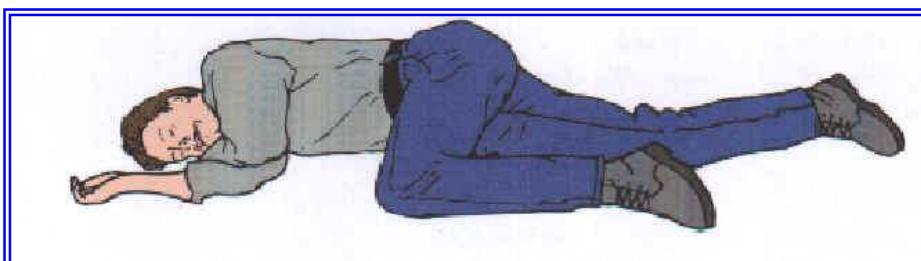


# 4102509000

**Registered  
Member**



**FOFA+O**  
Federation Of First Aid Training Organisations



## Emergency First Aid at Work EFAW ( 6 hour)

- ◆ Incident Management
- ◆ Recovery Position
- ◆ Resuscitation Techniques ( Guidelines 2010)
- ◆ Control of Bleeding
- ◆ Treatment of Shock
- ◆ Treatment of Cardiac Conditions
- ◆ Treatment of basic Soft tissue/Skeletal injuries
- ◆ Any other conditions as requested by the client



**Attending candidates receive a three year certificate which enables them to be an Appointed Person for the purposes of First Aid in the workplace. EFAW Course can now only be taught by Recognised Organisations**

## Three Day Initial First Aid At Work Course

### Day One

Introduction to course  
Principles and priorities of First Aid  
Incident Management and current Legislation. (First Aid boxes. Etc)  
Initial Assessment of casualties  
Life threatening conditions  
Respiration and causes of Hypoxia  
Resuscitation-Theory and practice according to current guidelines  
Unconsciousness-Common causes. (Including poisoning and casualties overcome by gas or fumes)  
Recovery position  
Choking-Conscious and unconscious

### Day Two

Revision  
Diagnosing-History, Signs and symptoms  
Circulation and wounds  
Treatment of Bleeding  
Shock-Causes, recognition and treatment  
Internal Bleeding, Crush Injuries and special sites  
Major illnesses and conditions. (Including the conscious poisoned casualty)  
Head Injuries: Concussion, Compression and Skull Fracture  
Burns and scalds

### Day Three

Revision  
Fractures and Dislocations  
Injured Muscles etc.  
Eye Injuries  
Minor Injuries  
Transport  
Practice  
Revision  
Examinations  
Course Assessment

**Successful candidates are presented with a three year First Aid At Work certificate which is recognised by the Health and Safety Executive for the purposes of the Health & Safety (First Aid) Regulations 1981**

## Two day First Aid At Work Refresher Course

### Day One

Introduction  
Notification of any new First Aid techniques  
Incident Management  
Revision of:  
Principles and priorities of First Aid  
Resuscitation – Theory and Practice  
Circulation – Wounds and Bleeding  
Shock  
Unconsciousness (Including poisoning and casualties overcome by gas or fumes)  
Questions and answers

### Day Two

Injuries to Bones, Muscles and joints  
Burns and Scalds  
Eye Injuries  
Recognition of Illnesses (Including the conscious poisoned casualty)  
Record Keeping / First Aid Boxes / Supplies / Hygiene / Delegation  
Transport  
Revision  
Examination  
Course Assessment

**N.B Candidates must be able to produce a current First Aid At Work certificate to be eligible for this course.**

**Successful candidates are presented with a three year First Aid At Work certificate, which is recognised by the Health and Safety Executive for the purposes of the health & Safety ( First Aid ) Regulations 1981.**

**In the case of the candidates attending a refresher course more than three months before the expiry of their current certificate, the date on their certificate will be the examination date. Less than three months will allow the certificate to be dated from the expiry date on their current certificate.**

## First Aid Update ( Half Day ) – Not Mandatory

This is a new addition to the HSE First Aid at Work syllabus aimed at helping First Aiders retain their skills over the three year period.

