candidate is unable to take the assessment on the day.**

Please select required test E- Electrician V- Visitor			Candidate's full name  (Title, forename, surname)	Date of Birth  (DD,MM,YR)			National Insurance number  (LL NN NN NN L)				
1	E	V		DD	MM	YY	LL	NN	NN	NN	L
2	E	V		DD	MM	YY	LL	NN	NN	NN	L
3	E	V		DD	MM	YY	LL	NN	NN	NN	L
4	E	V		DD	MM	YY	LL	NN	NN	NN	L
5	E	V		DD	MM	YY	LL	NN	NN	NN	L
6	E	V		DD	MM	YY	LL	NN	NN	NN	L
7	E	V		DD	MM	YY	LL	NN	NN	NN	L
8	E	V		DD	MM	YY	LL	NN	NN	NN	L
9	E	V		DD	MM	YY	LL	NN	NN	NN	L
10	E	V		DD	MM	YY	LL	NN	NN	NN	L
11	E	V		DD	MM	YY	LL	NN	NN	NN	L
12	E	V		DD	MM	YY	LL	NN	NN	NN	L
13	E	V		DD	MM	YY	LL	NN	NN	NN	L
14	E	V		DD	MM	YY	LL	NN	NN	NN	L
15	E	V		DD	MM	YY	LL	NN	NN	NN	L
16	E	V		DD	MM	YY	LL	NN	NN	NN	L
17	E	V		DD	MM	YY	LL	NN	NN	NN	L
18	E	V		DD	MM	YY	LL	NN	NN	NN	L
19	E	V		DD	MM	YY	LL	NN	NN	NN	L
20	E	V		DD	MM	YY	LL	NN	NN	NN	L

**Special Requirements** i.e. disability – please provide details (indicate the candidate number in the case of multiple bookings) In the event a reader is required, please provide us with proof of needs and requirements.

**Important: Please ensure you have checked the completed booking form before submitting it.**

Once completed, please return all the appropriate sections of the form along with payment to:

**ECS Administration Services,  
Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX**

T: 0845 313 1532 | E: [ecsadministration@ecseca.co.uk](mailto:ecsadministration@ecseca.co.uk) | W: [www.ecscard.org.uk](http://www.ecscard.org.uk)