



HORIZON

COURSE OVERVIEW

LOW VOLTAGE
COMPETENT

PERSONS COURSE

COURSE PURPOSE

The purpose of this course is to:

- **Raise awareness and understanding of:**
 - > **The Memorandum of Guidance on the Electricity at Work Regulations 1989.**
 - > **The reasons why only competent employees should be permitted to work on or near potentially live conductors.**
 - > **What is meant by the term 'competence'.**
 - > **The effects of electric shock.**
- **Demonstrate Safe Isolation Techniques on Low Voltage Systems.**

COURSE DELIVERY

Introduction

- The course will be delivered over one day in accordance with the timetable set out below.
- The content will be delivered via a powerpoint presentation supplemented with Videos and Tutor experiences to reinforce and emphasise learning.
- Throughout the course delegates will be encouraged to ask questions and share their experiences.
- At the end of the course delivery delegates will sit an open book Test based on the content of the course followed by a single phase and three phase safe Isolation practical test.

Course Timetable

Registration - 8:00am to 8:30am.

The course delivery will start at 8:30am and finish at 4:00pm.

The course will be split up into four sessions.

Session 1 – 8:30am to 10:30am.

Break 10:30am to 10:45am.

Session 2 – 10:45am to 12:30 pm.

Lunch - 12:30pm to 1:00pm.

Session 3 - 1:00pm to 2:30pm.

Break - 2:30pm to 2:45pm.

Session 4 - 2:45pm to 4:00pm

COURSE DELIVERY

Facility Provision

The course will be taught in a training room and a simulated Substation area at the Horizon offices in Belfast.

The training room is equipped with audio visual projection facilities, whiteboards and flipcharts.

The simulated Substation is equipped with HV and LV Switchgear and has been arranged to replicate a typical substation as would be found in an industrial facility.

Individual seating and desks will be provided for each delegate within the training room in accordance with current COVID 19 social distancing requirements.

Catering

All catering will be provided by Horizon.

Course Materials

Each delegate will be provided with the following:

Course folder with presentation notes.

Blank notepad and pen.

The subject matter which will be delivered is outlined in the following Course Agenda.

COURSE AGENDA

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- **Introduction.**
 - **The Role of the Authorised/Competent Person.**
 - **Video entitled 'Electricity at Work' split into 3 sections.**
 - **Powerpoint presentation and discussion at end of each section.**
 - **Powerpoint presentation and discussion on other Regulations and Codes of Practice.**
 - **Video Safe Isolations.**
 - **Demonstration of Safe Isolation Procedures.**
 - **Summary, Wrap-Up and Closure.**
 - **Written Assessment.**
 - **Safe Isolation Practical Test.**