



Training Courses:

First Aid

- First Aid at Work (3 Day)
- First Aid at Work Refresher (2 Day)
- Emergency First Aid at Work (1 Day)
- Automated External Defibrillator (AED)
- Basic First Aid (½ Day)
- 12 Hours Paediatric First Aid
- Sports Specific First Aid (1 Day)

Food Hygiene

- Food Safety Level 1 (½ Day)
- Food Safety Level 2 (1 Day)
- Food Safety Level 3 (3 Day)
- Food Safety Level 4 (5 Day)

Fire Safety

- Fire Warden Training (½ Day)
- Fire Warden Training with Practical Use of Extinguishers (¾ Day)
- Fire Legislation (½ Day)
- Fire Risk Assessment (1 Day)
- Fire Safety for Managers (1 Day)

Health & Safety

- Manual Handling (½ Day)
- Evacuation Chair Training (½ Day)

Course Title:

- First Aid at Work (3 Day)

Course Objective:

- The Health and Safety Executive (HSE) Approved 3-Day First Aid at Work Training Course (formerly 4 Day First Aid at Work) provides training for qualification as a First Aider within the workplace under the guidance of the Health & Safety (First Aid) Regulations 1981

Course Outcomes: At the end of the course each delegate will be able to:

- Confidently approach an incident
- Have awareness of: dealing with an emergency, airway management, CPR, unconsciousness
- Have awareness of: dealing with minor and major bleeding
- Have awareness of: recognising and treating strokes
- Have awareness of: recognising and treating epileptic emergencies
- Have awareness of: understanding Heart Attacks and acute heart conditions
- Have awareness of: identifying possible fractures and the practical treatment of
- Have an understanding of relative HSE guidance

Target Audience:

- This course is aimed at nominated First Aiders within the workplace, and individuals wanting peace of mind at home.

Pre-requisites:

- Candidates must attend all 3 sessions to be eligible for assessment and subsequent course accreditation

Course Accreditation:

- (HSE) Approved Centre Number 63/03 First Aid at Work Certificate valid for 3 years from course date. HSE strongly recommends a 3 hour annual update to maintain this certification and prevent skills fade.

Course Summary:

- Participants gain a thorough knowledge of first aid techniques ranging from CPR to dealing with blood loss and shock. It enables them to deal with any incident within their workplace

Course Title:

- First Aid at Work Refresher (2 Day)

Course Objective:

- The HSE Approved 2-Day First Aid at Work Refresher Training course is designed and suited for persons who have already completed a full First Aid At Work course which is due for renewal; upon successful completion, this course will enable course delegates to continue working as a First Aider within the workplace, under the guidance of the Health & Safety (First Aid) Regulations 1981

Course Outcomes: At the end of the course each delegate will have refreshed their knowledge of:

- Confidently approaching an incident
- Having awareness of: dealing with an emergency, airway management, CPR, unconsciousness
- Have awareness of: dealing with minor and major bleeding
- Have awareness of: recognising and treating strokes
- Have awareness of: recognising and treating epileptic emergencies
- Have awareness of: understanding Heart Attacks and acute heart conditions
- Have awareness of: identifying possible fractures and the practical treatment of
- Have an understanding of relative HSE guidance

Target Audience:

- This course is aimed at nominated First Aiders within the workplace who need to renew a valid first aid at work certificate

Pre-requisites:

- Participants must produce a valid First Aid at Work certificate prior to attending the course

Course Accreditation:

- (HSE) Approved Centre Number 63/03 First Aid at Work Certificate valid for 3 years from course date. HSE strongly recommends a 3 hour annual update to maintain this certification and prevent skills fade.

