



H.E.R.S. Highway Electrical Registration Scheme

(As called up by NHSS 8 - National Highways Sector Scheme 8)

**The Overseeing and / or Installation and / or Maintenance of Highway
Electrical Works**

9th June 2010

APSE – Manchester

Gareth Pritchard, Chief Executive ASLEC

ASLEC

The Association of Signals, Lighting and other highway Electrical Contractors

NHSS 8 / H.E.R.S.

- **HERS - the Highway Electrical Registration Scheme - the competency scheme**

(as required by NHSS 8 - an integrated quality management system - amends and adds to ISO9001)

Highway Electrical Registration Scheme (HERS)

Handbook

The Administrator
Highway Electrical Registration Scheme
Bosden House
1 Church Street
Herfield West Sussex
BN9 9WJ
Tel: 01273 491145

HERS Handbook

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Issue 13 25/10/08

National Highways Sector Schemes for Quality Management in Highway Works

8
(formerly 8 9B and 10)

The Installation and Maintenance of Highway Electrical Works

Published by the Sector Scheme Advisory Committee for
Highway Electrical Works

Document Reference: SS/10

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Issue 12 25/10/08

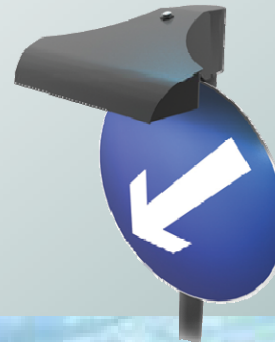
H.E.R.S.

Scope:

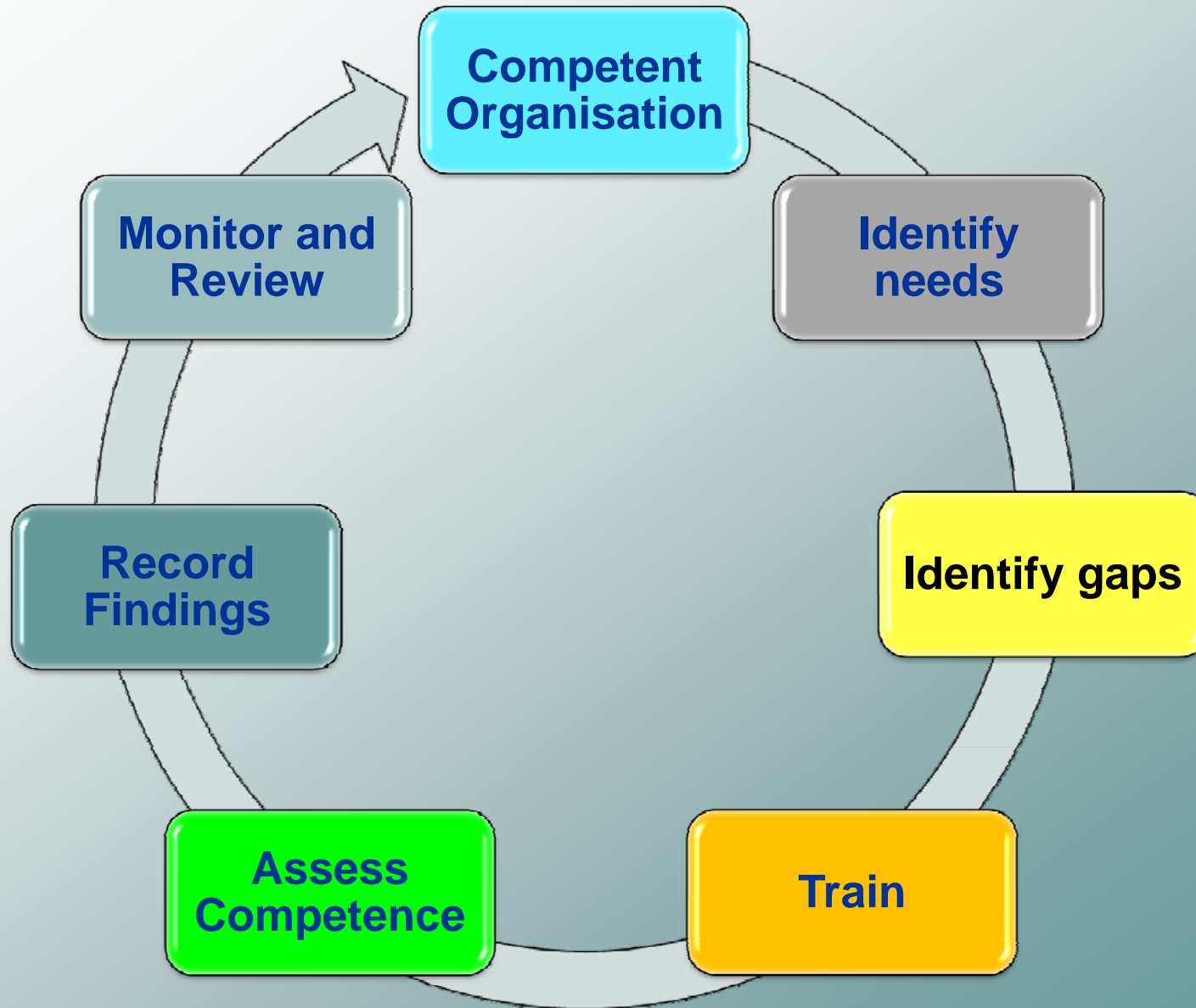
- The Overseeing and / or
 - Installation and / or
 - Maintenance of
- ## Highway Electrical Works