- ✚ Introduction and Registration
- ✚ Basic Life Support Update
- ✚ Practical sessions to cover
  1. Wounds and bleeding
  2. Unconscious Casualty
  3. Sudden Illness
  4. Fractures and Muscular Injuries
  5. Burns
- ✚ Course Close

**Attending candidates receive a certificate showing that they have attended a basic first aid update to comply with the updated First Aid at Work Regulations**

## First Aid for Equestrians ( One Day )

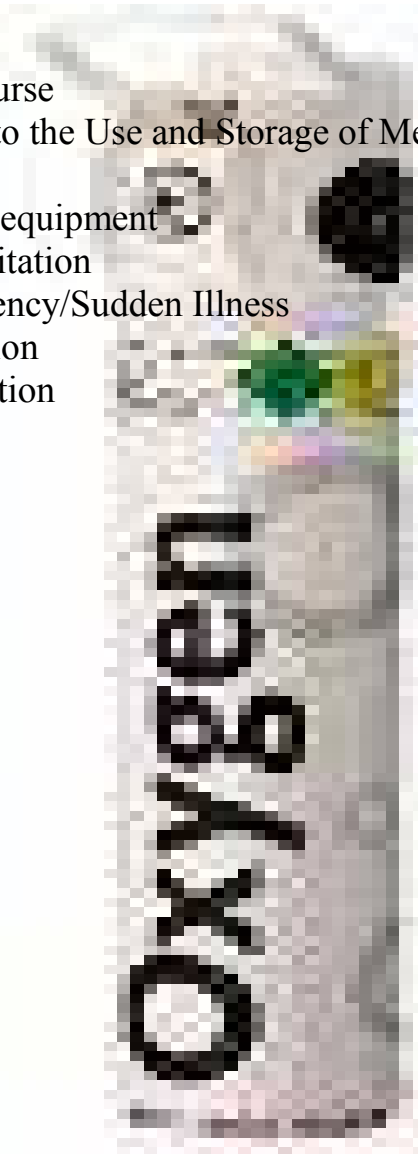
- ✚ Introduction and Registration
- ✚ Legislation relating to First Aid – Accident Book, First Aid equipment, child protection. etc
- ✚ What is First Aid?
- ✚ Discussion on Equine specific issues
- ✚ Unconscious casualty and the Recovery Position – Including scenarios relating to the Equine Industry
- ✚ Recognising the history and mechanism of injury including specifics relating to the Equine Industry – Spinal Injury and alternative airway management
- ✚ Removal of protective equipment – When and how!
- ✚ Resuscitation Techniques ( Guidelines 2010)
- ✚ Control of Bleeding
- ✚ Recognition and treatment of Shock
- ✚ Treatment of Cardiac Conditions
- ✚ Recognising and treating fractures/soft tissue injuries.
- ✚ Recognising and treating common medical problems. ie. Asthma, Diabetes, hypothermia etc
- ✚ Multi choice question paper

**Successful candidates receive a three year certificate showing that they have attended a basic first aid course for the Equine Industry.**



## Oxygen In Resuscitation and Therapy

- ✚ Introduction to course
- ✚ The Law relating to the Use and Storage of Medical Oxygen
- ✚ Airway Adjuncts
- ✚ Common Oxygen equipment
- ✚ Oxygen in Resuscitation
- ✚ Oxygen in Emergency/Sudden Illness
- ✚ Written Examination
- ✚ Practical Examination



