

## Our Academy



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# **1. Introduction and Background**

This brochure contains guidance and information for people involved in the organisation / delivery / receipt of essential safety training to National Grid contractors who need access to High Voltage compounds and routes. The training and assessment helps to implement the Golden Rules and further support our vision of “Safe Way of Working”. This training directs our contractors to operate to the same high standards as National Grid aspires to and encourages them to share our vision. This brochure contains information that has been approved for delivery and is subject to review under the Academy Quality Management System (QMS). As such modification is not allowed.

## **2. Training and Assessment methods - E-Learning Products**

From the 4<sup>th</sup> May 2010 training and assessment for Person, standard Competent Person (NSI 6 Full & Limited 8 for substations and NSI 4 OHL's) will be delivered via E-Learning packages. Additional E-Learning packages are available as shown on the E-Learning product list contained within this document. If you require any guidance on any additional appointment please contact us at [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com)

The following section sets out the standard and conditions for the assessment of delegates undertaking assessment for Person and Competent Person to NSI 30. Assessment is the primary method for assuring that delegates have absorbed information critical to their safety. Any doubt as to the delegates understanding or suitability to work within a high voltage environment must be referred back to National Grid.

The standard inferred is not optional and shall be the responsibility of the National Grid Academy.

### **Briefing of the Delegates**

At the beginning of the course the facilitator /assessor will inform all attendees that they will on completion of training be assessed to confirm understanding. The facilitator /assessor will confirm the following:

- The completed assessment must be the work of the individual who is logged in to the LMS.
- Collusion between individuals will result in void assessments.
- Delegates who do not reach the minimum requirement will not be coached – reassessment will be carried out following retraining.
- The facilitator /assessor must ensure that all delegates understand the conditions of the assessment and also seek to confirm that delegates are able to complete the assessment and to ascertain if any delegates have special needs.
- Confirm that delegates will need to achieve the required standard to be successful with the assessment. The standard is built in to the e-learning assessments and is 85%.

### **Following Training**

Prior to the assessment, the facilitator /assessor will then confirm the following,

- Remind the delegates of the requirement for quiet during the assessment.
- Delegates must not communicate with other delegates during the assessment.
- Delegates will not be allowed any prompts – the assessment will be of a closed book format (confirm that all mobile phones and other devices are switched off).

During the assessment if the facilitator /assessor cannot achieve or maintain the above conditions he/she will abort the assessment.

## **Following Assessment**

On completion of the assessment the facilitator /assessor will confirm back to each delegate their assessment results.

**Delegates who do not meet the standard have FAILED. Delegates in this position must attend another course and take a further assessment. This will be subject to booking and payment as per the original course.**

## **3. Person Appointment**

### **Pre-requisites**

Before being accepted on a PERSON training course, a candidate must have completed a basic Health & Safety course. Some examples of courses are given in NSI 30. Compliance with this is at the booking stage via a signature.

Some examples of general Health and Safety awareness include:

SHEA Level 1 - EUS

EUS level 1 General Health & Safety Module

Working Safely Course

Construction Skills Certificate Scheme – CSCS card

Construction Industry Training Board – CITB card

Institute of Occupational Safety & Health – IOSH card

British Safety Council – BSC card

In addition the candidate must pass a BESC -AME assessment within 5 working days of starting work on site following successful completion of the Person assessment unless they already have a current BESC card.

**PLEASE BE AWARE THAT OHL AND SUBSTATION APPOINTMENTS REQUIRE SEPARATE TRAINING AND ASSESSMENT AND SHOULD BE BOOKED AS TWO SEPARATE EVENTS.**

## **Course Specification**

Person Training & Assessment

Duration: ½ day

### **Who should attend**

People who are required to work safely under the supervision of a Competent Person in a substation or working on Overhead Line.

People who require unsupervised access to a substation for purposes not involving work on or near the System, e.g. office based staff who visit site to view drawings etc.

