

The Highway Safety Inspectors Training and Certification Scheme

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1. IHE administers the UK Highway Inspectors training and certification scheme.

The UK Roads Board approved the scheme on 26 October 2010 and the Highways Inspectors Board was set up in November 2011.

The training standards were incorporated into the 2009 updates to *Well Maintained Highways Appendix C on Risk and Liability Claims* and the 2016 *Well Managed Highway Infrastructure* and the 2017 *Well managed Highway Liability Risk*

B.5.5.2 The Institute of Highway Engineers (IHE) administers the UK Highway Inspectors training and certification scheme approved by the UK Roads Board in 2010. It established the Highway Inspectors Board in 2011. Candidates who successfully complete the courses run by an approved centre are eligible for inclusion on the National Register of Highway Inspectors for a period of five years.

B.5.5.3. Registration with the Highway Inspectors Board can contribute positively to risk management and defence of compensation or liability cases.

Any candidate who successfully completes the courses run by approved centres is eligible for inclusion on the National Register of Highway Inspectors.

2. The Highway Inspectors Board

The purpose of the Board is to operate and manage a UK Highway Inspector training and certification scheme. It is not to be a provider.

2.1 The Board terms of reference are:

1. To set and monitor national standards for Highway Inspector training and assessment
2. To approve centres providing training and certification
3. To maintain an IHE register of certified Highway Inspectors who have been training and assessed by approved centres

2.2 The Highway Inspectors Board membership includes:

- 4 IHE members
- 4 nominees from ADEPT, SCOTS, Highways Agency and NI*
- A Chairman

(*Other organisations are encouraged to nominate members to a Moderator Panel both to receive Board meeting papers and to assist in approving centres)

3. Highway Inspector Training (extracts from WMHI)

3.1 Highway Inspectors

WMHI acknowledges that competence is especially important in the case of inspections and surveys where the quality and treatment of data could have significant legal and financial implications.

5.5.12 The code recommends that highway Inspectors are trained, qualified and competent in the identification and assessment of defects.

5.5.13 The UK Roads Board has set minimum competency standards for Safety Inspectors as set out in the IHE Training and Certification Scheme. Highway Authorities must be able to demonstrate that their safety inspection team have been assessed against these standards; for full details of the IHE Training and Certification Scheme visit the IHE website.

5.5.14 Highway claims are fact-sensitive and when a claim is brought before a court the credibility afforded to the highway inspector in presenting his or her evidence is often a major factor in the outcome of the proceedings. With the introduction of the risk based approach, highway Inspectors may be challenged in court on their underlying competence to undertake a risk assessment and their ability to apply the policies and procedures of the highway authority.

5.5.15 Equally critical will be the quality of documentation maintained by the Inspectors to record the outcome of their inspections. In particular, in cases where the on-site assessment of a reported defect results in a decision to take no remedial action it is vitally important that the reason for the decision is recorded.

5.5.16 Given the increased focus on how Inspectors record and evidence their inspections, Authorities also need to give additional consideration to how they audit and review the inspection standards and records of inspections, in order to maintain a consistent approach across their network.

5.5.17 Continuing Professional Development, refresher training and 'calibration' of the application of any training is critical in maintaining a consistency of approach and interpretation of policies. The audit process may include Inspectors swapping areas to allow the comparison of like for like inspections. Any formal/informal training provided should be included in a documented audit process. See also "Refresher Training" below.

5.5.18 Highway Inspectors can benefit from a wide range of accredited training, which depending on their exact role and experience.

5.5.19 Court Procedures Highway Inspectors should be offered training in preparing statements & evidence for court and presenting evidence in court

5.5.20 Career Progression Technicians with a National Certificate, relevant NVQ3 or an equivalent level 3 qualification can take the standard Professional Review to gain Engineering Technician. For other Senior Highway Inspectors IHE will match the Highway Inspector competence definitions against the Engineering Council Statements of Competence and Commitments to aid progression under the Individual Route.

