

HIGHWAY INSPECTION

LANTRA, IHE,
City & Guilds
Accredited Courses



BECAUSE TRAINING MATTERS

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**SKILLS
TRAINING
CENTRE**

HIGHWAY INSPECTOR TRAINING

Options

The Skills Training Centre offers a range of specialised training and unique assessment packages, specifically designed to assist organisations in meeting local and national standards and a range of enforcement requirements.

Some courses are recognised by the Institute of Highway Engineers (IHE) and the UK Roads Board.

TRAINING

The five day Highway Inspection Technical programme is based on a series of incremental knowledge building blocks. These blocks inform and instruct at two levels. The first level provides a comprehensive introduction for those individuals with little or no highway environment background. The second level develops themes established at level one and expands the technical content and application, providing greater insight and understanding for the novice and essential refresher material for the more experienced highway inspector.

The training is based on modern instruction methods, group and individual working and several practical live highway inspection exercises. We would recommend that inspectors attend the technical programme prior to attending a NRASW supervisory programme (whether the NRASW qualification is required, depends on the role of highway inspectors in your own organisation).

If you are considering putting your candidates forward for City & Guilds 6033-03 Units 301 and 311 (details opposite), please contact our office to discuss this prior to any booking for the Highway Technical course.

The three day Highway Inspection Legal programme is intended for experienced inspectors and/or those who have attended the five day Highway Inspection Technical programme.

ASSESSMENTS

CITY & GUILDS 6033-03 HIGHWAY INSPECTION & MONITORING : UNITS 301 & 311

In addition to the highway inspection training programmes there is also the City & Guilds qualification.

HEALTH & SAFETY : UNIT 301

This part of the award is intended to provide appropriate basic health and safety training for highways inspectors, to give them an appreciation of how to carry out a basic risk assessment and assist them to work safely on the highway.

HIGHWAY SAFETY INSPECTION : UNIT 311

This unit is primarily designed to rigorously assess and establish the candidates ability to undertake highway safety inspections in accordance with national standards suggested or recommended in the Code of Practice for Highway Maintenance Management and standards adopted by local highway authorities. Highway safety inspections undertaken by Unit 311 qualified inspectors, should positively contribute towards improved highway user safety, provide a more robust protection against third party claims and develop staff confidence. Further information about the City & Guilds qualification is available on request.

LANTRA CUSTOMISED AWARDS

The Highway Technical; Highway Legal; and three day Unit 311 training courses are LANTRA accredited customised awards.

LANTRA are an awarding body with significant experience in the Highways Sector. In order to be accredited with LANTRA the course content, course materials and instructors are reviewed and are monitored via an external verifier from LANTRA. You can choose to receive a LANTRA certificate of attendance (at an extra cost) instead of our standard STC certificate of attendance.



HIGHWAY INSPECTION TECHNICAL : 5 DAYS

WHO SHOULD ATTEND

This course is intended for those carrying out highways inspection in their first year of appointment and as a useful refresher for more experienced highway inspectors. The course provides a good basic knowledge of all areas of highways maintenance and inspection in which they might be involved. The course includes a site visit at which an inspection will be undertaken.

There are two certification routes candidates can choose:

Option 1: STC certificate of attendance.

Option 2: LANTRA certificate (at an extra cost).

OBJECTIVES

- ▶ To provide basic knowledge of key legal considerations that affect highways and the duties of the Highway Authority
- ▶ To provide a basic knowledge of the materials, components and techniques used in construction and maintenance of the highway
- ▶ To be able to recognise common failures of highway construction and understand the possible causes
- ▶ To appreciate the importance of effective communication both between individuals and within organisations
- ▶ To highlight health and safety aspects and the importance of safe working practice associated with work on the highway
- ▶ To appreciate the importance of records in making an effective legal defence

TOPICS COVERED INCLUDE :

- ▶ Adoption and responsibilities of highway authorities
- ▶ Road construction types
- ▶ Materials for construction
- ▶ Standards for new build
- ▶ Standards for maintenance work
- ▶ Work near trees and verges
- ▶ Types of maintenance regimes
- ▶ Legislation and associated Codes of Practice including NRASWA
- ▶ Signing and guarding for works
- ▶ Function of the highway inspector
- ▶ Legal matters relating to inspection
- ▶ Inspection documentation types
 - ▶ NRASWA
 - ▶ Routine
 - ▶ Safety inspections
- ▶ Practical inspection
- ▶ Defect recognition



HIGHWAY INSPECTION LEGAL : 3 DAYS WHO SHOULD ATTEND

The aim of this course is to give someone carrying out highways inspection, detailed knowledge of highways law; enforcement; knowledge of how to successfully prosecute cases and defend claims, including how to collect and present evidence. In order for those attending to obtain best value from the course it is expected that they will have several years experience of highways inspection, or have completed the technical course and had at least 6 months subsequent experience.

There are two certification routes candidates can choose:

Option 1: STC certificate of attendance.

Option 2: LANTRA certificate (at an extra cost).