“Highway Electrical Works” includes installation only of columns, posts, pillars, controllers

HERS



H.E.R.S. - Highway Electrical Registration Scheme



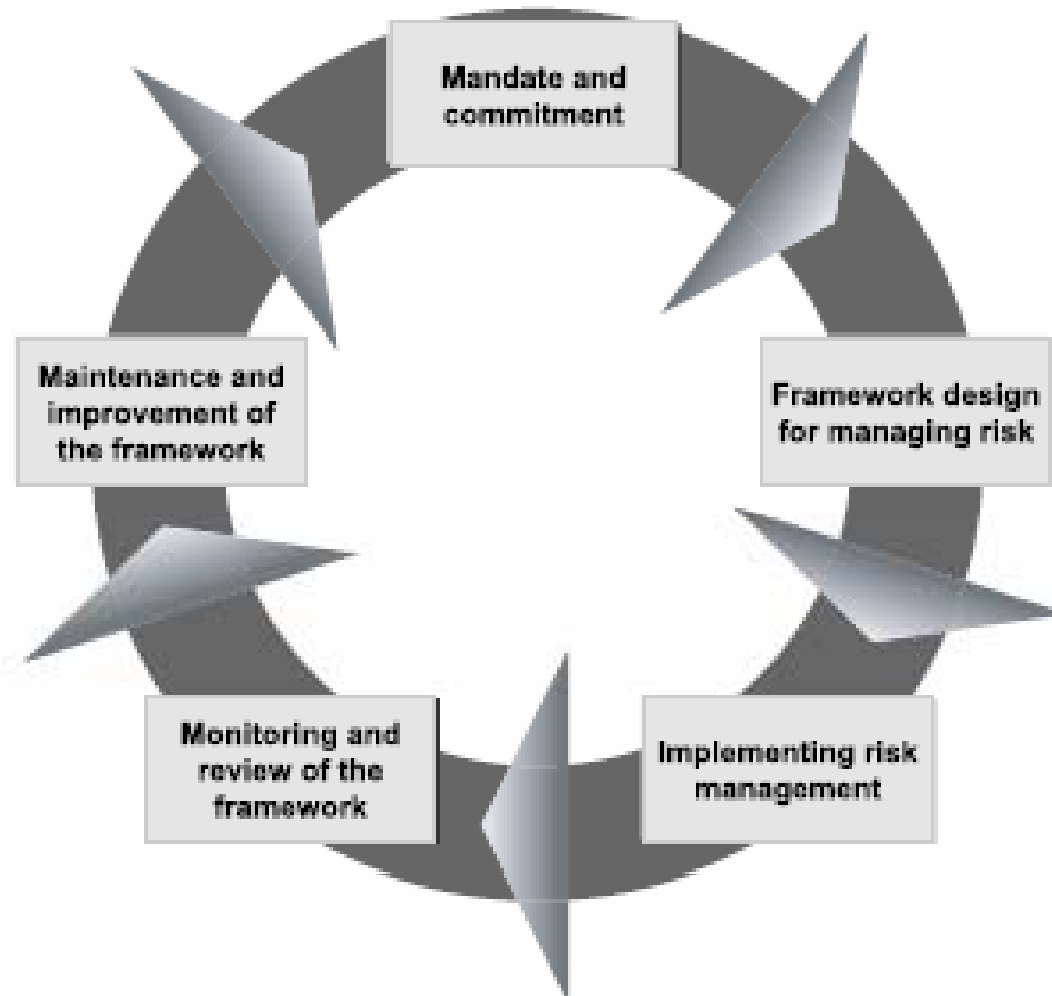


- Reduces risk
- Recognises, enables and develops staff
- Creates and maintains a positive culture
- Demonstrates professionalism and commitment



H.E.R.S. – The Highway Electrical Registration Scheme

BS 31100 – Risk Management

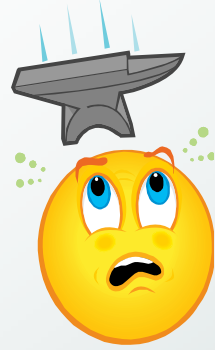


H.E.R.S. – The Highway Electrical Registration Scheme

BS 31100 – Risk Management

- ✓ Risk management should take into account organizational culture, human factors and behaviour
- ✓ Risk management should be systematic and structured