5.5.21 IHE Highway Inspectors register Highway Inspectors who have attended an accredited IHE programme can be entered onto the National Register which is publicly available online. Registration is renewable after a maximum of five years, subject to a refresher course and assessment by an approved centre (see Refresher Training Guidance below).

Refresher Training

5.6.1 Regular refresher training should be provided to all employees. For Highway Safety Inspectors, both the IHE Highway Inspectors Board and City & Guilds recommend that training and assessment of Inspectors is undertaken at least every 5 years. However, more frequent training may be appropriate, for example if:

- Inconsistent or incorrect application of standards is identified.
- Ability to defend claims is impeded by poor application of policy.
- Significant changes to highway law/recommended practice / policy.
- Significant changes to work practices such as introduction of new technology.

5.6.2 Special attention should also be given to employees who occasionally deputise for others, as their skills are likely to be underdeveloped and may need more frequent refresher training.

4. For Registrants

1. No fee will be charged for registration and will remain in place for a period of five years from the date of the award
2. Any candidates who have successfully completed courses run by approved centres in the last five years will be eligible for inclusion on the National Register
3. The IHE offers affiliate membership for anyone registering with the National Register.

4. Requests for registration can be made either through approved centres or via an online application on its website.

5. Current course providers

The following companies have been approved as offering highway inspector training to the recognised standards:

Skills Training Centre
TMS Consultancy
South West Highways
Park Hearne
Technical Academy Scotland

6. Highway Inspector Register

Certificates are issued by the IHE.

Certified Highway Inspectors are entered on a national register renewable after five years subject to a refresher course and/or assessment from an approved centre.
The Register is publicly available on request.

7. Career Progression

Technicians with a National Certificate, relevant NVQ3 or an equivalent level 3 qualification can also take the standard Professional Review to gain Engineering Technician.

Regardless of their academic attainment and based solely on their knowledge and performance gained by experience, other Highway Inspectors will be able to use the Individual Route to EngTech registration once they have gained the required responsibility level. The Individual Route includes a local interview to test that Engineering Council competence levels are attained and is offered by most relevant institutions.

IHE have matched the Highway Inspector competence definitions against the Engineering Council Statements of Competence and Commitments to aid progression under the Individual Route.

8. Highway Safety Inspectors' Assessed Competence

8.1 Learning outcomes of approved courses to be tested by Centres.

At the end of the course candidates will be able to:

1. Recognise the risks when working on the highway and identify and employ the measures required to maximise both personal safety and that of other highway users
2. Define, prepare and write a dynamic Risk Assessment
3. Name, explain and employ the national code of practice that governs safe working on the highway
4. Identify and apply those sections of the Code of Practice "Well managed Highway Infrastructure(WMHI)" that relate to Highway Safety Inspection
5. Identify and apply any variations between the Code of Practice WMHI
6. Recognise and demonstrate knowledge of the relevant sections of any act or legislation that relate to Highway Safety Inspection

7. Recognise and demonstrate knowledge of the local documentation and records that related to Highway Safety Inspection and employ relevant systems
8. Define the types of highway defects that can cause accidents to highway users and potential claims against the highway authority
9. List any other parties who can be responsible for defects in the highway
10. Recognise and explain the importance of and reasons for accurate record keeping
11. Name and identify the construction types that can be found during a Safety Inspection
12. Recognise the elements of the highway that can be found during inspection and explain their function
13. Identify and assess defects which are likely to create danger or serious inconvenience to users of the highway network
14. Identify and determine the party liable for repair of non-construction defects found during a Safety Inspection
15. Identify the correct measurement equipment required for Safety Inspection
16. Measure the safety defect(s) identified to them
17. Recognise the appropriate intervention or investigatory levels during safety Inspections as directed by local Policies and procedures
18. Recognise and be able to undertake a Risk assessment as directed by any local definition or a risk matrix
19. Recognise the network and functional hierarchy defined locally

It is recommended that Highway Inspectors keep a learning log and CPD record.