Course Summary:

- Participants refresh and update their thorough knowledge of first aid techniques ranging from CPR to dealing with blood loss and shock; providing candidates with the ongoing awareness and confidence to deal with any incident within their workplace

Course Title:

- Emergency First Aid at Work (1 Day)

Course Objective:

- The Emergency First Aid at Work Training course (formerly Appointed Persons) is suitable for people who have been nominated as appointed persons within the workplace. This course covers the essential topics to be able to make a difference should an emergency occur. This course is run within the guidance set out in the Health & Safety (First Aid) Regulations 1981

Course Outcomes: At the end of the course each delegate will be able to:

- How to deal with an emergency
- Awareness of: CPR, wounds & bleeding, unconsciousness, contents of a first aid kit
- Recognise the cause of a blocked airway and administer the appropriate treatment
- Approach and assess any accident or incident

Target Audience:

- This course is aimed at those acting as the appointed person in the workplace who wishes to learn basic first aid. Successful candidates will now be regarded as first aiders

Pre-requisites:

- None; but must be physically able to carry out the detailed procedures (see course content)

Course Accreditation:

- (HSE) Approved Centre Number 63/03 Emergency First Aid at Work Certificate valid for 3 years from course date. HSE strongly recommends a 3 hour annual update to maintain this certification and prevent skills fade.

Course Summary:

- Covering the main areas of first aid, the course gives candidates the knowledge to treat the majority of incidents in a low risk working environment, including: CPR, blood loss, burns & scalds, and the recovery position

Course Title:

- Basic First Aid (½ Day)

Course Objective:

- The Basic First Aid - Save a Life Training Course 'does what it says on the box'. The course provides a hands on approach to dealing with the most life threatening of scenarios. Suitable for both workplace and domestic environments

Course Outcomes: At the end of the course each delegate will have an understanding of:

- Introduction to First Aid
- Airway Management
- Breathing & Circulation
- Unconsciousness
- Wounds & Bleeding

Target Audience:

- Anyone wishing to acquire a basic knowledge of first aid; suitable for both workplace and domestic environments

Pre-requisites:

- None

Course Accreditation:

- No formal assessment is performed on this course, although the trainer will continually observe and monitor all candidates throughout the course. A Basic First Aid attendance certificate will be issued to all successful candidates, which is valid for 3 years

Course Summary:

- Suitable for both workplace and domestic environments

Course Title:

- 12 Hours Paediatric First Aid

Course Objective:

- This Paediatric First Aid course aims to provide students with training in first aid on Paediatric Emergency's. It exceeds the required standards for CSSIW first aid requirements in Wales for nurseries and child minders. The course also meets OFSTED and NVQ Requirements

Course Outcomes: At the end of the course each delegate will have an understanding of:

- Childhood illness; meningitis, croup, measles etc.
- The unconscious casualty: children and babies
- Resuscitation of children and babies
- Planning for first aid emergencies involving children and babies
- Dealing with emergencies involving children and babies
- Dealing with choking in children and babies
- Dealing with fractures in children and babies
- Dealing with head, neck and spinal injuries in children and babies

Target Audience:

- The Child & Baby First Aid Training Course is designed at giving parents and carer's confidence, practical ability and knowledge of dealing with ill and injured children and babies

Pre-requisites:

- None

Course Accreditation:

- No formal assessment is performed on this course, although the trainer will continually observe and monitor all candidates throughout the course. A Paediatric First Aid attendance certificate will be issued to all successful candidates, which is valid for 3 years

Course Summary:

- Ideal for anyone who wants to learn about first aid and has professional involvement with children and babies

Course Title:

- 1 Day Sports Specific First Aid

Course Objective:

- This course is designed to teach the necessary first aid skills to deal with a wide range of sporting injuries

Course Outcomes: At the end of the course each delegate will be able to:

- How to approach and assess an accident or incident
- Mechanisms of breathing
- Winding & Cramp
- Spinal & chest injuries
- Treatment for Achilles tendon injuries
- Management of upper and lower limb fractures, sprains & dislocations

Target Audience:

- Anyone with an involvement in sporting activities

Pre-requisites:

- None

Course Accreditation:

- No formal assessment is performed on this course, although the trainer will continually observe and monitor all candidates throughout the course. A n Emergency First Aid at Work (Sports Specific) attendance certificate will be issued to all successful candidates, which is valid for 3 years

