

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/</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)	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?	Have the Prerequisites been met (See Page 1)				Course Date Required	Course Location (see website)	HEA Your Organisation Status HEA Member?

If you answered No to any of the above questions, then please provide further information below.

Dietary and Special Consideration:

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"/>

If you answered Yes to any of the above questions, then please provide further information below.
(This information is for the use of the HEA only and will not be shared with any third parties).

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:	<input type="text"/>	Contact Tel:	<input type="text"/>
Contact Name:	<input type="text"/>	Contact E-Mail:	<input type="text"/>

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.:	<input type="text"/>	Signed:	<input type="text"/>	Date:	<input type="text"/>
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Please email your completed form to training@thehea.org.uk or post to HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12

Learner Course Check list

To ensure a covid secure learning environment you are required to bring with you the listed items below, which include the correct test equipment and PPE in line with your organisations method statement/ safe system of work. This form must be completed in full.

Covid Secure Measures				
<p>The HEA has taken a range of measures to ensure that Training conforms to the current Government guidelines. To facilitate this your employee will be required to bring with them the following items:</p> <ul style="list-style-type: none"> Their own Drinking Cup Their own Pen Their own face covering (enough for the course minimum of 4) Their own hand sanitiser and antibacterial wipes <p>Each Learner will be provided with a rubbish sack, all food, cartons, wrappers, and unused course materials will be required to be placed within the Sack. The Learner will be required to remove from the venue and dispose of in line with their hometown collection guidance</p> <p>Your co-operation during this period is appreciated</p>				
Personal Protective Equipment (PPE)				
<p>The Learner is required to bring to the course the correct level of PPE as specified within the Organisations safe system of work for the course activity.</p>				
Type	Confirmed and Communicated to Learner			
<ul style="list-style-type: none"> Copy of Safe System of Work/Method Statement for works PPE as specified within Safe System of Work/Method Statement 				
Test Equipment/Tools/Plant				
<p>The Learner is required to bring to the course the correct level of Test Equipment, Tools and Plant as specified within the Organisations safe system of work for the course activity. The test equipment is required to comply with GS38, and where required, in date for calibration. Tools and Plant must be in a serviceable condition.</p>				
Type	Confirmed and Communicated to Learner			
A fully serviceable battery-operated drill, charger, and spare battery				
A set of hole-saw drill cutters (with a 2cm cutter)				
A cone cutter for 1.5cm hole				
A set of drill bits for drilling metal				
A Hole Punch and hammer				
Sharing Test Equipment/Tools/Plant?				
<p>Where the organisation may have more than one Learner on the course, or they work in pairs during normal works where they share test equipment, tools or plant the Organisation <u>must provide by e-mail</u> confirmation and details that are in place to ensure a covid secure working environment.</p>				
<p>Is the Learner sharing test equipment, tools, or plant on the Course?</p>				
Form Completed By				
Name	Date	Role		

Note:

Where your nominated Learner fails to bring to the course the specific check list items, or the organisation fails to appropriately instruct the Learner in line with the check list and joining instructions the learner will not be able to continue with the course. Where this situation arises, the course fee will be charged at 100%.