**Successful candidates are presented with a certificate valid for twelve months**

## Medical Gases: Oxygen and Analgesic Pain Relieving Gas

- ✚ Introduction to course
- ✚ What is oxygen
- ✚ Legal Requirements
- ✚ Safety Measures
- ✚ Damage to Cylinders
- ✚ Maintenance and Testing
- ✚ Storage of Equipment
- ✚ Equipment used in a) Resuscitation b) Therapy c) Customer Defined Equipment
- ✚ Changing Cylinders
- ✚ Definition of Medical Gases
- ✚ What is Analgesic Gas
- ✚ Analgesic Pain Relief and Rules of Administration
- ✚ Practical session
- ✚ Written Exam
- ✚ Question and Answer session



**Successful candidates are issued with a certificate valid for twelve months**



## Automated External Defibrillation (AED)



- ✚ Introduction to course
- ✚ Basic Life Support: current protocols/chain of survival
- ✚ Uses of AED – Seattle Statistics
- ✚ Description/demonstration/practice with AED (individual)
- ✚ Practical Sessions (Group)
- ✚ Examination and Discussion



**There is a practical examination for Automated External Defibrillation. Successful candidates will be issued with a certificate of competence for the use of AED, which is valid for six months.**

## Emergency Medical Technician Course



The 5 day Emergency Medical Technician course will be conducted using an external assessor to ensure competence. The course is suitable for persons involved in pre-hospital care and allows successful candidates to assess casualties and to provide certain treatments before the patient arrives at definitive medical care. This qualification should be refreshed after a period of no longer than 12 months to ensure continued competence. Candidates should be in possession of a valid First Aid at Work certificate or a qualification which is at least equivalent to this.

The course will cover but is not limited to:

- ✚ Well Being of the EMT
- ✚ Basic Life Support (Adult & Paediatric)
- ✚ Respiratory System Anatomy & Physiology
- ✚ Chronic Obstructive Pulmonary Disease
- ✚ Cardiovascular and Neurological Emergencies
- ✚ Mechanism of Injury & Kinetics of Trauma
- ✚ Spinal Immobilisation\*
- ✚ Vital Signs Monitoring
- ✚ Airway Management
- ✚ Radio Communications and Procedure
- ✚ Triage Methodology
- ✚ Oxygen Administration\*
- ✚ Circulatory System Anatomy & Physiology
- ✚ Hypovolaemic Shock & Cardiogenic Shock
- ✚ Chest Trauma
- ✚ Extremity Trauma
- ✚ Analgesic Gas in Pain Relief\*
- ✚ Care of the Critically Ill Patient
- ✚ Coping with Death & Grieving
- ✚ Automated External Defibrillation\*\*
- ✚ Recognition of the Seriously Ill Child



**This course is assessed by written and practical exams throughout the course. Successful candidates will be issued with a Certificate of Competence valid for three years which should not be considered as a licence to practice.**

**\* Certificate valid for twelve months for this subject**

**\*\*Certificate valid for six months for this subject**

## One Day Paediatric Course Syllabus

- ✚ Incident Management and Initial Assessment of casualties
- ✚ Management of the Unconscious Adult/Child
- ✚ Resuscitation of Adults/Children/Infant
- ✚ Dealing with Choking in the Adult/Child/Infant
- ✚ Recognising and responding to electric shock in Adults/Babies/Children
- ✚ Recognising the onset/causes of “Shock”
- ✚ Recognising and responding to bleeding in the Adult/Child/Infant
- ✚ Recognising and responding to burns and scalds in Adults/Babies/Children
- ✚ Recognising the “Mechanism of injury” in Adults/Children/Babies
- ✚ Recognising and responding to head, neck, back injuries and other suspected fractures in adults/Children/Babies
- ✚ Recognising and responding to effects of extreme heat and cold in adults / children /babies
- ✚ Recognising and responding to Febrile convulsions and othe causes of fits in children/babies
- ✚ Recognising and responding to the needs of children and babies with chronic medical condition – Epilepsy, Asthma, Sickle Cell, Diabetes
- ✚ Recognising and responding to Meningitis and other sudden illness