Course Summary:

- This course gives candidates the know how to deal with the type of injuries and medical emergencies that can happen during sporting activities

Course Title:

- Automated External Defibrillator (AED)

Course Objective:

- This course teaches the essential skills required by an AED operator and provides candidates with the confidence to know what to do in a cardiac arrest emergency

Course Outcomes: At the end of the course each delegate will be able to:

- How to approach an incident with consideration to personal safety
- CPR & recognition of heart rhythms
- The practical use of an AED machine and how to hand-over to the emergency services

Target Audience:

- This course is aimed at the general public, members of commerce and industry wishing to perform basic life support and how to operate an Automated External Defibrillator (AED) machine

Pre-requisites:

- Candidates must hold a valid first aid qualification and must be physically able to carry out the detailed procedures (see course content)

Course Accreditation:

- AED certificate valid for 1 year

Course Summary:

- This course gives candidates the practical skills and knowledge to correctly administer and use an Automated External Defibrillator (AED) machine

Course Title:

- Food Safety Level 1 (½ Day)

Course Objective:

- This course teaches the essential skills required to ensure the highest standards of food hygiene, eliminate hazards and avoid contamination within the workplace, and promotes the awareness of your responsibilities to ensure each of the former

Course Outcomes: At the end of the course each delegate will be able to:

- Spot and control specific hazards
- Implement good hygiene practices within the working environment

Target Audience:

- Aimed at those new to the workplace who require a simple training course in food safety to keep them and those around them safe, when starting work or as part of an induction programme. For example, school leavers taking their first job or those with special needs

Pre-requisites:

- None; no prior food safety knowledge required

Course Accreditation: In-house, CIEH or RIPH (sector specific)

- Level 1 Food Safety Award in Catering
- Level 1 Food Safety Award for Manufacturing
- Level 1 Food Safety Award for Retail

Course Summary:

- This course provides candidates with the knowledge and practical skills to develop a food safety culture within their workplace.

Course Title:

- Food Safety Level 2 (1 Day)

Course Objective:

- This Level 2 award in food safety is ideal for all those requiring food hygiene training for industry and provides fundamental food hygiene training for all food handlers. This course has been designed for anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled

Course Outcomes: At the end of the course each delegate will have awareness of:

- Food Safety legislation
- Safe food storage and temperature control
- Cleanliness & hygiene standards

Target Audience:

- Safety training for people in the workplace who participate in activities related to food safety. The qualification equates to the 'foundation' or 'basic' qualification. Examples are shop floor employees and front line staff employees in production or services

Pre-requisites:

- Level 1 Food Safety Award (sector specific)

Course Accreditation: In-house, CIEH or RIPH

- Level 2 Food Safety Award in Catering
- Level 2 Food Safety Award for Manufacturing
- Level 2 Food Safety Award for Retail

Course Summary:

- This course provides candidates with the advanced knowledge and practical skills to develop a food safety culture within their workplace.

Course Title:

- Food Safety Level 3 (3 Day)

Course Objective:

- This Level 3 award is designed specifically for those working in all food businesses at a supervisory level. 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 that they are equipped with both the knowledge and confidence to do their job confidently and effectively.

Course Outcomes: At the end of the course each delegate will have awareness of:

- Supervisory management
- Applying & monitoring good hygiene practices
- Implementing good food safety procedures and contributing to the safety training of others

Target Audience:

- Aimed at those in the workplace who require safety training courses in activities related to the food safety and who also have a related supervisory role. The qualification equates to the intermediate qualification. Examples are team leaders, supervisors and junior managers

Pre-requisites:

- Level 2 Food Safety Award (sector specific)

Course Accreditation: In-house, CIEH or RIPH

- Level 3 Food Safety Award in Catering
- Level 3 Food Safety Award for Manufacturing
- Level 3 Food Safety Award for Retail

Course Summary:

- This course provides candidates with the advanced knowledge and practical skills to develop the supervisory management of a positive food safety culture within their workplace.