Delegates must have achieved the publicised pre-requisites.

### **Objective/Learning Outcome**

- To understand what is required to safely access/egress a National Grid HV environment safely.
- To know what is required to work safely as part of a working party.
- To recognise Danger and know what to do in an Emergency.
- To undertake an assessment and receive appointment as a Person if successful.

**(NB BESC – AME Assessment is NOT included)**

### **Course Content – delivered by e-learning**

National Grid Electricity Transmission Safety Rules.

NSI Awareness (National Safety Instructions).

Working Safely in Substations / or / Overhead Lines.

Assessment.

## 4. Competent Person Appointment

### Pre-requisites

#### ***New appointments***

To become a **Competent Person** the candidate shall have been previously authorised as a **Person** and provide evidence of having worked on a National Grid or other Electrical Utilities **HV** Substation site, for a period in excess of nine (9) days. This is to ensure that individuals without site experience in the **HV** Substation / OHL environment do not take charge of a **Working Party**.

Note: - Evidence will be a completed copy of Appendix D from NSI 30 which is available on the EUSR website.

If a contracting company is new to National Grid and does not have a **Competent Person** they shall either employ a third party company who have **Competent Person(s)** or National Grid can provide this as a chargeable service outside its transmission licence obligations. In exceptional circumstances and when agreed in writing with the appropriate National Grid Delivery Manager, it will be acceptable for a National Grid Delivery Engineer to authorise an Individual to be a **Competent Person** without applying **Person/BESC - AME** and the nine day rule e.g. when a one off site visit by an external technical expert (e.g. metallurgist) may be required.

**Refreshers** – for those having previously held Competent Person Appointments, the 9 day rule does not apply but delegates must have a valid BESC – AME accreditation.

## **Course Specification**

Competent Person Training & Assessment

Duration: 1 Day

### **Who should attend**

People who will be required to carry out the duties of a Competent Person under the National Grid Electricity Transmission Safety Rules.

### **Objective/Learning Outcome**

To ensure course delegates fully understand the requirements and standards to be met by a Competent Person, to undertake an on -line assessment.

### **Course Content – delivered by e-learning**

National Grid Electricity Safety Rules.

Safety Document Procedures.

NSI 6 Full (for substation work).

NSI 8 Limited (for substation work).

NSI 4 (for OHL work).

Assessment.

Working Safely in Substations / or / Overhead Lines Booklet.



## **Additional National Safety Instructions Appointments for Competent Person**

Those delegates successfully completing their assessments on the Competent Person courses will obtain appointments to the following NSI's

- NSI 6 Full & NSI 8 Limited for Substations
- NSI 4 for OHL

There are training products available to cover additional NSI's, please refer to the Product List in this document; delegates should already hold current Competent Person appointment before attendance. All of these need to be booked separately they cannot be included on the standard training day.

### **Cellular Workers**

Although Cellular G3 sits outside of the Safety Rules we do offer a one day course in our product list for those requiring it.

This training is offered to those who already hold a valid Person OHL or Competent Person OHL (National Safety Instruction 4 – AS15B Work on or near OHL Towers) appointments as a one day course.

It is possible to arrange this training immediately following Person/Competent Person training if this is beneficial to the client, please contact the administrator at [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com)

### **For work on Live Low Voltage Equipment - NSI 12**

National Grid does not train or authorise contractors for authorisation to NSI 12, however, contractors need to be competent for this type of work. It is the responsibility of the employer to ensure that personnel are competent. Contractors may be required to show evidence of competence on site to the Senior Authorised Person before being issued with safety documents.

This position also applies to NSI 24.

## **5. Authorised Person Appointments**

### **Pre-requisites**

#### **Authorised Person Basic Training**

Before being accepted onto an Authorised Person basic training course the candidate shall be nominated by his/her Line Manager.

The candidate would normally hold equivalent nominations under their own Company Safety Rules to those of either: Control Person, Senior Authorised Person or Authorised Person under National Grid UK Electricity Transmission Safety Rules.