**Successful Candidates will be issued with a Certificate of Attendance valid for three years.**

## 12 Hour OFSTED Paediatric Course Syllabus



- ✚ Incident Management and Initial Assessment of casualties
- ✚ Management of the Unconscious Adult/Child
- ✚ Resuscitation of Adults/Children/Infant
- ✚ Dealing with Choking in the Adult/Child/Infant
- ✚ Recognising and responding to electric shock in Adults/Babies/Children
- ✚ Recognising the onset/causes of “Shock”
- ✚ Recognising and responding to bleeding in the Adult/Child/Infant
- ✚ Recognising and responding to burns and scalds in Adults/Babies/Children
- ✚ Recognising the “Mechanism of injury” in Adults/Children/Babies
- ✚ Recognising and responding to head, neck, back injuries and other suspected fractures in adults/Children/Babies
- ✚ Recognising and responding to poisoning in Adults/Children/Babies
- ✚ Recognising and responding to eye, ear and nose injuries in adults/Children / Babies
- ✚ Recognising and responding to bites and stings in adults/children/babies
- ✚ Recognising and responding to effects of extreme heat and cold in adults / children /babies
- ✚ Recognising and responding to Febrile convulsions and othe causes of fits in children/babies
- ✚ Recognising and responding to the needs of children and babies with chronic medical condition – Epilepsy, Asthma, Sickle Cell, Diabetes
- ✚ Recognising and responding to Meningitis and other sudden illness
- ✚ Written Exam



**Following continuous practical assessment and completion of a written examination successful candidates will receive a Certificate of Competence valid for three years.**



## Manual Handling Awareness ( 4 Hours )



- ✚ Course introduction and the purposes of Manual Handling
- ✚ UK and EC Legislation explained
- ✚ Accident Statistics & Prevention
- ✚ Basic Anatomy of the Spine and Related Injuries
- ✚ Principles of Lifting/Handling
- ✚ Practical Session
- ✚ Course Debrief and Close

**On completion all candidates will receive a Certificate of Attendance valid for three years**

## Manual Handling & Assisting with Mobility

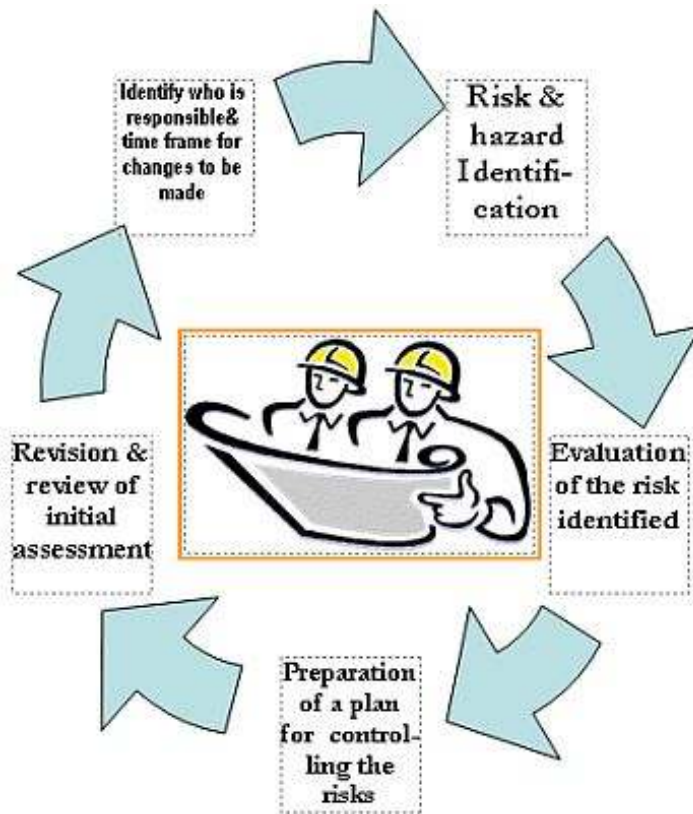
**This course is specifically targeted to those working with patients with mobility issues. i.e. Care Workers and Nursery Staff**

