

## Portfolio of Courses

Our range of training courses  
available throughout the UK

First Aid

Health & Safety  
& Manual Handling

Food Safety

Fire Training



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**First Aid at Work – Initial**

**3 days**

Designed to give the First Aider the skills necessary to give effective life support, diagnose and treat injuries or illness, and maintain care and comfort of the casualty. With an emphasis on dealing with life threatening situations and keeping the casualty alive until professional help arrives.

Students will learn a high level of practical skills and theoretical knowledge, so that they can deal confidently and competently with a wide range of situations that may arise in the work environment.

**The course includes:**

- Acting safely, promptly and effectively in an emergency
- Cardio Pulmonary Resuscitation (CPR)
- Treating an unconscious casualty (including seizure)
- Wounds and bleeding
- Shock
- Minor injuries
- Choking
- Preventing cross infection, recording incidents and actions and the use of available equipment
- Fractures
- Sprains and strains
- Spinal injuries
- Chest injuries
- Burns and scalds
- Eye injuries
- Poisoning
- Anaphylaxis
- Heart attack
- Stroke
- Epilepsy
- Asthma
- Diabetes

**First Aid at Work Requalification**

**2 days**

This course is for qualified First Aiders who wish to renew their First Aid at Work certificate. It is essential that all First Aiders are in possession of a valid and in date First Aid at Work certificate issued by a HSE approved training provider, which must be shown at the start of this course.

**The course includes all subjects covered on the First Aid at Work initial course.**

**Emergency First Aid at Work**

**1 day**

Due to the nature of your business your First Aid needs assessment may have identified the need for an Emergency First Aider as the minimum requirement.

This course equips students with the skills to take charge and deal with an emergency effectively – with the emphasis on preventing situations from becoming worse and maintaining life until help arrives.

**The course includes:**

- Acting safely, promptly and effectively in an emergency
- Cardio Pulmonary Resuscitation (CPR)
- Treating an unconscious casualty (including seizure)
- Wounds and bleeding
- Shock
- Minor injuries
- Choking
- Preventing cross infection, recording incidents and actions and the use of available equipment

**Annual First Aid Refresher**

**3 hours**

The HSE now recommend that all First Aiders attend this course annually to reduce the level of ‘first aid skill fade’.

**The course includes:**

- Acting safely, promptly and effectively in an emergency
- Cardio Pulmonary Resuscitation (CPR)
- Treating an unconscious casualty (including seizure)
- Wounds and bleeding
- Shock



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**Health & Safety Executive**

Approval No. 01/01



## Early Years (Paediatric) First Aid

**2 days**

This course is suitable for anyone providing care for babies and children under 8 years old. The course syllabus meets OFSTED requirements for first aid training in early years settings and the Early Years Foundation Stage.

Students will learn a high level of practical skill and theoretical knowledge, so that they can deal competently with situations that may arise when caring for children and babies.

**The course includes:**

- Coping with an emergency in the childcare environment
- The priorities of treatment
- Resuscitation: Adult, child and baby
- Unconsciousness: Adult, child and baby
- Control of bleeding
- Treatment of minor injuries, with emphasis on children and babies
- Poisoning
- Treatment of fractures, with emphasis on children and babies
- Choking: Adult, child and baby
- General paediatric medical conditions: asthma, anaphylaxis, diabetes, epilepsy, febrile convulsions, meningitis etc.

## Emergency First Aid for Parents and Child Carers

**1 day**

This is a basic first aid course designed for parents and anyone who may have to administer first aid to a child or baby.

**The course includes:**

- Communication and delegation in an emergency
- Cardio Pulmonary Resuscitation (Adult, child and baby)
- Choking and care of the airway (Adult, child and baby)
- Care of the unconscious child
- Control of bleeding
- Treatment of burns and scalds
- Fractures
- Common childhood medical conditions – open forum

## Automated External Defibrillation

**4 Hours**

First Aid has moved on. An Automated External Defibrillator (AED) is a very safe, automatic device that delivers a life saving shock to a cardiac arrest victim. If you wait for an ambulance the chance of survival is only 6%. With an AED the chance of survival can be as high as 74%. Which would you choose? Certificates are valid for 12 months to Resuscitation Council (UK) Standards.