The candidate following his/her appointment as an Authorised Person is required to carry out local operational and safety switching activities on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules.

The candidate will have completed Person/BESC – AME training and assessment and hold those appointments.

N.B. Person/BESC training and assessment is not included as part of the 3 day Authorised Person basic course but candidates who require these appointments have the option to attend a Person course immediately prior to the Authorised Person basic course, i.e. the day before (at an additional cost).

## **Course Specification**

Authorised Person Basic Training

Duration: 3 days (Excludes Person/BESC Training and Assessment)

### **Who should attend**

Non National Grid staff who are required to be appointed as an Authorised Person under National Grid UK Electricity Transmission Safety Rules, to carry out local operational and safety switching activities on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules.

### **Objective/Learning Outcome**

To fulfill the recommended option for Authorised Person training as laid down in National Grid UK Electricity Transmission, National Safety Instruction NSI 30 - Appointment of Persons.

To ensure that Persons under training are conversant with and understand the role and responsibilities of an Authorised Person as set out in National Grid UK. Electricity Transmission Safety Rules, National Safety Instructions and other supporting documentation.

To establish authorisation limitations.

On completion of their training to be aware of the requirements for their practical switching test and Authorisation Panel.

### **Course Content**

National Grid UK Electricity Transmission Safety Rules - delivered by e learning.

National Safety Instruction 30 - Appointment of Persons.

National Safety Instruction 1 - Operational and Safety Switching - delivered by e learning.

National Safety Instruction 2 - Earthing High Voltage Equipment.

National Safety Instruction 6 - Work and Demarcation in Substations.

National Safety Instruction 8 - Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations.

Site Responsibility Schedules.

Numbering and Nomenclature of Equipment.

On-load/Off-load Changeovers.

Operational and Safety Switching - practical exercises in Training Substation Assessment.

## **Authorised Person Refresher Training**

The candidate shall hold an existing appointment as an Authorised Person under National Grid UK Electricity Transmission Safety Rules.

Candidates will be required to provide proof of previous authorisation i.e. copy of current National Grid AU1 authorisation form or EUSR number to verify authorisations currently held.

N.B. The process for the appointment and continuation of appointment for Non Company Authorised Person is detailed in National Grid UK Electricity Transmission, National Safety Instruction 30 – Appointment of Persons. This document is available via a link on the EUSR website.

## **Course Specification**

Authorised Person Refresher Training & Assessment

Duration 1 day

### **Who should attend**

Non Company staff, who are currently appointed as an Authorised Person under National Grid UK Electricity Transmission Safety Rules. To carry out local operational and safety switching activities, on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules, and whose 1 year authorisation is due to expire.

Delegates must have a valid BESC – AME accreditation.

Delegates will be required to provide proof of previous authorisation.

### **Objective/Learning Outcome**

To fulfill the requirement for Authorised Person refresher training and assessment as laid down in National Grid UK Electricity Transmission, National Safety Instruction NSI 30 - Appointment of Persons.

To ensure delegates continue to be conversant with, and understand the role and responsibilities of an Authorised Person as set out in National Grid UK Electricity Transmission Safety Rules, National Safety Instructions and other supporting documentation.

To undertake an assessment to demonstrate the ability to continue with current authorisation for a further 1 year.

### **Course Content**

National Grid UK Electricity Transmission Safety Rules.

National Safety Instruction 30 - Appointment of Persons.

National Safety Instruction 1 - Operational and Safety Switching.

National Safety Instruction 2 - Earthing High Voltage Equipment.

Site Responsibility Schedules.

On-load / Off-load Changeovers.

Assessment.

## 6. Booking & Payment

When booking training. Those completing the Booking Form must ensure:

- Delegates meet the pre-requisites as described in NSI 30.
- All of the booking conditions are understood and complied with.