5.2 outcomes tested by a practical test

Candidates should be able to correctly:

1. Select the correct measurement equipment required
2. Measure the safety defect(s) identified to them
3. Correctly identify defects
4. Report the defects correctly using local systems

Course Providers

TMS safer roads for everyone

Overview

“Properly trained people are essential” (Highway Risk and Liability Claims – Second Edition Section 4.3 Training update February 2011)

Highway maintenance is a hot issue for local highway authorities, which are increasingly faced with the difficulty of balancing limited budgets against the long term consequences of lower levels of maintenance, one of which is an increase in the number of civil claims against the authority for compensation for injuries and damage resulting from highway defects.

In order to defend these claims effectively, and to deter speculative and spurious claims, the authority needs to be able to demonstrate a robust highway inspection policy and provide evidence of the credibility and competency of its highway safety inspectors.

TMS, which is well known for delivering a range of training courses in risk assessment, highway safety and highway maintenance, now offers a Modular Training and Assessment Course for Highway Safety Inspectors.

This course is intended for both newly appointed and existing local authority inspectors. It provides the knowledge and skills necessary to fulfil the role of highway inspector and provides an opportunity for delegates to demonstrate their competency.

Aims and objectives

This course is designed to fulfil the initial training requirements of local authority highway inspectors and to satisfy the requirements of the IHE certification scheme, which will ultimately allow successful delegates to be entered onto the National Register of Highway Inspectors.

Certification

The highway inspectors' course complies fully with the national standards for highway inspectors' training, as recommended in the recent update to Highway Risk and Liability Claims. The course is delivered by experienced professionals in the field of highway safety and highway maintenance and is approved by the IHE Highway Inspectors Board.

Delegates completing this course and passing all the assessments will receive a Certificate of Training, accredited by LANTRA Awards.

Successful completion of the course will allow delegates to register on the IHE National Register of Highway Inspectors.

Topics Covered

The course follows the IHE approved syllabus and is delivered in seven distinct taught modules, each concluded by a short written assessment. In addition, delegates' ability to identify, evaluate and report highway defects will be assessed in a practical scenario. The modules are as follows:

Module 1 – Highway Law

Module 2 – Inspection Policies and Procedures

Module 3 – Material Recognition and Measurement

Module 4 – Defect and Hazard Recognition

Module 5 – Health and Safety/Risk Assessment

Module 6 – Safety at Street Works and Roadworks

Module 7 – On-site Inspection Assessment

Module 8 – Claims Investigation

Much of the course content is based on the recommendations of Well-maintained Highways, the code of practice for highway maintenance management (2005).

This course can also be delivered in-house at your offices or a venue arranged by you; this can often work out more cost effective if you have several members of staff you would like to be trained

at any one time. If choosing the in-house option for this training, local policies and procedures, if provided, can be included in the training programme. For a quotation please contact Gill Brooks via email to courses@tmsconsultancy.co.uk.

Course Fees

£TBA for 2019 excluding VAT (VAT will be charged at the current UK rate)

These fees include all of the course materials, including the supply of 'Safety at Street Works and Road Works – A Code of Practice' (one per delegate attending the course), workshop materials and knowledge test materials for all delegates attending each course.

This fee also includes accreditation through LANTRA Awards for those delegates who successfully complete all tests relating to all modules.

Lunch and refreshments will be provided at the course venue during the days on the course however, fees do not include accommodation. To book a place on the course please complete the booking form at the back of this leaflet.

Technical Academy Scotland (TAS)



www.TechAcademyScot.com

Technical Academy Scotland's core business is as follows:

- SVQs in Civil Engineering, Highway Engineering, Construction Technical, Supervisory, Management and Professional
- SVQs in Laboratory and Associated Technical Activities
- SVQs and underpinning training courses in Roadbuilding, Roads Maintenance, Roads Inspection and Site Inspection
- Academic Construction and Built Environment related NCs and HNCs
- Scottish Construction Apprenticeships: MA Civil Engineering, MA Specialist Construction, MA Technical Apprenticeship and MA Professional Apprenticeship
- Initial Professional Development leading to the Professional Review for Engineering Technician, Incorporated Engineer and Chartered Engineer

SWH Training

Highways Safety Inspection Training – IHE Accredited Course

The Devon Highways 'Safety Inspection' week 1 course is designed to offer:

A good understanding of all related sections of the Well Maintained Highways COP
An in-depth learning of specific authority policies/manuals and practices when undertaking safety inspections.