TOPICS COVERED INCLUDE :

- ▶ The methods by which highways are created, diverted or extinguished
- ▶ Responsibilities and liabilities of highway authorities under common law and statute
- ▶ The duties and powers by which highway authorities manage the highway
- ▶ Procedures used by highway authorities eg. dealing with vehicles which are abandoned on the highway, scaffolding, nuisance etc.
- ▶ Importance of contemporary records and their use to prosecute and defend legal actions
- ▶ Preparing and presenting evidence in a courtroom scenario
- ▶ The responsibilities of highways authorities to co-ordinate street works
- ▶ An overview of the main provisions of the NRASWA and the Reinstatement, Co-ordination, Inspection and Signing & Guarding Codes of Practice
- ▶ Highways Act 1980, Environment Protection Act, Footpaths & Rights of Way Legislation etc.
- ▶ Maintenance regime for highway structures

N.B. This is an intensive three day programme that will require delegates to do some 'homework' on the second evening to prepare cases/evidence for the 'court room scene'.



UNIT 301 : HEALTH AND SAFETY UNIT 311 : SAFETY INSPECTION OF THE HIGHWAY

INTRODUCTION

Throughout the UK there is a widespread recognition of the importance of highway maintenance and the high value placed on this both by users and the wider community. There is also an increasing understanding of the serious consequences of failure to invest adequately and effectively in maintaining the local highway network, in particular the progressive deterioration of safety, reliability and quality, eventually requiring even greater levels of investment in the future. This increased profile, both in policy and financial terms, for highway maintenance requires a corresponding increased emphasis on management and systems to support service delivery within the context and principles of best value.

The City & Guilds 6033 qualification scheme has been written to give a graded structure of assessed achievement for those engaged in carrying out inspections on highways.

Delegates achieving the City & Guilds Qualification can apply to the Institute of Highway Engineers (IHE) to be added to the Highway Inspectors Register.

UNIT 301: HEALTH & SAFETY AND UNIT 311: SAFETY INSPECTION OF THE HIGHWAY

These have been developed to meet the needs of clients who wish to achieve best practice based both on national and local standards whilst also providing opportunities for their employees to achieve nationally recognised City & Guilds vocational qualifications.

UNIT 301 is a mandatory core unit that assesses an inspector's ability to operate safely in a highway environment and within the scope of Health and Safety Legislation and Regulations. This covers the necessary training in the morning, which is then followed in the afternoon by unit 301 Assessments.

UNIT 311 assesses an inspector's ability to undertake highway safety inspections based on the national code of practice Code of Practice for Highway Maintenance Management and locally determined standards/practices. Safety inspections are primary evidence of the Highway Authorities compliance with their duty to maintain highways maintainable at public expense, through inspection and repair regimes and provide essential evidence when faced with claims for compensation.

A three day training programme which can be LANTRA Certificated (optional) to ensure that your staff are aware of your systems/procedures/local HAMP and the requirements of the CoPfHMM.

PURPOSE OF THE QUALIFICATION SCHEME

The qualification provides a system to assess the ability of highway inspectors and is intended to be flexible enough to cater for all methods of operation.

Current Legislation/Codes of Practice require that amongst other things management must:

- 1 Follow the principles described in the Code of Practice for Highway Maintenance Management
- 2 Ensure employees are provided with adequate health and safety training (Management of Health and Safety at Work Regs.)
- 3 Ensure that employees are carrying out inspections in accordance with the Highways Act
- 4 Ensure employees are working in accordance with the Environmental Protection Act
- 5 Ensure employees are working in accordance with the New Roads & Street Works Act
- 6 Ensure that data collected for statutory performance indicators for road condition (under the Local Government Act) meet the requirements of the Act as set out in the instructions published annually by the Department of Transport.

CLIENT'S EXPERIENCES

These comments from two local authorities demonstrate the real value of the training and assessment process.

"Since undertaking the training some 18 months ago, I have seen significant improvements to the service. I now have a team of inspectors who fully understand:

- ▶ *The legal background to highway maintenance*
- ▶ *The reasons why inspections are to be carried out*
- ▶ *What a safety defect is*
- ▶ *Council policies: such as the winter maintenance plan and highway maintenance plan*

Additionally, improvements have been seen in our insurance claims from two areas, namely:

- 1 *We are able to repudiate a high percentage of insurance claims using our statutory defences i.e. policy in place and demonstration of it being adhered to through inspection.*
- 2 *Also, when inspectors have been required to present evidence at court, they are able to say they have a qualification in highway inspection and this together with the legal training they have received, enables them to present detailed and technical evidence at court.*

Therefore, our success rate at court is also very high.

Indeed, we are in the top quartile if high performing highway authorities in Wales in this area! I consider the training that my officers undertook was cost effective and very successful."

Christina Harrhy, Torfaen

"Without exception, our inspection staff have found this assessment to be a challenging but rewarding experience.

By achieving this unit (311), it has been confirmed to both my staff and myself the increased emphasis now placed on the need for accurate inspection and monitoring. I feel that inspecting to a recognised national standard, as recommended in the Code of Practice, has effectively raised the profile of highway inspection duties; and the positive feedback from both assessors regarding our inspection regime and working methods, has further motivated my staff in their duties.

