



# FIRST AID COURSES

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## First Aid Training

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First aid training aims to teach the lay person techniques that will preserve life and help prevent a casualty's injury or illness becoming worse, until professional medical attention is available.

Employers have a responsibility to provide First Aid care on their premises for staff and have a duty of care toward visitors to their premises. They must ensure that First Aid provision is adequate and they have sufficiently qualified First Aiders at all times.

We are able to offer a full range of first aid training courses, which can be run at the client's venue, and regularly run open courses for individuals.

Our courses range from the 2 hour Basic Life Support course to the full 3 or 4 day First Aid at Work course dependent on you industry. We also run community first aid courses which can be tailored to your specific requirements.

These qualifications have also been accredited within the Qualifications and Credit Framework (QCF) and may be eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000. These qualifications can be delivered as CIEH (Chartered Institute of Environmental Health) or FAQ (Future Awards & Qualifications)

## First Aid at Work

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The 3 day First Aid at Work course and is generally accepted as the most advanced first aid training course for the layman, and is recommended for high risk industries. This qualification has been listed on the Qualifications Credit Framework (QCF) at: Level 3 and may be eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000.

The qualification is valid for 3 years and requires a 2 day requalification course which must be complete within 3 years to maintain the qualification.

The course is predominantly practical hands on training. The emphasis being to ensure that upon completion of the course, students will be both competent and confident dealing with accidents and injuries in the workplace.

Independent assessors carry out two practical assessments of each student on completion of the training and certificates awarded to everyone who is successful.

After completing a final practical assessment students receive a First Aid at Work certificate which complies with Health and Safety (first aid) Regulations 1981.

Since 1st October 2009 the HSE strongly recommends 3 hour annual refresher training for all levels of first aider in the workplace.

### Course Content

- Legislation covering FAW regulations
- Legal responsibilities of a first aider
- Aims of first aid
- Main requirements of a first aider
- Effects of heat and cold
- Accident books
- Emergency response at the scene
- Cardio pulmonary resuscitation (CPR)
- Obstructed airway
- Unconscious casualty
- Bleeding and it's effect on the body
- Head injuries
- Diabetes, stroke, epilepsy
- Heart attack & Angina Burns
- Poisons
- First aid equipment & use of medication
- Keeping records & passing on information
- Fractures and muscular injuries
- Eye injuries
- Dangers of infection (blood borne viruses)

## **First Aid at Work - Requalification**

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This course is designed to refresh skills learnt on the initial 3 day First Aid at Work course. Since 1st October 2009 the HSE strongly recommends 3 hour annual refresher training for all levels of first aider in the workplace.

The refresher course must be completed within 3 years of the initial course to maintain the qualification.

Students must produce a valid certificate to enable them to attend this course. If a certificate has expired, the full 3 day course must be retaken (28 day period of grace may be given in exceptional circumstances)

Independent assessors carry out two practical assessments of each student on completion of the training and certificates awarded to everyone who is successful.

## Emergency First Aid at Work (EFAW)

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The 1 day Emergency First Aid at Work course is ideal for smaller workplaces with fewer health & safety risks.

This course enables the first aider to give emergency first aid to someone who has a minor injury or illness in their workplace.

The qualification is valid for 3 years and requires a repeat of initial course within that time to maintain the qualification.

The course is predominantly practical hands on training. Continual assessment throughout the course ensures students will be both competent and confident dealing with accidents and injuries in the workplace.

On completion of the course student receive an Emergency First Aid at Work certificate which complies with Health and Safety (first aid) Regulations 1981.

Since 1st October 2009 the HSE strongly recommends 3 hour annual refresher training for all levels of first aider in the workplace.

