

HEA

Highway Electrical Association

Information Required and Learner Actions

1. The Learner is required to bring with them, all required and appropriate PPE that is fit for purpose without defect for using drills (including eye protection and gloves), (where the HEA supplies - a charge will be made).
2. The Learner must bring with them a
 - Tested and mechanically sound outside working Hand Held Drill with correct model tools (key)
 - A range of usable drills, cones and hole-saw
 - Normal small handheld tools used during works (excluding large bulky items)

204 – Hand held Tools including Operating Hand Held Drills/Screwdriver

Duration:	4 Hours
Suitable for:	Operatives and contractors in Highway Electrical works, including public lighting, signs, traffic signals and/or other Highway Electrical specialist areas who may as part of their duties need to carry out correct methods of handling a range of hand held tools including Hand Held Drills/Screwdrivers
Course aim:	This course aims to provide employees working within the Highway Electrical Sector the underpinning skills required to identify associated hand and power tools hazards and risks and the correct use and operation of powered hand held drills and screwdrivers
Prerequisites:	<p>In order to gain maximum benefit and learning outcomes from this course there are a number of training modules, which are required before attending.</p> <p>A complete list of pre-course requirements are available from the Training Specification located in the Download section of the HERS web site at: https://thehea.org.uk/hers-hesa/hers-resources/ - Category: HERS Handbook and Training Specification</p> <p>** Confirmation will be required that the prerequisites have been achieved **</p>
Course Objectives:	<p>Objectives</p> <p>On completion of the course learners will be able to</p> <ul style="list-style-type: none">• Identify the Hazards and Risks when using non-powered Hand Tools• State the hazards of Powered Tools• State the appropriate PPE when using Hand held Tools• State the requirements for the Provision and Use of Work Equipment Regulations 1998• State what action is required in the event of identifying defects• Identify how to store hand tools• Correctly pre-check and test hand held drills and Screwdrivers before use• Correctly use handheld powered drills on a range of materials
What to do now:	<p>Further details and booking may be made from the website: https://thehea.org.uk/hea-specialist-training/ Or by contacting the HEA (Highway Electrical Association) Office, on 01903 705140</p>

Course Programme

Please note that timings may vary from course to course – and the detailed order may change, to take into account individual learning needs and to ensure an effective learning experience for all Learners

Time (All timings approximate and may vary)	Content of Learning Sessions
09:00	Course Introductions and Objectives and Risk Assessments and prior learning review. Session 1 Following the introductions, session 1 reviews Legislation and Guidance for the correct and safe use of work equipment, this included but not limited to: <ul style="list-style-type: none"> • PUWER • COSHH • PPE • Noise • HAV • Risk Assessment
09:50	Session 2 Consists of safe use of non-powered Hand tools, which includes but not limited to: <ul style="list-style-type: none"> • Screwdrivers/ screw head types • Hammers • Pliers and side cutters • Knives • Spanners/Wrenches • Hacksaws • Allen Keys • Crimping Tools • Digging Tools • Impact Tools • Cable Strippers • Hot Work • Files • Sprit Levels
10:30	Refreshments
10:40	Session 3 Hand held drills and screwdriver: <ul style="list-style-type: none"> • Types of handheld drill and screwdrivers • Safety criteria and PPE • Tool checks • Correct use and application • Drill types and mounting of bits • Storage <p>***Throughout this and other sessions there will be learner participation, either in small groups or individually. All Learners will have sufficient time to practice and familiarise themselves before the practical assessment ***</p>
12:25	Theory Assessment
13:00	Course Conclusion / Feedback


HEA Training

Include▶▶Involve▶▶Inspire!™

Course 204 – Hand held Tools including Operating Hand Held Drills/Screwdriver

See course listings on website for locations of courses <https://www.thehea.org.uk/>

(By completing this booking form, you are confirming that the Employing Organisation has the employee consent to provide the information required below for Learner registration and certificate processing)

Learner First Name	Learner Surname	 Operative register to HERS? (Yes / No / Working Towards)	Have the Prerequisites been met (See Page 1) (Yes / No)				Special requirements (e.g. dietary needs)	Course Date Required	Course Location (see website)	HEA Your Organisation Status HEA Member? (Yes / No)
** YOU WILL NOT BE ISSUED WITH A CERTIFICATE UNLESS THE ABOVE INFORMATION IS FULLY COMPLETED **										

The cost of this course per learner is **£65 + VAT for HEA MEMBERS** and for **HERS REGISTERED** and **Non - HEA MEMBERS - £98 + VAT** (Inclusive of course material, course certificate, food and refreshments on the day).

Organisation Name:		Contact Name:	
Organisation Address:		Contact Person:	
Postcode:		Contact Email:	
		Contact Tel:	

CANCELLATION FEES - Where cancellation is made 14-28 days before course date fee will be charged at 50%. Where cancellation is made less than 14 days before course date fee will be charged at 100%. Prices are inclusive of food & course venue – please arrange your own accommodation if required. HEA Training reserves the right to change the date of the training if minimum viable learner numbers are not met

Purchase Order No.:		Signed:		Date:	
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Please email your completed form to training@thehea.org.uk or fax to HEA on 01903 705149 or post to HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12 6PG

2011 Census Classification of Ethnic Group

Location of this course / NVQ assessment: England and Wales		Location of this course / NVQ assessment: Northern Ireland		Location of this course / NVQ assessment: Scotland	
White:		19	White	White:	
01	English/Welsh/Scottish/ Northern Irish/British	20	Chinese	30	Scottish
		21	Irish traveller	31	British
02	Irish	22	Indian	32	Irish
03	Gypsy or Irish Traveller	23	Pakistani	33	Any other White background
04	Any other White background	24	Bangladeshi	Mixed:	
Mixed / multi-ethnic groups:		25	Black Caribbean	34	
05	White and Black Caribbean	26	Black African	Asian, Asian Scottish or Asian British:	
06	White and Black African	27	Black other	35	Indian
07	White and Asian	28	Mixed ethnic group	36	Pakistani
08	Any other Mixed/multiple ethnic background	29	Any other ethnic group	37	Bangladeshi
Asian / Asian British:				38	Chinese
09	Indian			39	Any other Asian background
10	Pakistani			Black, Black Scottish or Black British:	
11	Bangladeshi			40	Caribbean
12	Chinese			41	African
13	Any other Asian background			42	Any other Black background
Black / African / Caribbean / Black British				Other ethnic background:	
14	African			43	Any other ethnic group
15	Caribbean				
16	Any other Black / African / Caribbean background				
Other ethnic group:					
17	Arab				
18	Any other ethnic group				