- ✓ Risk management should be based on the best available information

Grief



- accidents
- blame
- claims
- complaints
- deaths and injuries
- improvisation
- incidents
- investigations
- misunderstandings
- near misses
- paperwork
- reactive
- waste (time & money)

Relief



- audits - improvements
- communication
- competence
- confidence
- efficiency
- national standards
- planning
- pro-active
- risk management
- sensible health and safety
- teamwork
- training effectively

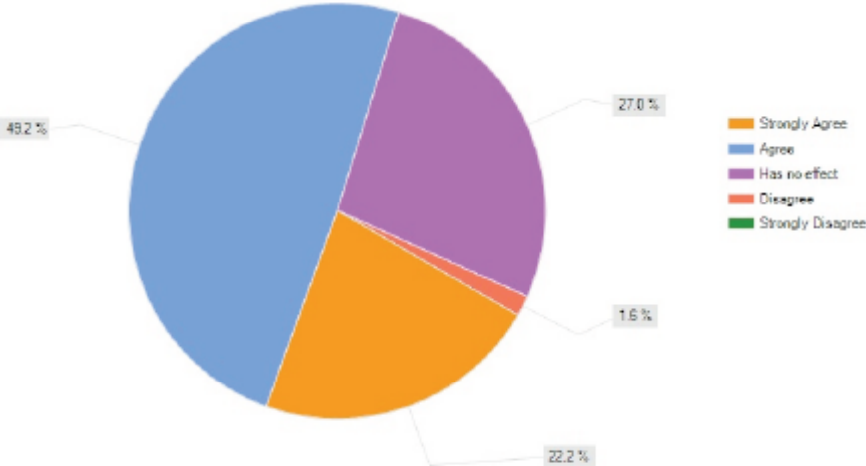


Over 70% of respondents either agreed or strongly agreed that HERS improves the health and safety culture in their organisation.