### Course Content

- Choking
- Dangers of infection
- Wounds and minor bleeding
- Shock Legal responsibilities of a first aider
- Main requirements of a first aider
- First aid equipment & use of medication
- Seizures
- Keeping records & passing on information
- Accident books
- Emergency response at the scene
- Cardio pulmonary resuscitation (CPR)
- Obstructed airway
- Unconscious casualty

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# Emergency First Aid at Work Level 2 (OFQUAL)

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This first aid training course is accredited with the Office of the Qualifications and Examinations Regulator (QFQUAL) and the Welsh Assembly Department for Children, Education, Lifelong Learning and Skills (DCELLS) through FAQ.

The course qualifies candidates for vocationally related qualifications which attract funding under Section 96 and/or Section 97 of the Learning and Skills Act 2000 and are eligible to be used to qualify candidates taking part in ESF, DAQW and SME funded programmes. The Level 2 Certificate in Emergency First Aid at Workplace provides candidates with an opportunity to study and be assessed for both the practical and knowledge aspects of emergency first aid in a workplace environment.

## Course Content

- Legal responsibilities of a first aider
- Main requirements of a first aider
- First aid equipment & use of medication
- Keeping records & passing on information
- Accident books
- Emergency response at the scene
- Cardio pulmonary resuscitation (CPR)
- Obstructed airway
- Unconscious casualty
- Choking
- Dangers of infection
- Wounds and minor bleeding
- Shock
- Seizures

## Assessment

Candidates will be internally assessed against the assessment criteria of the qualification using a marking guide by the trainer and through continual observation of practical skills.

The content of this qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 for appointed persons in the workplace and will qualify the candidate to take on the role of the Emergency First Aider (EFAW).

Since 1st October 2009 the HSE strongly recommends 3 hour annual refresher training for all levels of first aider in the workplace. (This is not regulated by OFQUAL)

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## Level 3 Award in First Aid at Work (OFQUAL)

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As of 1 January 2013 Employers need to be aware that Awarding Organisations regulated by Ofqual, the Scottish Qualifications Authority (SQA) and the Welsh Government Department for Education and Skills (DfES Wales) will be permitted to award a qualification in First Aid at Work (FAW) which will be accepted by HSE for the purposes of compliance with regulation 3(2) of the Health and Safety (First-Aid) Regulations 1981.

This new comprehensive Level 3 Award in First Aid at Work (QCF) is 3 day course and is for learners intending to act as a first Aider in the workplace. This course is accredited with the Office of the Qualifications and Examinations Regulator (QFQUAL) and the Welsh Assembly Department for Children, Education, Lifelong Learning and Skills (DCELLS) through FAQ.

The course qualifies candidates for vocationally related qualifications which attract funding under Section 96 and/or Section 97 of the Learning and Skills Act 2000 and are eligible to be used to qualify candidates taking part in ESF, DAQW and SME funded programmes.

Candidates will be internally assessed against the assessment criteria of the qualification using a marking guide by the trainer and through continual observation of practical skills.

### Course Content

- Legislation covering FAW regulations
- Legal responsibilities of a first aider
- Aims of first aid
- Main requirements of a first aider
- First aid equipment & use of medication
- Keeping records & passing on information
- Accident books
- Emergency response at the scene
- Cardio pulmonary resuscitation (CPR)
- Obstructed airway
- Unconscious casualty
- Dangers of infection (blood borne viruses)
- Bleeding and it's effect on the body
- Head injuries
- Diabetes, stroke, epilepsy
- Heart attack & Angina
- Burns
- Fractures and muscular injuries
- Eye injuries
- Poisons
- Effects of heat and cold

Candidates will be internally assessed against the assessment criteria of the qualification using a marking guide by the trainer and through continual observation of practical skills.

## Annual Refresher Training

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It is strongly recommended by the HSE for employers to help qualified first aiders maintain their skills and keep up to date with any changes in first aid procedures by providing them with 3 hour annual refresher training.

