

HEEA

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, appropriate RPE as specified the organisation must also be supplied
2. The Learner must bring with them:
 - Tested and mechanically sound **Reciprocating Saw, with supplied spanner/Allen key**
 - **Appropriate Clamp** for Reciprocating Saw
 - Suitable and mechanically sound blades for cutting metal
3. Information relating to the **Reciprocating Saw** Manufacture and model type must be provided 5 working days before the start of the course.

204.1 – Hand Powered Tools – Reciprocating Saw

Duration:	5 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 Reciprocating Saw
Course aim:	This course aims to provide employees working within the Highway Electrical Sector the underpinning skills required to operate specific powered hand tools, identify specific hand and power tool operation and associated hazards and risks for Reciprocating Saws
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>On completion of the course learners will be able to</p> <ul style="list-style-type: none">• Identify the Hazards and Risks when using the specific Power Tools• Identify the required PPE• Identify appropriate legislation requirements• Identify checks to be carried out before use• State what action is required in the event of identifying defects• Take appropriate care and maintenance of the specific power tools• Identify how to store specific power tools• Identify precautions with specific power tools• Correctly start and stop the named power tool• Correctly use the named power tool for the intended purpose and environment• Correctly mount and check saw blades
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	<p>Course Introductions and Objectives and Risk Assessments and prior learning review.</p> <p>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;</p> <ul style="list-style-type: none"> • PUWER • COSHH • PPS • Noise • HAV • Risk Assessment
10:00	<p>Session 2 - The reciprocating Saw types and key parts</p> <p>Session 3 - The reciprocating Saw – Safety Checks</p> <p>Session 4 - The reciprocating Saw – Safe Use</p>
10:20	<p>Refreshments</p>
10:30	<p>Session 5 - Reciprocating Saws – Saw Blades, inserting and replacing, cables</p> <p>Session 6 - Reciprocating Saws – How to use, the clamp and maintenance including practical use</p> <p>Session 7 - Cordless Portable Band Saws – an Overview</p>
12:30	<p>Practical Assessment – <i>this includes correct mounting of blade, and making two cuts (one using the Clamp) following the correct methods and PPE throughout</i></p>
13:30	<p>Course Conclusion / Feedback</p>


HEA Training

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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 **£98 + VAT for HEA MEMBERS** and for **HERS REGISTERED** and **Non - HEA MEMBERS - £165 + VAT** (Inclusive of course material, course certificate, food and refreshments on the day – excluding local Depots).

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