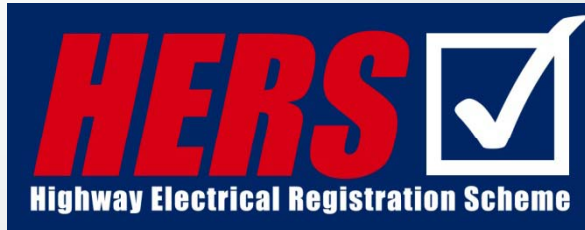
Through registration with HERS, health and safety training programmes are well managed.

HERS encourages employees to be more aware and responsible for health and safety in their own workplace.

Being registered with HERS improves the health and safety culture in our organisation.



H.E.R.S. – The Highway Electrical Registration Scheme

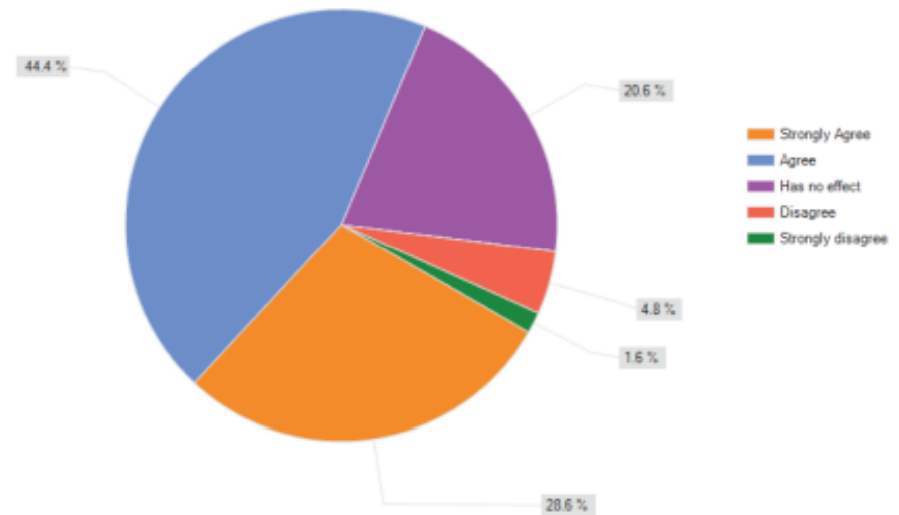


Being registered with HERS is an advantage when submitting bids for new work.

73% of respondents strongly agreed or agreed that being registered with HERS gives an advantage when bidding for new work.

HERS registration provides the potential client with an insight into how committed they are to delivering quality work.

There are definite advantages to having a fully trained workforce who are up to date with the latest innovations and practices.



H.E.R.S. – The Highway Electrical Registration Scheme



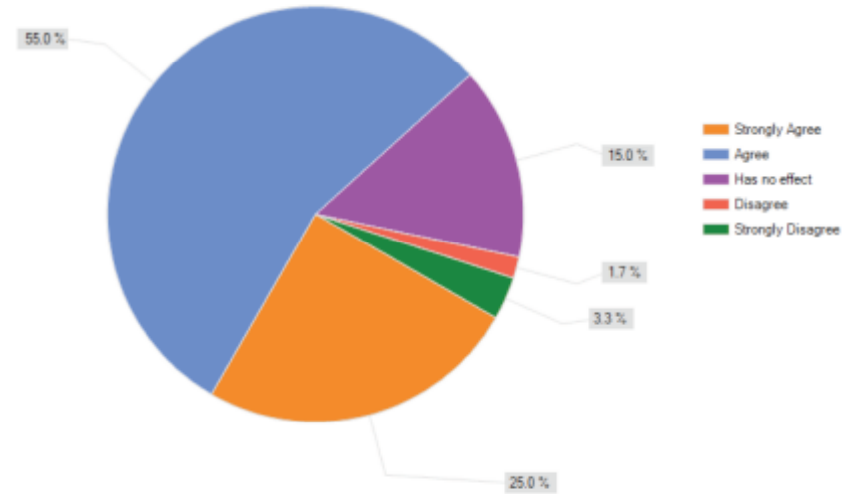
HERS assures the client that high standards of work are being consistently applied, by a properly trained and competent workforce.