### Course Content

- Legislation changes (where relevant)
- Scene assessment in an emergency
- Administration of first aid on an unconscious casualty
- CPR
- Control of bleeding including treatment of shock



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## Level 2 Certificate in Paediatric First Aid (OFQUAL)

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This first aid training course is accredited with the Office of the Qualifications and Examinations Regulator (QFQUAL) and the Welsh Assembly Department for Children, Education, Lifelong Learning and Skills (DCELLS) with FAQ

The course qualifies candidates for vocationally related qualifications which attract funding under Section 96 and/or Section 97 of the Learning and Skills Act 2000 and are eligible to be used to qualify candidates taking part in ESF, DAQW and SME funded programmes.

The Level 2 Certificate in Paediatric First Aid is a vocationally related qualification that provides candidates with an opportunity to study and be assessed in both practical and theoretical aspects of primary and secondary care of paediatric first aid. A minimum of 14 guided learning hours (2 days).

### Course Content

- Emergency Planning
- Recording and reporting accidents
- First aid kits
- Incident management
- Management of an unconscious baby & child
- Choking and obstructed air way
- Breathing disorders including whooping cough and croup
- Control of bleeding and Shock
- Burns and scalds
- Electric shock
- Fractures including spinal neck and head
- Poisons and allergic reactions including anaphylaxis, bites and stings
- Cleansing of wounds
- Nose bleeds
- Foreign object in the eyes, ears and nose
- Extremes of temperature including febrile convulsions

### Recognition of childhood illness including:-

- Meningitis
- Sickle cell
- Measles
- Epilepsy
- Diabetes
- Chicken pox

### Assessment

Internal Assessment - Practical assessment of skills combined with oral questioning of underpinning knowledge and understanding covering the entire qualification.

The contents of this course complies with Surestart guidelines and the requirements of the National Childminders Association ( NCMA) / Pre-school Learning Alliance (PSLA).

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## Level 2 Certificate in Sports First Aid

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This first aid training course is accredited with the Office of the Qualifications and Examinations Regulator (QFQUAL) and the Welsh Assembly Department for Children, Education, Lifelong Learning and Skills (DCELLS).

The course qualifies candidates for vocationally related qualifications which attract funding under Section 96 and/or Section 97 of the Learning and Skills Act 2000 and are eligible to be used to qualify candidates taking part in ESF and SME funded programmes.

The Level 2 Certificate in Activities First Aid is a vocationally related qualification that provides candidates with an opportunity to study and be assessed in both practical and theoretical aspects of first aid in a sport and activity environment. This is a 14 hour (2 day) course and provides candidates with the skills, knowledge and understanding of first aid to enable them to provide appropriate care and manage of life threatening conditions, illness and injuries.

### Course Content

- Scene of the incident/reporting/first aid equipment
- Cardio pulmonary resuscitation (CPR)
- Unconscious casualty management
- Choking/obstructed airway /asthma/anaphylaxis
- Airway Management
- Bleeding/wounds
- Shock
- Injuries to bones, muscles and joints Inc: head, neck and spinal injury
- Burns
- Illnesses i.e. diabetes, epilepsy, heart attack

### Assessment

Internal Assessment - Practical assessment of skills combined with oral questioning of underpinning knowledge and understanding covering the entire qualification.

### Approvals

The content of this qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 for appointed persons in the workplace and will qualify the candidate to take on the role of the Emergency First Aider. Candidates will still need to complete a full First Aid at Work course if they will be required to be a First Aid at Work provider

## Emergency First Aid

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General first aid courses for all age groups, covering most emergency first aid situations. These courses are almost entirely practical hands on training and are designed to teach people practical skills, which they can use in an emergency situation.

### **4 Hour Course**

Our 4 hour course teaches students how to deal with an emergency scene, how to assess and prioritise casualties, familiarisation with contents of first aid kit. Students are taught how to carry out CPR (cardio pulmonary resuscitation) and how to deal with major life threatening conditions such as how to care for an unconscious casualty, how to control bleeding, how to recognise and treat a heart attack, the treatment of shock and choking.