**This course can include the HSE annual refresher to prevent duplication of training**

**The course includes:**

- The chain of survival
- Cardio Pulmonary Resuscitation
- Anatomy and physiology of the heart
- Safety considerations of defibrillation
- Automatic External Defibrillator practical scenarios
- Assessment

## Oxygen Therapy

**3 Hours**

This course is ideal for staff in nursing homes, companies with emergency oxygen for first aid purposes or industries where there is a risk of dangerous fume inhalation etc.

This course is often combined with the Automated External Defibrillation module as a 1 day course.

**The course includes:**

- Respiratory system
- Dangers and safety in oxygen therapy
- Indications and contra-indications of oxygen
- Oxygen therapy practical scenarios
- British Thoracic Society Oxygen Therapy Guidelines
- Pulse oximetry
- Methods of oxygen delivery

## Cardio Pulmonary Resuscitation

**3 Hours**

The course is designed for all abilities to learn the essential lifesaving skills of CPR, with the emphasis being 'hands on' training, using adult, child and infant resuscitation manikins as appropriate.

**The course includes:**

- The Chain of Survival
- Assessment of Danger, Response, Airway and Breathing
- Cardio Pulmonary Resuscitation



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## Level 2 Award in Health and Safety in the Workplace

1 day

A Chartered Institute of Environmental Health (CIEH) approved course designed for employees working in any sector or industry to give them an understanding of Health and Safety in the workplace. On successful completion participants will receive a level 2 award certificate in Health and Safety in the workplace.

**The course includes:**

- 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

## Level 3 Award in Health and Safety in the Workplace

3 days

A Chartered Institute of Environmental Health (CIEH) approved course designed for any member of staff in a management or supervisory role. This qualification will enable them to improve the Health and Safety culture in their workplace whatever the size, scale and activity. It is suggested that candidates have some prior knowledge and understanding of basic health and safety.

**The course includes:**

- Concept of Health and Safety
- Accidents in the workplace
- Assessing risks
- Ill health in the workplace
- Legal Provision (UK Only)
- Health and Safety organisation and management
- Supervising Health and Safety

## Managing Safely (Institute of Occupational Safety and Health)

4 days

An Institute of Occupational Safety and Health (IOSH) approved course designed for managers and supervisors to give the information and skills required to manage resources and risk in the workplace.

**The course includes:**

- Introducing managing safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

## Stress Management

4 hours

This course is designed for any member of staff at risk of, or currently experiencing, work related stress. Managers requiring an insight into the signs and symptoms of stress in the workplace, and management of stress in the workplace

**The course includes:**

- The reasons for tackling work related stress
- What is stress?
- What causes stress?
- How can we manage stress?
- Coping with stress



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CIEH Registered Centre





## Safer Manual Handling (Objects)

**3 hours**

This course is suitable for all employees involved in moving and handling objects on a regular basis. The course aims to meet the needs of your particular workplace, and will be adapted to ensure your requirements are included.

**The course includes:**

- Current legislation and professional guidelines
- Risk factors of back pain
- Problem-solving
- Mechanics and function of the spine
- Hazard identification and risk assessment

## Safer Manual Handling (People)

**1 day**

This course is suitable for all people involved in the moving and handling of people. The course is designed to give an introduction or up-date in the safer manual handling of people. It embraces the current guidelines set out in The Guide to the Handling of People (5th Edition) and complies with current legislation.

**The course includes:**

- Current legislation and professional guidelines
- Risk assessment and hazard identification
- Principles of normal human movement and promotion of client independence
- Mechanics and function of the spine
- Problem solving
- Use of equipment
- The importance of back care and good posture, and the risk factors of back pain
- Handling strategies for clients with impaired mobility

## Safer Manual Handling People (Wheelchair Users)

**5 hours**

This course is suitable for anyone supporting an essential wheelchair user with transportation and transfers on a regular basis. The course includes both theory and practical sessions to educate participants on safer manual handling techniques when pushing wheelchairs and assisting wheelchair users with transfers. It aims to give the participant an insight into how it feels to be an essential wheelchair user, and what efforts can be made to improve access for both wheelchair users and those pushing wheelchairs.