80% of respondents strongly agreed or agreed that HERS provides assurances for the client that the work will be of a consistently high standard.

HERS makes it easy to match a suitably trained and competent operative to specific tasks.

HERS identifies workforce capabilities and shows that employees have the knowledge and skill to act in a competent and professional manner.

HERS provides a benchmark for clients to rely on and use.



H.E.R.S. – The Highway Electrical Registration Scheme

- ***“From its inception CSS has made it its policy that its members will implement Sector Schemes in contracts, as they come up for review”***
- ***“Absence of the documentation that a NHSS provides could become a serious matter”***
- ***“A major fear is that some Clients still prefer to buy the cheapest product (even with no QA), or depend on a main contractor’s QA to ensure quality. These solutions do not provide any assurance of quality and will not therefore enable authorities to demonstrate Best Value.”***

HERS



Health and Safety
Commission

Managing health and safety in construction

Construction (Design and Management) Regulations 2007



Approved Code of Practice

Clients and CDM2007

“The client has one of the biggest influences over the way a project is run. They have substantial influenceand their decisions and approach determinewho makes up the project team, (&) their competence.....”



Because of this, they are made accountable for the impact their approach has on the health and safety of those working on or affected by the project

Clients and CDM2007

Part One - Executive Summary

	CDM 2007 <u>Organisational</u> Competence Criteria	Highway Electrical Scheme Registered Organisation	ASLEC Member
1	Health and Safety Policy and Organisation for Health and Safety	Yes	Yes
2	Arrangements	Yes	Yes
3	Competent Advice – Corporate and Construction related		Yes
4	Training and Information	Yes	Yes
5	Individual Qualifications and Experience	Yes	Yes
6	Monitoring, Audit and Review	Yes	Yes
7	Workforce involvement	Yes	Yes
8	Accident reporting and enforcement action; follow up investigation	Yes	Yes
9	Subcontracting / consulting procedures (if applicable)	Yes	Yes
10	Hazard elimination and risk control (Designers only) *		Yes
11	Risk assessment leading to a safe method of work (Contractors only)	Yes	Yes
12	Cooperating with others and coordinating your work with that of other contractors (Contractors)	Yes	Yes
13	Welfare Provision (Contractors)	Yes	Yes
14	CDM co-ordinator's duties (CDM Coordinators)		Yes
15	Criteria – Stage 2 Assessment: Work experience		Yes

* Covered by HD46-05

Clients and CDM2007

CDM2007 – Core Competence Criteria

ASLEC

**Core
Criteria
for Assessing
Contractor
Competence**

Part Two - Organisational Competence – Highway Electrical Industry Guidance

	Criteria - Stage 1 Assessment	Standard to be achieved as required by the CDM Regs 2007 ACoP	– Industry Guidance on Evidence to demonstrate you meet the required standard based on the CDM2007 ACoP
1	Health and Safety Policy and Organisation for Health and Safety	You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent. The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.	<ul style="list-style-type: none"> • A copy of the company policy signed by the Managing Director or equivalent, and dated within the last two years (having been reviewed immediately prior to or at that time) and preferably annually • ASLEC audit records
2	Arrangements	These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM 2007. There should be a clear indication of how these arrangements are communicated to the workforce.	<ul style="list-style-type: none"> • A clear explanation of the arrangements which the company has made for putting its H&S policy into effect and for discharging its duties under CDM 2007 including how these are communicated to employees. This would usually form part of the company policy and the policy should have been reviewed within the last two years and preferably annually • ASLEC audit records
3	Competent Advice – Corporate and Construction related	Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.	<ul style="list-style-type: none"> • Name and details of the source of advice, eg an employee or consultant who provides health and safety information and advice; the details should cover both qualifications and experience (CV) of individuals as well as their CPD. <p>An example should be kept of advice sought and given and action taken – this would usually be provided by the source of advice.</p>
4	Training and Information	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You should have in place a programme for refresher training, eg a Continuing Professional Development programme or life long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation- from Board or equivalent, to trainees.	<ul style="list-style-type: none"> • Registration of employees to the Highway Electrical Industry Scheme for the Registration of Authorized Persons (this includes portfolios of evidence; records of the Authorising Officer's annual desk-top review and action taken; H&S induction training records; records of training; training plan.) • ASLEC technical audit records.