All of the information needed to comply with the above is available  
Through the EUSR Website: [www.eusr.co.uk](http://www.eusr.co.uk).

### **Person/Competent Person E-Learning**

Training and assessment is carried out at National Grid Training Centres in dedicated training rooms and the available dates are published via the EUSR Website.

There are further dates provided which are delivered in mobile coaches for those who are not placed close enough to the training centre's. Due to the additional cost of resources these are offered at a higher price. The available dates are published via the EUSR Website.

Once appropriate dates have been identified, you should complete the booking form available on the EUSR website and return to [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com).

Places are available at the time of publishing but are offered on a first come first served basis and cannot, therefore be guaranteed.

Training must be paid in advance – please see the EUSR website for the full list of Booking Conditions.

### **Classroom Based Training**

#### *Authorised Person – Basic Training*

Training and assessment is carried out at National Grid's Training Centre in Eakring, these dates are published via the EUSR Website.

Please complete the booking form on the EUSR website and return to [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com).

### *Authorised Person – Refreshers*

Please complete the booking form on the EUSR website and return to [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com).

### **Payment Details (External Companies)**

Your Proforma Invoice number must be quoted when making payment for training. Please ensure that this is also quoted on all remittances or quoted when making Credit/Debit Card payment.

Payment must be received before the commencement of training. Following payment of the Proforma invoice, a VAT invoice will be issued.

### **Payment by BACS**

Our Company details for BACS payments are as follows:

Bank Details:	Barclays Bank Plc 54 Lombard Street London EC3P 3AH
Sort Code:	20-00-00
Account Number:	10264113
Account Name:	National Grid Electricity Transmission Plc

Confirmation of BACS Payments should be sent to [natgrid.externaltraining@nationalgrid.com](mailto:natgrid.externaltraining@nationalgrid.com).

**Notification of non-payment from our Finance Department will result in course delegates being refused training.**

### **Payment by Cheque;**

Cheque's should be sent to: -

External Training Team  
National Grid - Our Academy  
Kirklington Road  
Eakring  
NG22 0DA

## **Payment by Credit Card**

An option to pay by Credit / Debit Card is available. To pay by card call 0845 6011218 quoting your Proforma Invoice number.

## **Payment Details (National Grid Payable)**

When an internal recharge for payment is to be made, this section must be completed with a Cost Code or WBS code. The Manager accepting the charges must be made aware of charges that will be processed against the Manager's budget. An email containing the booking form with the Manager copied in on the email would suffice for authorisation purposes.

The correct information to enable prompt processing of Internal Transfers is required prior to course delivery. If incorrect information is received then the booking cannot be guaranteed.

The WBS code relevant to your line of business must be provided and be the recognised code that Learning & Development have been given.



## 7. Course Outcomes/EUSR Registration

As an E-learning assessment is undertaken the Learning Management System stores the results within the computer system. Each delegate can view his / her own results. The facilitator will give delegates guidance on how to do this.

For delegates who pass an assessment the program will print out a certificate detailing the course and the result.

A cover note will be issued by the facilitator to successful delegates detailing the authorisation(s) obtained. This cover note is valid for 30 days. During this period the EUSR database is updated to show the new authorisation(s).

Information regarding current authorisations can be accessed through the EUSR website using the unique EUSR number displayed on the ID Cards. This information will not be displayed on the identity card.

**ID CARDS AND COVER NOTES MUST** be carried on site at all times and they **MUST** be presented to the National Grid Senior Authorised Person (SAP), on each day before entering the site and starting work.

Additionally it is the responsibility of the delegate to maintain safe custody of the cover note and ensure the cover note with its unique number is presented when undertaking BESC – AME assessment.

Delegates who do not meet the standard will be allowed another attempt at the assessment on the day of training. If a failure is achieved on this second attempt then the delegate must undergo the full training package followed by the assessment on a different occasion – i.e a new booking must be made through course administration as per the original.