Thorough understanding of risk assessment processes, both planned and dynamic.

The course is directed towards practitioners and those undertaking and/or auditing highway safety inspections regimes.

The course provides an excellent base for a general understanding of the purpose, necessity and processes involved in operating a highways safety inspection regime supporting specific training in relation to an authority's policy.

Pre-course computer based assessments for candidates are utilised to confirm suitability for entry onto a full course. These include E learning modules, mathematics and English language testing to Key Stage 2 level. Classroom based learning is then followed up with both written and practical competency testing through live audit practices.

This is an excellent opportunity to provide consistent training to staff and achieve accreditation to IHE National Accreditation Register.

To enquire further please contact Simon Bourne at South West Highways Training on 01404 821500.

Skills Training Centre

Skills Training Centre (STC) have been delivering Highway Inspector training for nearly 20 years and were involved in developing the IHE Inspector Training Standards. STC offer a range of specialised training and unique assessment packages, specifically designed to assist organisations in successfully defending Highway Liability claims and meeting local and national standards.

In addition to being recognised by the IHE, the Highway Inspection training offered by STC is approved by LANTRA Awards and those passing the assessment element of the programme can also gain a nationally recognised City & Guilds Vocational Qualification for Safety Inspection of the Highway.

STC have successfully delivered the IHE Approved Training and City & Guilds 6033 qualification scheme to nearly 100 Highway Authorities and Highway Contractors.

C&G 6033 Unit 301: Health and Safety

C&G 6033 Unit 311: Safety Inspection of the Highway

These units have been developed to meet the needs of clients who wish to achieve best practice based both on national and local standards.

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 & Safety legislation and regulations. The assessment includes producing a Risk Assessment and passing a written test.

Unit 311 assesses an inspector's ability to undertake highway safety inspections based on the national code of practice and locally determined standards/practices. The assessment involves a theory test and practical walked inspection. Safety inspections are primary evidence of the Highway Authority's compliance with their duty to maintain and provide essential evidence when faced with claims for compensation.

Park Hearne Ltd

A comprehensive practical and assessed course devised to measure the ability of candidates to carry out safety inspections correctly and to enable an authority to fulfil its legal obligations and maximise its performance in carrying out safety inspections. This course has been developed to comply with the Highway Inspectors Board training requirements and to use your local procedures and policies.

This is a four day course for those responsible for carrying out the safety inspections on a highway network.

For further details, costs and availability contact: info@parkhearne.com

Other Highway Inspection Programmes

STC also offer a range of other Highway Inspection related programmes including Highway Inspection Technical and Legal courses and has recently developed a new City & Guilds qualification for New Roads & Street Works Act and Permit Compliance Inspections (Unit 321). The new qualification is designed to assess an inspector's ability to undertake NRSWA and Permit Compliance Inspections based on the Code of Practice for Inspections 2002; Draft HAUC Code of Practice for Inspections (for new developments since the 2002 CoP); and the Specification for the Reinstatement of Openings in Highways. The training and assessments also cover a number of other National Codes of Practice; TMA 2004; national guidance notes; local policies and procedures and can also have the local HAUC and local permit scheme requirements built in as part of a bespoke training package.

Providing training throughout the UK, STC also offer scheduled courses at their own dedicated Training Centre in North London. STC can guide you through the range of options available to find the most appropriate solution for your organisation and your staff.

Other Courses

STC offer a wide range of other courses designed for front line staff including: Winter Service; Playground Inspection; Civil Engineering; Confined Spaces; Sector Scheme 12D; Grounds Maintenance; Building Maintenance; New Roads and Street Works; Plant; Driver CPC etc.

STC are accredited with Exor (Silver Accreditation) and BIP's Select Accredited, meeting all of their standard pre-qualification requirements.

For more information please contact STC

Tel: 020 8619 0939

Email: info@skillstrainingcentre.co.uk

Web: www.skillstrainingcentre.co.uk