

HEA

Highway Electrical Association

104 – Manual Handling

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 manual handling activities.
Course aim:	This course aims to provide employees working within the Highway Electrical Sector with an understanding and awareness of Manual Handling and their individual and collective responsibilities under the organisation and legislative policies.
Prerequisites:	<p>There are no pre-requisite requirements for this course.</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 associated hazards before and during the handling of materials• Identify the associated risks• Identify and use required PPE correctly• Carry out assessment of items to be handled and associated risks• Carry out correct lifting techniques• Identify alternative handling methods.
What to do now:	<p>Further details and booking may be made from the website: https://thehea.org.uk/hea-specialist-training/</p> <p>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)	Timetable
09:00	Arrival, refreshments and Introduction
	What Is Manual Handling
	Current Scale of Injuries caused by Manual Handling activities
	The Spine- part of spine build, and causes of injury
	Regulation 4 – Employers Duties
	Regulation 5 – Employees Duties
10:35	Refreshments
	Making a Risk Assessment
	PPE Requirements
	Mechanical Aids
	Risk Assessment Weight Guidelines
	Handling Techniques & Pushing and Pulling
	Additional Information / Reading
12:00	Practical Assessment
12:30	Theory Assessment and marking
12:45	Course Conclusion / Feedback


HEA Training

Include ▶▶ Involve ▶▶ Inspire!™

Course 104 Manual Handling

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?	Have the Prerequisites been met (See Page 1)				Course Date Required	Course Location (see website)	HEA Your Organisation Status HEA Member?	
<p>If you answered No to any of the above questions, then please provide further information below.</p>										
<p>Dietary and Special Consideration:</p>										
Do you require help with reading or writing?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Do you consider yourself to have a disability that may impact on your learning experience and outcome?			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
Do you have any dietary requirements?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Is English your first language?			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
<p>If you answered Yes to any of the above questions, then please provide further information below. <i>(This information is for the use of the HEA only and will not be shared with any third parties).</i></p>										

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 Tel:

Contact Name:

Contact E-Mail:

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 post to HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12 6PG