## 8. Product List

Course Code	Course Title	Delivery Method	Required E-Learning Products	Course Duration	Validity Period
OS080	Person (Substation)	E-Learning	Person (Substation)	½ day	3y
OS080	Person (OHL)	E-Learning	Person (OHL)	½ day	3y
OS080	Competent Person (Substation)	E-Learning	Basic Safety Rules Safety Document Procedures NSI 6 NSI 8 (Ltd)	1 Day	1y
OS080	Competent Person (OHL) CPA LAC ONLY Non application of Drain Earths e.g. Civil Works	E-Learning	Basic Safety Rules Safety Document Procedures NSI 4 – Pre-course NSI 4 – Section 1	1 Day	1y
OS080	Competent Person (OHL) CPB LAC & PFW Non Application of Drain Earths e.g. Fountain Forestry	E-Learning	Basic Safety Rules Safety Document Procedures NSI 4 – Pre course NSI 4 – Section 1 NSI 4 – Section 3 & 4 NSI 4 – Section 8	1 Day	1y
OS080	Competent Person (OHL) CPC LAC & PFW Application of Drain Earths (No Access onto conductors) e.g. Tower Painters	E-Learning	Basic Safety Rules Safety Document Procedures NSI 4 – Pre course NSI 4 – Section 1 NSI 4 – Section 2 NSI 4 – Section 3 & 4 NSI 4 – Section 8	1 Day	1y
OS080	Competent Person (OHL) CPD LAC & PFW Application of Drain Earths (Work on Conductors)	E-Learning	Basic Safety Rules Safety Document Procedures NSI 4 – Pre Course NSI 4 – Section 1 NSI 4 – Section 2 NSI 4 – Section 3 & 4 NDI 4 - Section 5 NSI 4 - Section 6 NSI 4 - Section 8 NSI 4 – Section 10	2 Days	1y
OS074	NSI 2 (Drain Earths)	Classroom based	NSI 2	1 Day	1y

OS080	NSI 4 Section 5	E-Learning	NSI 4 – Section 5	½ day	1y
OS080	NSI 4 Section 6	E-Learning	NSI 4 – Section 6	½ day	1y
OS080	NSI 4 Section 7	E-Learning	NSI 4 – Section 7	½ day	1y
OS080	NSI 4 Section 8	E-Learning	NSI 4 - Section 8	½ day	1y
OS080	NSI 8 (Full)	E-Learning	NSI 8 (Full) Option	½ day	1y
OS080	Safety Documents (ROMP)	E-Learning	Safety Documents (ROMP)	½ Day	1y
OS087	G3 Procedure – Cellular Worker	Classroom based	N/A	1 day	3 y
OS013	Authorised Person - Basic	Classroom Based	Basic Safety Rules NSI 1 NSI 2 OR	3 day	1y
OS014	Authorised Person - Refresher	E-Learning	Basic Safety Rules NSI 1 NSI 2 OR Refresher Assessment package	1 Day	1y

## 9. Training Centers / Coach Locations

### Eakring Training Centre



Kirklington Road  
Eakring  
Newark,  
Notts  
NG22 0DA

Lunch and refreshments are available to all delegates. The dress code is smart casual dress. Open toed footwear, shorts and baseball caps are prohibited. Delegates not adhering to this policy will be asked to leave site – without refund.

### Hitchin Skills & Development Centre



Cadwell Lane  
Hitchin  
SG4 0SL

Lunch and Refreshments are available to delegates undertaking full day courses. The dress code is smart casual dress. Open toed footwear, shorts and baseball caps are prohibited. Delegates not adhering to this policy will be asked to leave site – without refund.

### Hollinwood National Training Centre



Mersey Road North  
Failsworth  
Greater Manchester  
M35 9FF

Lunch and Refreshments are available to delegates undertaking full day courses. The dress code is smart casual dress. Open toed footwear, shorts and baseball caps are prohibited. Delegates not adhering to this policy will be asked to leave site – without refund