**The course includes:**

- Relevant legislation and professional guidelines
- Risk factors of back pain
- Handling strategies for clients who use wheelchairs
- Mechanics and function of the spine
- Problem-solving
- Practical work with transit, self-propelling and powered wheelchairs
- Hazard identification and risk assessment



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## Level 2 Food Safety in Catering

1 day

This course is Chartered Institute of Environmental Health (CIEH) approved and introduces the principles of food safety. The course is designed for anyone working in catering, where food is prepared, cooked and handled.

**The course includes:**

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

## Level 2 Food Safety in Manufacturing

1 day

This course is Chartered Institute of Environmental Health (CIEH) approved and is designed for manufacturing food handlers who require knowledge of food safety principles. The aim of the course is to ensure that food handlers have an understanding of the parameters which affect Food Safety, the importance of Food Safety and knowledge of the systems, techniques and procedures involved.

**The course includes:**

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

## Level 2 Food Safety in Retail

1 day

This course is Chartered Institute of Environmental Health (CIEH) approved and is designed for retail food handlers who require knowledge of food safety principles. The aim of the course is to ensure that food handlers have an understanding of the parameters which affect food safety, the importance of food safety and knowledge of the systems, techniques and procedures involved, giving them the confidence and expertise to deliver food safely to customers.

**The course includes:**

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

## Level 3 Food Safety

3 days

This course is Chartered Institute of Environmental Health (CIEH) approved and is designed for any person working in food production at a supervisory/managerial level. Changes in legislation effective from January 2006 have placed a greater onus and accountability on anyone in the food business with supervisory responsibility. It is therefore essential that supervisors are equipped with both the knowledge and confidence to carry out their working role efficiently.

**The course includes:**

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

## Level 3 Hazard Analysis & Critical Control Point (HACCP)

1 day

This course is Chartered Institute of Environmental Health (CIEH) approved and is aimed at supervisors and managers working within food manufacturing, but caterers and retailers will also benefit from attending this course. The aim of this course is to ensure that candidates develop knowledge and practical skills to implement a HACCP plan in their workplace.

**The course includes:**

- The HACCP process and its role within food manufacturing
- How to develop, monitor and evaluate a HACCP based system



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## Statutory Fire Safety Awareness Course

**2 hours**

An employer has a legal duty to ensure all staff are trained how to react in a fire situation. This course is essential for all staff members and provides a practical understanding of fire safety and how to react in an emergency.

**The course includes:**

- The chemistry of fire
- Common causes of fire
- Fire safety precautions
- Fire drills and evacuation

## Fire Extinguisher Training

**2 hours**

This course is suitable for all staff members and gives a practical introduction to the use of fire extinguishers. The course contains both theoretical and practical elements to give participants a practical understanding of fire safety.

**The course includes:**

- Basic knowledge of the chemistry of fire
- What to do in the event of a fire
- Your safety and the safety of others
- Importance of role calls
- Correct use of a water extinguisher
- Correct use of a CO<sub>2</sub> extinguisher
- Correct use of a foam extinguisher
- Correct use of a powder extinguisher
- Correct use of a fire blanket
- Practical session using a live fire extinguisher

## Fire Marshal Training

**4 hours**

This course covers the role of the designated fire marshal and gives delegates the opportunity to learn about the different types of fire extinguisher and how to use them correctly. For businesses, this course is of particular importance because of the legal requirement contained within the Fire Precautions Act 1971, Health & Safety at Work Act 1974 and the recent Fire Precautions (Workplace) Regulations 1997.

**The course includes:**

- The role of the fire marshal
- Liaison with the fire service
- Action on discovering a fire
- Fire safety legislation
- The chemistry of fire
- Common causes of fire
- Fire safety precautions
- Fire drills and evacuation
- How to use fire extinguishers



All courses delivered by experienced operational fire fighters

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