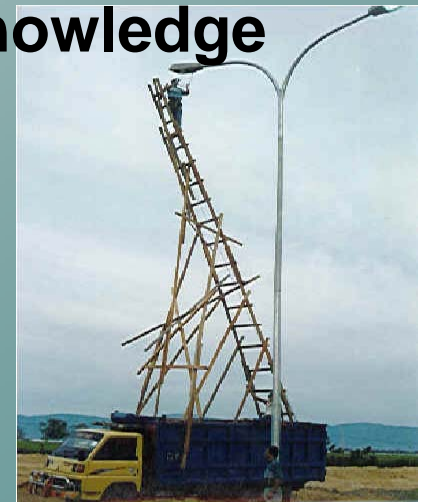
Duties on clients - CDM 2007

If the Client makes a *reasonable judgement* that the contractor's management arrangements are suitable,
taking account of the nature and risks of the project;

and it is clearly based on evidence;

clients will not be criticised

if the arrangements subsequently prove to be inadequate or fail to be implemented without the client's knowledge



HERS App. 1 (NHSS 8 – App. L)



Sentencing Guidelines Council

Corporate Manslaughter & Health and Safety Offences Causing Death

Definitive Guideline

Clients and the Corporate Manslaughter and Corporate Homicide Act 2007

- **Section 8 – factors for jury:**
Are/were there

- **attitudes,**
- **policies,**
- **systems or**
- **accepted practices**

within the organisation that may have encouraged or tolerated a failure of duty of care??



HERS / NHSS 8 – Guidance for Clients

Practical Steps:

1. Specify NHSS 8 and/or HERS (the Highway Electrical Registration Scheme)

ASLEC



Example clauses for inclusion in Highway Electrical contracts:

1. Where bidding organisations are required to be BS EN ISO 9001:2000 registered

The contracting organisation shall be quality assured to BS EN ISO 9001:2000, and shall also be quality assured to NHSS 8 9B and 10 to the appropriate scope for their organisation and the contract works.

The contracting organisation shall comply in all respects with the Highway Electrical Registration Scheme. In particular employees carrying out work on site shall be registered to the Highway Electrical Registration Scheme under the appropriate occupational title as defined therein.

Any new employee shall be registered under the Highway Electrical Registration Scheme for within twelve months of commencement, providing an Interim registration card has been applied for. Any employee leaving the employment of the contracting organisation shall be de-registered with the Scheme Administrator (ASLEC) within ten working days of the cessation of employment.

Any sub-contractors or other contractors used by the contracting organisation, other than those solely carrying out excavation and /or reinstatement works (including the laying of ducts), the supply of electricity or acting as or on behalf of the DNO or IDNO in respect of the supply, repair, replacement or cessation of electricity connections, shall also comply in all respects with the Highway Electrical Registration Scheme.

2. Where bidding organisations are not required to be BS EN ISO 9001:2000 registered

The contracting organisation shall comply in all respects with the Highway Electrical Registration Scheme. In particular employees carrying out work on site shall be registered to the Highway Electrical Registration Scheme under the appropriate occupational title as defined therein.

