

HEEA

Highway Electrical Association

205.1 – Working at Height using Steps and Ladders

Duration:	4 Hours (AM or PM)
Suitable for:	Managers, clients, those in overseeing organisations and contractors in 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 access to fix above ground equipment.
Course aim:	This course aims to provide employees working within the Highway Electrical Sector the underpinning skills required to carry out correct methods of access to fix above ground equipment.
Prerequisites:	In order to gain maximum benefit and learning outcomes from this course there are a number of training modules, which are required before attending. 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 ** Confirmation will be required that the prerequisites have been achieved **
Course Objectives:	On completion of the course Learners will be able to Identify risk assessments and method statements Define working at height Follow associated organisation procedures and method statements. Carry out an inspection of the ladders / steps Complete hazard and risk assessment documentation. Identify the correct method for planning and gaining access. Identify and use correct PPE. Demonstrate correct use of other safety equipment.
What to do now:	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

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	Arrival, Refreshments and Introduction
	Check Prior Learning / Knowledge experiences of Working at Height
	Define working at height
	Common causes for 'falls from height'
	Follow associated organisation procedures and method statements
	Complete hazard and risk assessment documentation
	Carry out an inspection of the ladders / steps
	Working with Ladders/Storing Ladders
10:30	Refreshments
	WaH Regulations 4 to 13
	Regulation 14 - Duties of persons at work
	Regulation 8 e and Schedule 6 - Risk Assessment
	Safety Equipment/other Access Equipment
	Additional Sources of information
11:50	Practical Assessment
12:30	Theory Assessment and marking
12:50	Course Conclusion / Feedback


HEA Training

Include▶▶Involve▶▶Inspire!™

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at The Granary, Manor Farm, Brogborough, Milton Keynes MK43 0YD (<http://www.thegranarypage.co.uk/Location.htm>)

(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? <i>(Yes / No / Working Towards)</i>	Have the Prerequisites been met <i>(See Page 1)</i> <i>(Yes / No)</i>				Special requirements <i>(e.g. dietary needs)</i>	Course Date Required	Course Location <i>(see website)</i>	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:**

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