### **1 Day Course**

Our 1 day course includes all of the topics covered in the 4 hour course, but in far greater detail and allowing more hands on practice. This course includes additional subjects such as the treatment of burns and fractures, recognition and treatment of diabetes and epilepsy, how to treat head and spinal injuries, and an introduction to CPR for infants and young children.

*Feel free to discuss your requirements when contacting us and we can adapt all courses to suit your needs*

## Emergency First Aid for Specialist Groups

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The Emergency First Aid course can be adapted to suit almost any group/environment. Courses can be run as 4 hour, or over 1 or 2 days dependant on the depth of knowledge required. Listed below are some of the specially adapted courses available.

- Sports
- Climbers
- Children
- Teachers
- Road Users
- Youth Leaders
- Ramblers
- Field Sports (angling, shooting etc)
- Public Transport
- Retail Sector

*If your particular intrest group is not listed above please do not hesitate to contact us to discuss your requirements.*

## Basic Life Support

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2 hour course designed to give people with no previous experience, a basic knowledge of lifesaving first aid covering Cardio Pulmonary Resuscitation (CPR) and care of an unconscious casualty.

CPR is the external massaging of the heart to circulate oxygen around the body and breathing into the casualty to replenish the oxygen supply. Although a major lifesaving action it is surprisingly easy to learn CPR and during the course students will learn how to effectively externally massage the heart and maintain the casualties breathing until the arrival of expert medical help.

## **Automated External Defibrillation (AED) Training**

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### **AED 1**

6 hour course. Designed for students with no prior first aid training or without recent CPR training. The students are taught CPR and the effective use of AEDs in the workplace. Students are required to update every 6 months.

### **AED 2**

4 hour course. Abbreviated version of the AED 1 course. Students must be competent in CPR prior to this course and will be assessed at the beginning of the course. Students are required to update every 6 months.

### **AED 3**

3 Hour Requalification course required every 6 months maintaining AED skills.



# HEALTH & SAFETY COURSES

- 02 Level 2 Health & Safety in the Workplace
- 03 Intermediate Certificate in Supervising Health & Safety
- 04 The Principles of Manual Handling
- 05 Risk Assessment Course
- 06 Stress Awareness
- 07 Level 2 Award in Conflict Resolution & Personal Safety
- 08 Occupational Dermatoses Awareness

# Health & Safety in the Workplace

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Fundamental health and safety knowledge for all employees.

Good health and safety standards rely on employers and employees working together. This 1 day course delivers a foundation of knowledge required by everyone. It provides essential knowledge and understanding of health and safety for all employees.

## Course Content

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

## Assessment

Assessment: 30 multi choice examination questions



## **Intermediate Certificate in Supervising Health & Safety**

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This 3 day course examines health and safety from a supervisory perspective. Supervisors have both a legal and moral responsibility to look after the health and safety of employees. This qualification will enable managers and supervisors to improve the health and safety culture of their organisation, whatever its size or activity.

### **Course Content**

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

### **Assessment**

Assessment: 30 multi choice examination questions

# The Principals of Manual Handling

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A half day (principles only) or a 1 day course which introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace.

## Course Content

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

## Assessment

Assessment: 30 multi choice examination questions

## Risk Assessment Course

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The “Management of Health & Safety at Work Regulations 1999” requires that every employer shall make a suitable and sufficient assessment of: -

Risk to health and safety of his employees to which they are exposed whilst they are at work;  
Risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking

### Level 2

Level 2 is a 1 day course which on completion of the course students will have the knowledge to carry out a risk assessment in order to introduce you to the basic principles of risk assessment to improve your workplace occupational health and safety.

### Assessment

30 multi choice examination questions

### Level 3

Level 3 is a 1 day (plus assignment time) course that provides you with a thorough understanding of the main categories of accidents and ill health, their socio-economic costs and the benefits of good health and safety management.