- ✚ Course introduction and the purposes Manual Handling
- ✚ UK and EC Legislation explained
- ✚ Accident Prevention
- ✚ Basic Anatomy of the Spine and Related Injuries
- ✚ Principles of Lifting/Handling
- ✚ Patient Handling Techniques
- ✚ Patient Handling Equipment (if applicable)
- ✚ Practical Session
- ✚ Course Debrief and Close



**On completion of the course all candidates will receive a Certificate of Attendance valid for three years**

## Manual Handling Risk Assessor



- ✚ Course introduction and the purposes of Manual Handling
- ✚ UK and EC Legislation explained
- ✚ Accident Statistics & Prevention
- ✚ Basic Anatomy of the Spine and Related Injuries
- ✚ Principles of Lifting/Handling
- ✚ Why Risk Assessment?
- ✚ 5 Steps to Risk Assessment
- ✚ Generic Risk Assessment Documents
- ✚ Practical Session
- ✚ Course Debrief and Close

**On successful completion of training the candidate will receive a Certificate of Attendance valid for three years.**

## Fire Fighting – One Day

- ✚ Introduction to course
- ✚ What is Fire?
- ✚ Fire Fighting and Fire Safety
- ✚ Techniques of Fire Fighting
- ✚ Different Extinguishers
- ✚ Safety Briefing and Practical Session
- ✚ Recharging Extinguishers
- ✚ Discussion



**Successful candidates will be issued with a Certificate of Attendance valid for three years\***

**Some equipment may require refresher training every twelve months and this will be advised by our Fire Training Consultant during the booking process.**



## Confined Space Training -One Day

- ✚ Introduction to course
- ✚ What is a confined space?



- ✚ Confined Space Regulations 1997 (as amended 1999)
- ✚ Rules and Regulations of a Safety Attendant
- ✚ Equipment used in Confined Spaces
- ✚ Discussion

A second day can be added to this syllabus dedicated to the practical use of the equipment in use, the timetable is below:-

- ✚ Practical Session
- ✚ Lunch
- ✚ Practical Session
- ✚ Course Debrief and Cleaning of Equipment

**Successful candidates will be issued with a Certificate of Attendance valid for three years\***

**Some equipment may require refresher training every twelve months and this will be advised by our Fire Training Consultant during the booking process.**

## Breathing Apparatus Training

**A One Day course designed to stand alone or supplement the Confined Space and/or Fire Fighting courses. This course is specifically designed for the industrial/construction sector.**



- ✚ Introduction to course
- ✚ What is Breathing Apparatus?
- ✚ Rules and Regulation
- ✚ Techniques of Donning and Wearing Breathing Apparatus
- ✚ **Escape Sets** *or*
- ✚ **Working Sets** *or*
- ✚ **Customer Defined Equipment**
- ✚ Practical Session
- ✚ Servicing and Cleaning of Equipment
- ✚ End of Course Discussion



**There is no test requirement for the Breathing Apparatus course, however, candidates are continually assessed for the duration of the entire course. Successful candidates will be issued with a certificate, which is valid for 3 years that shows they have attended a course on all aspects of Breathing Apparatus.**

## Safe Use Of Vehicles on Construction Sites

A One day course designed to teach people the correct procedures for the Safe Use of Vehicles whilst working on Construction Sites



- ✚ Introduction to course
- ✚ Why Health and Safety?
- ✚ Driver and Vehicle Condition
- ✚ Site Induction Procedures
- ✚ Safety When Reversing
- ✚ Working Adjacent to Excavation and Tipping
- ✚ Contaminated Loads
- ✚ Traffic Management/Working with Traffic Management
- ✚ Q&A Session/Course Assessment and Closure



**There is no test requirement for the Safe Use of Vehicles course; however, candidates are continually assessed for the duration of the entire course. A certificate will only be issued to students who have participated satisfactorily.**

## Health And Safety for Employees

A One day course designed to furnish employees with a basic knowledge of Health & Safety at Work and outline their responsibilities