Any new employee shall be registered under the Highway Electrical Registration Scheme for within twelve months of commencement, providing an Interim registration card has been applied for. Any employee leaving the employment of the contracting organisation shall be de-registered with the Scheme Administrator (ASLEC) within ten working days of the cessation of employment.

Any sub-contractors or other contractors used by the contracting organisation, other than those solely carrying out excavation and /or reinstatement works (including the laying of ducts), the supply of electricity or acting as or on behalf of the DNO or IDNO in respect of the supply, repair, replacement or cessation of electricity connections, shall also comply in all respects with the Highway Electrical Registration Scheme.

HERS / NHSS 8

- **NHSS 8 - contractual requirement**
 - Highways Agency,
 - **Transport Scotland**
 - Welsh Assembly Government
 - **DRD (NI)**
 - Any contract using the SHW
- **Sector Schemes / HERS** – *also recognised / supported by:*
 - **ASLEC**
 - **ADEPT**
 - Department for Transport
 - **HEMSA - Highway Electrical Manufacturers and Suppliers Association**
 - **HTMA**
 - Institution of Lighting Engineers
 - **Lantra Awards**
 - **TSG - Traffic Signals Group**

HERS / NHSS 8 – Guidance for Clients

Practical Steps:

2. "Reality" Check:

- ISO9001 + NHSS 8 Certificate
- HERS logo
- HERS Certificate

[CERTIFICATION BODY NAME / LOGO]

CERTIFICATE OF REGISTRATION

[ORGANIZATION NAME]
[Organization Address]
[Town]
[County]
[Post Code]

[Certification Body Name] issues this certificate to the above named organization after assessing the organization's quality management system and finding it in compliance with

BS EN ISO 9001:2008 and NATIONAL HIGHWAYS SECTOR SCHEME 8

For the following scope of registration

The installation and maintenance of highway electrical and / or highway electronic equipment and / or associated highway works:

a) The installation and maintenance of electrical apparatus and associated structural supports and / or cabling for highway lighting and illuminated traffic signs

b) The installation of highway lighting columns and posts and other street furniture

c) The installation of cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required

National Highways Sector Schemes

[S]- Sector Scheme for the installation and maintenance of highway electrical works

Certificate Number: [Certificate Number]
Issue Date [date]
Renewal Date [date]

Signature
[Name and Title of Certification Body Official]
[Certification Body standard footer: Name / Logo / UKAS Logo / NHSS Logo etc.]

[Certification Body Name / Logo]

APPENDIX 01

To Certificate Number [Certificate Number] Appendix No [1] Page 1 of [1]

This Appendix declares the scope of registration of the certificate granted to:

[ORGANIZATION NAME]
[Organization Address]
[Town]
[County]
[Post Code]

**SCOPE OF REGISTRATION:
The Installation and Maintenance of Highway Electrical Works:**

The installation and maintenance of highway electrical works:

a) The installation and maintenance of electrical apparatus and associated structural supports and / or cabling for highway lighting and illuminated traffic signs

b) The installation of highway lighting columns and posts and other street furniture

c) The installation of cables in trenches and ducts, and the excavation of the trenches / laying of ducts where required

National Highway Sector Schemes

8- Sector Scheme for the installation and maintenance of highway electrical works

Deposit, Regional Office etc	Applicable Sector Scheme(s)	Scope of Registration
[Deposit 1 New Road, Newtown]		
[Deposit 2 Old Road, Newtown]		

[Certification Body standard footer: Name / Logo / UKAS Logo / NHSS Logo etc.]