### Assessment

Assignment

*Other specific Regulations such as the “Noise at Work Regulations 1989”, “Control of Substances Hazardous to Health Regulations 1999” and “The Manual Handling Operations Regulations 1992” all require the employer to carry out Risk Assessments.*

## Stress Awareness

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This half day course raises awareness of the likely sources of work-related stress. It is aimed at general workers and also serves as an introduction to the issue for more senior staff. The qualification will enable employees to contribute to strategies which combat work-related stress.

### Course Content

- Definitions of stress
- Stress as an occupational health hazard
- Identification of basic workplace stressors
- Development of basic controls for work-related stressors
- Responsibilities imposed under Uk legislation

## **Level 2 Award in Conflict Resolution & Personal Safety**

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Enables employees to protect themselves in the face of confrontational behaviour.

Work-related violence is on the rise and employers have a duty of care to provide a safe place of work. This is not easy in environments where the potential for conflict and aggression is high. Zero tolerance initiatives and commitment to prosecution have brought improvements in organisations like the NHS, London Underground and many pubs and clubs that now work together to monitor and bar known troublemakers. Yet high staff turnover and a lack of training mean many people are still vulnerable to physical and psychological damage. The costs to businesses can be very high indeed.

The CIEH has developed this 1 day course to help organisations protect their staff as well as their organisational and operational effectiveness.

### **Course Content**

- The law
- The work environment
- Resolving confrontational situations
- Personal safety

## Occupational Dermatoses Awareness

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An introduction to workplace skin disease.

Many workplaces contain substances or processes that can cause injury to the skin, this can range from constant immersion of hands in water, through to the use of highly corrosive chemicals

Occupations considered high risk for skin disease are: hairdressing, catering, health care, printing, metal machining, Motor vehicle repair and construction.

These courses are designed for workers or managers in most business and industrial environments and aim to show how workplace skin diseases can be avoided.

### Course Content

- Prevention – including the use of personal protective equipment
- Skin disease risk assessment
- Employer and employees responsibilities
- Recognition of common work place skin diseases
- Reporting of Injuries diseases and dangerous occurrences (RIDDOR)
- Staff Health Surveillance

*Courses may be tailored to client's specific industry/business*



# FOOD SAFETY COURSES

- 02 Food Safety Training
- 03 Level 2 Award in Food Safety in Catering
- 04 Level 3 Award in Food Safety in Catering
- 05 Level 4 Award in Food Safety in Catering

## Food Safety Training

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To help to avoid food poisoning, it is important to make sure the food you eat and make is safe

Rigorous enforcement of food hygiene legislation is important, but is not in itself sufficient to prevent food poisoning, which is usually the result of ignorance or negligence.

A reduction in high levels of food poisoning can only be achieved by educating food handlers.

These courses have been designed to address these concerns, all courses cater from people in their own independent living domestic environment to food handlers through to supervisors and managers.



## Level 2 Award in Food Safety & Catering

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These 1 day OFQUAL accredited course will ensure employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safely to customers.

### Course Content

- Introduction to food safety
- The law
- Food safety hazards
- Taking temperature
- Refrigeration, chilling and cold holding of foods
- Cooking, hot holding and re-heating of foods
- Food handlers
- Principles of safe food storage
- Cleaning
- Food premises of equipment

The course is ideal for anyone working in a catering or hospitality setting where food is prepared, cooked and served.

## Level 3 Award in Food Safety

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This 3 day OFQUAL accredited course will ensure employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safely to customers.

- Level 3 Award in Food Safety Awareness in Catering
- Level 3 Award into Induction into Food Safety in Manufacturing
- Level 3 Award in Food Safety Awareness for Retail

Changes in legislation effective from January 2006 have placed greater onus and accountability on anyone in the food business with supervisory responsibility. It is therefore vital they are equipped with both the knowledge and confidence to do their job effectively.

