

# 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 for the task of safe isolation on an energised system, this includes appropriate electricians' gloves and face shield.
2. The Learner must also bring with them the following:
  - Tested and mechanically sound electrical test equipment for polarity testing and supply checking
  - A mechanically sound and working proving unit
  - A fully functional safe isolation kit for locking off

### 214 – Safe Isolation

**Duration:** 4 Hours

**Suitable for:** Supervisors, 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 Safe Isolation

**Course aim:** This course aims to provide employees working within the Highway Electrical Sector with an understanding and awareness of the procedures for the safe isolation of electrical circuits. The course will also cover the procedures for the safe method for the testing of supply and the checking of polarity.

**Course 210 Working in the vicinity of DNO/IDNO Equipment will be required for operatives working onsite and carry out isolation in the vicinity of DNO/IDNO equipment; this course should also be considered for any operative carrying out isolation on non-DNO/IDNO 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

- State the methods for the isolation of electrical circuits in differing highway electrical equipment
- Test to determine if a supply is available
- Check to confirm a supply is isolated
- Check to confirm the polarity of the supply
- Identify the steps required to carry out safe isolation
- What action to take in the event that the supply cannot be restored.

**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

<b>Time</b> (All timings approximate and may vary)	<b>Content of Learning Sessions</b>
<b>09:00</b>	Course Introductions and Objectives and Risk Assessments and prior learning review.  <b>Session 1</b> Following the introductions, session 1 reviews The Safe Isolation Procedure, Hazards, points of isolation/ Isolation devices, Isolation at DNO/IDNO cut-outs and Secure Isolation
<b>10:00</b>	<b>Refreshments</b>
<b>10:15</b>	<b>Session 2</b> Covers the correct use of <ul style="list-style-type: none"> <li>• test equipment, demonstration and Learner practical application</li> <li>• polarity testing, demonstration and Learner practical application</li> </ul> and <ul style="list-style-type: none"> <li>• how to test, demonstration and Learner practical application</li> <li>• prove circuit is dead, demonstration and Learner practical application</li> </ul> and <ul style="list-style-type: none"> <li>• restoring supplies</li> </ul>
<b>11:15</b>	<b>Practical Assessment</b> – <i>this includes verifying circuits, correct use of test equipment and successfully applying secure isolation for circuits to prevent unauthorised energisation</i>
<b>12:30</b>	<b>Course Conclusion / Feedback</b>


# HEA Training

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## 214 – Safe Isolation

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)

<b>Learner First Name</b>	<b>Learner Surname</b>	 <b>Operative register to HERS?</b>	<b>Have the Prerequisites been met</b> (See Page 1)				<b>Course Date Required</b>	<b>Course Location</b> (see website)	<b>HEA</b> <b>Your Organisation Status</b> <b>HEA Member?</b>

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).

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

<b>Purchase Order No.:</b>	<input type="text"/>	<b>Signed:</b>	<input type="text"/>	<b>Date:</b>	<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

## Learner Course Check list

To ensure a covid secure learning environment your course Learner is required to bring with them the listed items below, which include the correct test equipment and PPE, in line with your organisations method statement/ safe system of work

<b>Covid Secure Measures</b>					
<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"> <li>Their own Drinking Cup.</li> <li>Their own Pen.</li> <li>Their own face covering (enough for the course minimum of 4).</li> <li>Their own hand sanitiser and antibacterial wipes.</li> </ul> <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>					
<b>Personal Protective Equipment (PPE)</b>					
<p>The Learner is required to bring to the course the correct level of PPE as specific within the Organisations safe system of work for the course activity.</p>					
<b>Type</b>			<b>Confirmed and Communicated to Learner</b>		
<ul style="list-style-type: none"> <li>Copy of Safe System of Work/Method Statement</li> <li>PPE as specified within Safe System of Work/Method Statement</li> </ul>					
<b>Test Equipment</b>					
<p>The Learner is required to bring to the course the correct level of Test Equipment as specific 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.</p>					
<b>Type</b>			<b>Confirmed and Communicated to Learner</b>		
Non-contact voltage tester– with suitable spare batteries					
Contact electrical tester with leads for use on low voltage systems compliant with GS38 – (with suitable spare batteries)					
Proving unit – (with suitable spare batteries)					
Lock off Kit					
<b>Sharing Test Equipment?</b>					
<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, the Organisation <b><u>must provide by e-mail</u></b> confirmation and details that are in place to ensure a covid secure working environment.</p>					
<b>Is the Learner sharing test equipment on the Course?</b>					
<b>Form Completed By</b>					
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%.