Furthermore, I am convinced that this accreditation will benefit our authority in its defence of future highway related insurance claims; and this whole process emphasises our ongoing training and development of staff."

Larry Austin, Bournemouth

UNIT 301 : HEALTH AND SAFETY CONTENT

- ▶ Health and safety
- ▶ Risk assessment
- ▶ Hazard recognition
- ▶ Safe working practices

KNOWLEDGE

- ▶ Management of health and safety
- ▶ Chapter 8
- ▶ Signing and Guarding a Code of Practice

PERFORMANCE CRITERIA

- ▶ Carry out a risk assessment
- ▶ Interpret the results
- ▶ Choose a course of action based upon the result
- ▶ Carry out the task in accordance with a safe system of work

UNIT 311 : SAFETY INSPECTION OF THE HIGHWAY CONTENT

- ▶ Highway maintenance
- ▶ Highway safety inspection
- ▶ Defect and related risk/hazard recognition
- ▶ Safe working practices

KNOWLEDGE

- ▶ Highway safe working procedure
- ▶ Causes of highway claims
- ▶ Highway construction types/elements
- ▶ The 'special defence'
- ▶ Woolf protocols
- ▶ Defect risk assessment processes
- ▶ National Code of Practice for Highway Maintenance Management
- ▶ Local Highway Assessment Management Plan (HAMP)/other relevant local documents

PERFORMANCE CRITERIA

- ▶ Undertake a safety inspection
- ▶ Interpret the results
- ▶ Make accurate measurements
- ▶ Record the results
- ▶ Carry out the task in accordance with a safe system of work

WHAT IS THE PROCESS?

DESK TOP REVIEW

Review of your systems and procedures before the 311 pre-visit.

PRE-VISIT

Our assessor will meet with you/your senior staff to review your procedures and documentation, to make you aware of any gaps and agree how these are going to be filled for the purposes of the training and assessment.

UNIT 301

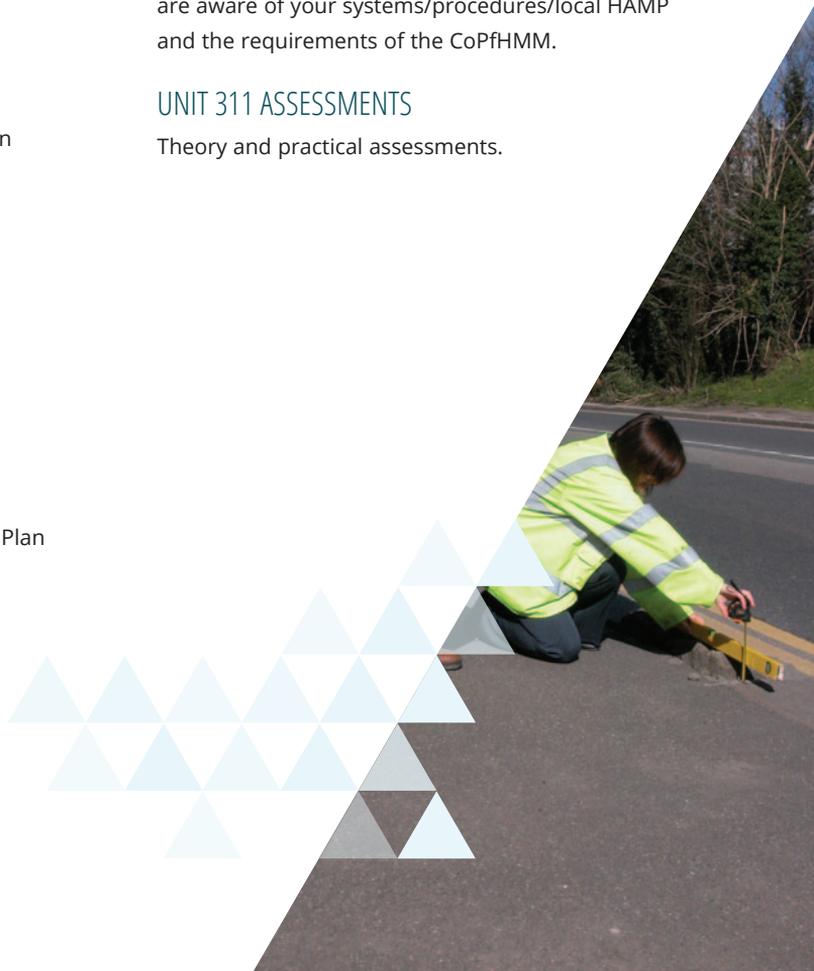
This covers the necessary training in the morning, which is then followed in the afternoon by unit 301 assessments.

UNIT 311 TRAINING

A training programme which can be LANTRA Certificated (optional) to ensure that your staff are aware of your systems/procedures/local HAMP and the requirements of the CoPfHMM.

UNIT 311 ASSESSMENTS

Theory and practical assessments.





ABOUT US

Our Accreditations
Specialist Facilities
Legislation / Code of Practice



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