- ✚ Health and Safety at Work Act 1974
- ✚ Reporting of Injuries, Diseases & Dangerous Occurrence Regulations (RIDDOR)
- ✚ Management of Health and Safety at Work Regulations 1992
- ✚ Manual Handling Operations Regulations 1992
- ✚ Display Screen Equipment Regulations 1992
- ✚ Personal Protective Equipment at Work Regulations 1992
- ✚ Workplace (Health, Safety and Welfare) Regulations 1992
- ✚ Control of Substances Hazardous to Health Regulations 1999
- ✚ Provision and Use of Workplace Equipment Regulations 1992
- ✚ Fire Precautions (Workplace) Regulations 1997 as amended 1999
- ✚ Any other information as requested
- ✚ Multi Choice Exam Paper

**On successful completion of the course candidates will receive a certificate valid for three years.**

## Health And Safety for Managers/Supervisors

A One day course designed to furnish Managers/Supervisors with a more detailed knowledge of Health & Safety and their responsibilities, including Risk Assessment.

- ✚ Health and Safety at Work Act 1974
- ✚ Reporting of Injuries, Diseases & Dangerous Occurrence Regulations (RIDDOR)
- ✚ Management of Health and Safety at Work Regulations 1992
- ✚ Manual Handling Operations Regulations 1992
- ✚ Display Screen Equipment Regulations 1992
- ✚ Personal Protective Equipment at Work Regulations 1992
- ✚ Workplace (Health, Safety and Welfare) Regulations 1992
- ✚ Control of Substances Hazardous to Health Regulations 1999
- ✚ Provision and Use of Workplace Equipment Regulations 1992
- ✚ Fire Precautions (Workplace) Regulations 1997 as amended 1999
- ✚ Responsibility to carry out Risk Assessments
- ✚ What is a Risk Assessment?
- ✚ 5 Steps to Risk Assessment – An Overview\*
- ✚ Any other information as requested
- ✚ Multi Choice Exam Paper

**\* The Risk Assessment element of this course is a brief overview. Any person considering carrying out many and detailed Risk Assessments should complete a Risk Assessor course specific to their requirements**

**On successful completion of the course candidates will receive a certificate valid for three years.**

## First Aid & Emergency Technique Course Fees 2014

All Course fees are exclusive of VAT at the prevailing rate but inclusive of travel. "In House" Course fees **WILL** be subject to a charge for reasonable overnight accommodation if the training location is outside a reasonable daily travelling distance.

Course fees are inclusive of all course documentation and when held at our training centre, light refreshments mid morning and mid afternoon. A canteen facility is available at lunchtime along with many local hostelrys serving food.

A surcharge **WILL** apply for courses held within the M25 .

Course Title	Duration	Price per Person (£'s)	Price per Group (£'s)
Emergency First Aid	4 Hours	30.00	300.00
Emergency First Aid	6 hours	45.00	450.00
Emergency First Aid including Paediatric Emergencies	1 Day	Call	500.00
SureStart/Ofsted Paediatric Emergencies *	2 Days	95.00	950.00
First Aid at Work HSE Recognised	3 Days	150.00	1500.00
First Aid at Work Refresher HSE Recognised	2 Days	100.00	1000.00
HSE Annual Update	4 Hours	45.00	450.00
First Aid for Equestrians	1 Day	Call	500.00
Oxygen in Resuscitation & Therapy	6 Hours	Call	800.00
Oxygen in Resuscitation & Therapy ( Update Course )	4 Hours	Call	595.00
Medical Gases ~ Oxygen and Analgesic Pain Relieving Gas	1 Day	Call	950.00
Medical Gases ~ Oxygen and Analgesic Pain Relieving Gas (Update Course)	6 Hours	Call	625.00
Automated External Defibrillation **	6 Hours	Call	500.00
Automated External Defibrillation ( Update)**	4 Hours	Call	400.00
Emergency Medical Technician ***	5 Days	Call	Call

\*Ofsted Paediatric Course~Please check with your local authority, as the National Guidelines as to who can teach this subject differ between local authorities/councils. Some have a list of preferred providers, whilst others just recognise that the correct syllabus has been taught.