Highway Electrical Registration Scheme (HERS)

«CompanyName»

Has been accepted as a Registered Organisation covering the following scope(s) of work:

«ScopeOfWork»

Registration Number: «RegistrationNumber»

Issued by ASLEC in its capacity as the Highway Electrical Registration Scheme Administrator

Chief Executive

Date 1 June 2008
This Certificate expires on 7 May 2009

HERS / NHSS 8 – Guidance for Clients

Practical Steps:

3. “Reality” Check - check the existence of:

- Organisation's internal audits and site safety audits
- HERS Third Party Audits by ASLEC and actions arising
- Employee HERS Portfolios
- Employee HERS Cards - in date



HERS / NHSS 8

- **Appendix L – Guidance**

- **Guidance to Clients**

- “It is recommended that Clients acknowledge the requirements of this sector scheme as a contract requirement.”*

“From its inception (1999) CSS has made it its policy that its members will implement Sector Schemes in contracts, as they come up for review”



HERS App. 1 / NHSS 8 App. L

Clients should ensure that:

- ✓ *The requirements of...NHSS 8 and / or the HERS....are complied with*
- ✓ *Sub-contractors employed directly or indirectly are registered to NHSS 8 and / or the HERS*
- ✓ *Supervisory staff must be instructed to carry out spot checks of registration cards*

HERS App. 1 / NHSS 8 App. L

Clients should ensure that potential bidders meet the requirements of NHSS 8 and / or the HERS by:

- ✓ *Checking organisational HERS certificates and where required BS EN ISO9001 + NHSS 8 certificates*
- ✓ *Checking employee HERS competency portfolios and valid cards exist*
- ✓ *Checking ASLEC biennial audits and actions*

HERS App. 1 / NHSS 8 App. L

Meeting the requirements of NHSS 8 and/or the HERS:

- ✓ *Meets the CDM2007 Regulations organisational and individual core competence criteria*
- ✓ *Provides a defence against action taken under the Corporate Manslaughter and Corporate Homicide Act 2007*

NHSS 8 / H.E.R.S.

www.highwayelectrical.org.uk/hea

HEA Home Page - Internet Explorer provided by Dell

http://www.highwayelectrical.org.uk/hea/

HEA
Highway Electrical Academy

ASLEC HEMSA HEA

HEA Home Page

Welcome to the Highway Electrical Academy

The Highway Electrical Academy (HEA) was formed by the National Highways Sector Scheme 8 Committee which oversees and administers the Highway Electrical Registration Scheme covering public lighting, traffic signs, traffic signals, cameras, communication and other highway electrical equipment.

The stakeholders for this scheme include the Association of Public Service Excellence (APSE), the Association of Signals, Lighting and other highway Electrical Contractors (ASLEC), and the Institution of Lighting Engineers (ILE). In addition there are a number of client and other bodies represented such as the CSS, the Dft, the Highways Agency (HA) and Lantra Awards.

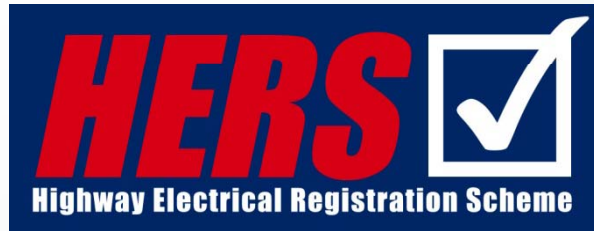
The HEA's aim is to assist in creating and sustaining a culture of competence in the Highway Electrical Industry through:

1. Working in partnership with industry
2. Agreeing & reviewing standard assessor guidance
3. Coordinating work involved in the development and delivery of the Training Specification
4. Agreeing and monitoring standards in the content and delivery of training on behalf of Lantra Awards

HEA News

!New! Revised site assessment forms have been uploaded for the Combined Common and Combined Comms areas; Traffic Sign site assessments have been re-uploaded; Also check out the Guidance section - the CSS Newsletter and the Guidance for Clients Mar 2009 slides

H.E.R.S. – The Highway Electrical Registration Scheme



- Reduces risk
- Recognises, enables and develops staff
- Creates and maintains a positive culture
- Demonstrates professionalism and commitment

