

# HEEA

## Highway Electrical Association

### 205.1 – Working at Height using Steps and Ladders

<b>Duration:</b>	4 Hours (AM or PM)
<b>Suitable for:</b>	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.
<b>Course aim:</b>	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.
<b>Prerequisites:</b>	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 <a href="https://thehea.org.uk/hers-hesa/hers-resources/">https://thehea.org.uk/hers-hesa/hers-resources/</a> - Category: HERS Handbook and Training Specification  <b>** Confirmation will be required that the prerequisites have been achieved **</b>
<b>Course Objectives:</b>	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.
<b>What to do now:</b>	Further details and booking may be made from the website: <a href="https://thehea.org.uk/hea-specialist-training/">https://thehea.org.uk/hea-specialist-training/</a> 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

<b>Time</b> (All timings approximate and may vary)	<b>Content of Learning Sessions</b>
<b>09:00</b>	<b>Arrival, Refreshments and Introduction</b>
	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
<b>10:30</b>	<b>Refreshments</b>
	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
<b>11:50</b>	<b>Practical Assessment</b>
<b>12:30</b>	<b>Theory Assessment and marking</b>
<b>12:50</b>	<b>Course Conclusion / Feedback</b>


# HEA Training

Include▶▶Involve▶▶Inspire!™

## 205.1 – Working at Height using Steps and Ladders

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?	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](mailto:training@thehea.org.uk) or post to HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12 6PG  
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