Course Title:

- Food Safety Level 4 (5 Day)

Course Objective:

- This sector specific qualification is designed to meet industry's need for a high level practical qualification with accreditation

Course Outcomes: At the end of the course each delegate will have an understanding of:

- Food-borne illnesses
- Design and construction of food premises and equipment
- Cleaning, disinfection and pest control

Target Audience:

- Aimed at those in the workplace, who participate in activities related to food safety and who also have a related management and/or training role. The qualification equates to the advanced qualification. Examples are senior supervisors, departmental managers and operations managers with responsibility for multiple sites

Pre-requisites:

- Level 3 Food Safety Award (sector specific)

Course Accreditation: In-house, CIEH or RIPH

- Level 4 Food Safety Award in Catering
- Level 4 Food Safety Award for Manufacturing
- Level 4 Food Safety Award for Retail

Course Summary:

- This course provides candidates with the advanced knowledge and practical skills to develop the supervisory management of a positive food safety culture within their workplace

Course Title:

- Fire Warden Training (½ Day)

Course Objective:

- This course is designed for employees nominated as fire marshals or fire wardens in their workplace. The course design covers both emergency and non-emergency issues of this vital role and equips attendees with an appropriate level of understanding to perform their role safely within their workplace

Course Outcomes: At the end of the course each delegate will be able to:

- Identify individual classes of fire and select an appropriate extinguisher to tackle it; though only if safe to do so
- Recognise potential fire hazards and the appropriate actions to eliminate them
- Understand the dangers of fire and smoke & the importance of regular fire drills

Target Audience:

- This course is aimed at nominated competent persons who have a responsibility for implementing the company's fire evacuation procedure. It is also suitable for employees who have a direct responsibility for developing or improving their existing evacuation procedures to maintain effectiveness in an ever changing work environment

Pre-requisites:

- None

Course Accreditation:

- Fire Warden Certificate, which First Rate Training currently validates for 3 years

Course Summary:

- The Fire Warden Training course is suitable for all employees and will give them a far greater appreciation of fire prevention in the workplace. All employees will receive expert tuition on how to reduce fires in the workplace and what their actions would be if a fire were to occur

Course Title:

- Fire Warden Training with Practical Use of Extinguishers (¾ Day)

Course Objective:

- This course is designed for employees nominated as fire marshals or fire wardens in their workplace and provides candidates with hands on involvement through a practical fire extinguisher exercise. The course design covers both emergency and non-emergency issues of this vital role and equips attendees with an appropriate level of understanding to perform their role safely within their workplace

Course Outcomes: At the end of the course each delegate will be able to:

- Identify individual classes of fire and select an appropriate extinguisher to tackle it; though only if safe to do so
- Recognise potential fire hazards and the appropriate actions to eliminate them
- Understand the dangers of fire and smoke & the importance of regular fire drills

Target Audience:

- This course is aimed at nominated competent persons who have a responsibility for implementing the company's fire evacuation procedure. It is also suitable for employees who have a direct responsibility for developing or improving their existing evacuation procedures to maintain effectiveness in an ever changing work environment

Pre-requisites:

- None

Course Accreditation:

- Fire Warden Certificate, which First Rate Training currently validates for 3 years

Course Summary:

- The Fire Warden Training course is suitable for all employees and will give them a far greater appreciation of fire prevention in the workplace and use of fire extinguishers. All employees will receive expert tuition on how to reduce fires in the workplace and what their actions would be if a fire were to occur

Course Title:

- Fire Legislation (½ Day)

Course Objective:

- This half-day course is designed to assist 'Responsible Persons' in meeting their legal requirements for fire safety. This course provides candidates with an overview of fire safety legislation and guidance, together with a clear focus on the duties of the 'Responsible Person' as laid out in the Regulatory Reform (Fire Safety) Order 2005

Course Outcomes: At the end of the course each delegate will be able to:

- Identify the relevant fire safety legislation and associated guidance
- Define 'Responsible Person' and other key related terms
- Detail the key fire safety duties as they apply to the 'Responsible Person' and recognise the role of enforcing authorities