\*\* Although there is no legal requirement, to ensure quality we ask that any person attending an AED course should hold a current First Aid at Work certificate.

\*\*\* Completion of this course is **NOT A LICENCE TO PRACTICE** and some elements should be renewed after six or twelve months.

## Health & Safety Course Fees 2012

All Course fees are exclusive of VAT at the prevailing rate but inclusive of travel. "In House" Course fees **WILL** be subject to a charge for reasonable overnight accommodation if the training location is outside a reasonable daily travelling distance.

Course fees are inclusive of all course documentation and when held at our training centre, light refreshments mid morning and mid afternoon. A canteen facility is available at lunchtime along with many local hosteleries serving food.

A surcharge **WILL** apply for courses held within the M25 .

Course Title	Duration	Price per Person (£'s)	Price per Group (£'s)
Manual Handling Awareness*	4 Hours	40.00	400.00
Manual Handling & Assisting with Mobility*	6 Hours	47.50	475.00
Manual Handling Risk Assessor**	1 Day	170.00	950.00
Fire Fighting**	1 Day	Call	500.00
Confined Space Entry**	1 Day	Call	500.00
Breathing Apparatus***	1 Day	Call	600.00
Breathing Apparatus & Confined Space or Fire Fighting	2 Day	Call	1000.00
Health & Safety for Employees	1 Day	Call	450.00
Health & Safety for Managers/Supervisors	1 Day	Call	600.00

\*An assessment of your works techniques will ensure that we teach Manual Handling techniques that benefit you!

\*\* Maximum of 6 students per course

\*\*\* Customer defined equipment will be used and if not available on site equipment hire will be added to the total cost.

For more information on the course contained in this brochure, or any other courses you require, please do not hesitate to contact us in writing at:

Emergency Training UK Ltd  
Units D6/D3 Evans Business Centre  
Zone 1 Deeside Industrial Park  
Deeside  
CH5 2JZ



By : 01244 288720 or Fax: 01244 288718

By email: [training@emergencytraining.co.uk](mailto:training@emergencytraining.co.uk)

Or visit our Website: [www.emergencytraining.co.uk](http://www.emergencytraining.co.uk)



## Course Booking Form

Please PRINT all details clearly in black ink.

Date of Booking: . . . . . Date of Course: . . . . .

**Emergency Training UK Ltd: Telephone (01244 288720) Fax (01244) 288718**

Name & Address of Customer:

Tel:

Fax:

Mobile:

Location of course with brief directions:

N/A

Number of Students. (See maximum student numbers on price list or as agreed – if different)

Price of Course (£'s)

Exclusive of VAT, which will be added at 17.5%

If more than the agreed maximum number of students attend surcharges WILL apply for each individual over the permitted number, up to a maximum of a DOUBLE COURSE fee.

Facilities available: N/A

Parking

Yes / No

TV/Video

Yes / No

Overhead Projector

Yes / No

Whiteboard or Flipchart

Yes / No

Credit Terms agreed for payment: 30 days maximum

Accommodation Req'd YES/NO Booked by: Customer / ETUK Date: . . . . .

Paid by: . . . . . Date: . . . . .

In the event of a course being cancelled after receipt of a Booking Form/ Confirmation, the following charges will apply:

Cancellation with more than 14 days notice - **No Charge.**

Cancellation between 7 and 14 days notice - **50% of course fee.**

Cancellation with less than 7 days notice - **Full fee becomes payable.**

These charges MAY be waived if course is re-booked for a later date.

**I have read, understood and agree with the conditions outlined in this Booking form.**

**Signed(Customer) . . . . . Date: . . . . .**

Emergency Training UK Ltd, Evans Business Centre. Deeside, Flintshire CH5 2JZ