### Learning Outcomes:

- Ability to implement and supervise a food safety management system
- Understand food safety procedures
- Understand the concept of food hazards and the risks associated with them
- Understand the terminology with respect to supervising food safety
- Understand the techniques involved in controlling and monitoring food safety
- Appreciate the risks linked to cross contamination
- Understand the role temperature has to play in the control of food safety
- Appreciate the importance of supervising high standards of cleanliness in food premises

*This qualification replaced the CIEH Intermediate Certificate in Food Hygiene.*

## Level 4 Awards in Food Safety

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These (5 day) courses are designed for business owners, trainers, production managers, hygiene auditors and anyone in managerial posts within the food industry. These sector specific qualifications meet industry's need for a high level practical qualification with external accreditation.

- Level 4 Award in Managing Food Safety in Catering
- Level 4 Award in Food Safety Management for Manufacturing

Successful candidates will be able to deliver the new Level 2 Food Safety Awards for Catering, Manufacturing and Retail (with appropriate training skills).

This is a 5 day course

### **Assessment**

Assessment is by 2 assignments and an examination.

*This qualification replaced the CIEH Certificate in Advanced Food Safety*



# OTHER COURSES

## Other Courses

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We are constantly adding courses to our portfolio and offer a wide range of other courses which can be accredited or non accredited dependent on your requirements.

Courses can be bespoke and designed to your specific needs or you can choose from our range of other courses that we currently offer which are listed overleaf.

If you do not see the course you are interested in on our web site please ask us and if we cannot provide it for you we may be able to be able to pass you onto one of our training associates who can.

## Other Courses

(continued)

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Our extensive range of courses include the following:

- Preparing to Teach in the Lifelong Learning Sector
- Safe Administration of Medicines
- Handling & Moving of People
- POVA (Protection of Vulnerable Adults)
- Conflict Management
- Stress Awareness
- Breakaway Training
- Nutrition Level 1
- Nutrition Level 2
- Alcohol & Drugs Awareness
- Child Protection
- Anaphylaxis
- Fractures
- Infection Control
- Care Packages

*From time to time we are able to offer other courses as required so if you do not see the course you are interested in on our web site please ask and if we cannot provide it for you we may be able to be able to pass you onto one of our training associates..*

*Please contact us for details on 01407 830 165.*

## Preparing to Teach in the Life Long Learning Sector

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This professional qualification is for people involved in the teaching, support, training and development of learners in the Lifelong Learning Sector. From September 2007 onward, all new teachers in the Lifelong Learning Sector have been required to gain a basic minimum standard/license to practice.

The Level 3 Award in Preparing to Teach in the Lifelong Learning Sector is ideal for new entrants to post compulsory education/training. Progression can be achieved through further Future courses such as the Level 4 Award in Preparing to Teach in the Lifelong Learning Sector, the Level 3 and 4 Certificate in Teaching in the Lifelong Learning Sector and the Level 5 Diploma in Teaching in the Lifelong Learning Sector.

This level 3 PTLLS qualification satisfies the government requirement for teachers, tutors and trainers to hold an initial teaching qualification for those working in the post-16 sector.

The programme will involve a significant amount of hand on activity with additional work outside the sessions to develop the content and materials for assessment on the final day.

The programme is quite demanding because it results in the acquisition of new skills and techniques over a short period.

### Course Content

- Training Needs and Objectives
- Learning Styles and Preferences
- Training Structure and Design
- Training Styles and Communication
- Training Assessment

On successful completion candidates will be able to understand and put into practice the following:

- How training can best be delivered to secure effective learning
- How to structure and design training sessions
- How to make training sessions interesting, stimulating and relevant

Trainers or potential trainers from any discipline will benefit from the programme, as the qualification concentrates on the training process rather than training content. Delegates will also gain greater enthusiasm and confidence for training delivery, as well as ideas for creativity and further development.