Target Audience:

- People who have themselves been identified as the 'Responsible Person' within their own situation, or others required to work closely on fire safety matters with such a 'Responsible Person'

Pre-requisites:

- None

Course Certification:

- First Rate Training (In-house)

Course Summary:

- To provide delegates with the knowledge and understanding to assist them in dealing with the legal requirements placed on a 'Responsible Person'. This interactive course will also prove an invaluable insight for those managers who themselves have been assigned individual fire safety responsibilities

Course Title:

- Fire Risk Assessment (1 Day)

Course Objective:

- This course provides a comprehensive look at the concept of fire risk assessment. The course focuses on those preventive and protective fire safety measures that will help to effectively reduce the level of fire risk. Course material and handouts are used with reference to current legislation and 'best practice' guidance. Delegate understanding is tested by a short written assessment

Course Outcomes: At the end of the course each delegate will be able to:

- State the key legal requirements in connection with fire risk assessment and recognise and define relevant terminology relating to the principles of fire risk assessment
- Identify two 'best practice' examples of fire risk assessment methodology, and appropriate sources of guidance and apply the (HSE) five step approach to the process of fire risk assessment
- Effectively document the essential elements of a fire risk assessment and identify and apply effective 'follow-up' actions subsequent to a fire risk assessment

Target Audience:

- This training will benefit managers and others who are responsible for conducting or reviewing fire risk assessments for offices, small retail and similar premises. The course will also prove an invaluable insight for those managers looking to engage the services of another organisation to carry out their fire risk assessment

Pre-requisites:

- It is recommended that delegates have previously attended a Fire Warden Course

Course Certification:

- First Rate Training (In-house)

Course Summary:

- To provide delegates with the knowledge and understanding to undertake fire risk assessments in offices, small retail and similar premises

Course Title:

- Fire Safety for Managers (1 Day)

Course Objective:

- This one day course is designed for managers who have a responsibility for fire safety measures and fire risk assessment in their buildings. The course covers issues emerging from the Regulatory Reform (Fire Safety) Order and details arrangements managers should make with regard to all fire safety measures in their workplace or other non-domestic building

Course Outcomes: At the end of the course each delegate will have knowledge of:

- The Regulatory Reform (Fire Safety) Order
- The requirements of fire safety measures in a building or place and emergency procedures
- The Fire Risk Assessment process

Target Audience:

- Persons who have responsibility or control of fire safety arrangements in their building. Persons who are responsible for undertaking fire risk assessments. For example: Managers, Supervisors, Heads of departments, Employers and / or Owners

Pre-requisites:

- None

Course Certification:

- First Rate Training (In-house)

Course Summary:

- To provide delegates with the knowledge and understanding to assist them in dealing with the legal requirements placed on a 'Responsible Person'. This interactive course will also prove an invaluable insight for those managers who themselves have been assigned individual fire safety responsibilities

Course Title:

- Manual Handling Training (½ Day)

Course Objective:

- This half day course is designed to offer a cost effective way of training your staff in-house whilst giving them a more in depth look at the risks involved with manual handling tasks.

Course Outcomes: At the end of the course each delegate will have knowledge of:

- Employer and employees duties regarding manual handling and discuss Manual Handling Regulations 1992
- Why manual handling injuries occur and the different areas of the body that are affected. Including statistics of injury and lost days from work
- Anatomy of the spine and back injuries. Identify manual handling hazards
- Correct lifting techniques demonstration and practical exercises including team lifting

Target Audience:

- Every individual whose profession requires them to carry out activities which involve the safe moving and handling of people or objects

Pre-requisites:

- None

Course Certification:

- First Rate Training (In-house)

Course Summary:

- To provide delegates with the knowledge and understanding to assist them in the movement of an inanimate object. Outlining both the duties of the employer and employee with regards to the Manual Handling Regulations 1992. Illustrating correct lifting techniques to avoid injury, including practical team lifting exercises.