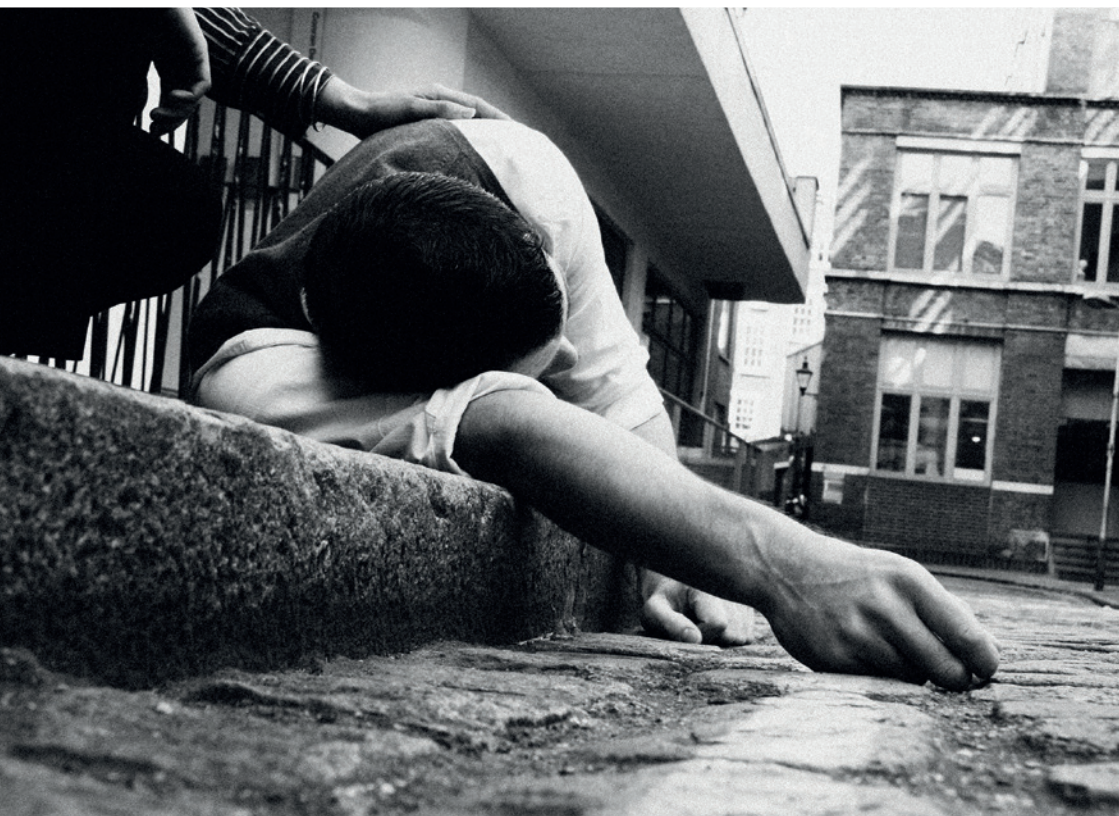


Would you know what to do?



St John Training Services

Guernsey

First Aid and Health & Safety Training 2015

For further information please call: **01481 247979** or email: **info@firstaidtraining.gg**

Welcome

Teaching experience and expertise

St John Ambulance is the UK's leading first aid organisation and has been teaching and delivering life saving first aid for decades. As co-authors of the award winning first aid manual, the UK's only fully authorised guide, we set the standard for first aid training.

St John Training Services Guernsey is the Bailiwick's leading provider of First Aid training. It was formed in 2005 as a result of a collaboration between the St John Ambulance and Rescue Service and St John Ambulance Guernsey. Our professional trainers are qualified to the highest standards to teach life saving skills. They are drawn from members of the community including the emergency services, health and teaching professions.

Free Associate Membership insurance

In the workplace, your first aiders should be covered by your employer's insurance policy. We provide free Associate Membership insurance to everyone who holds a current certificate on selected first aid courses so your first aiders are covered to give first aid whenever and wherever it is needed. Find out more at www.sja.org.uk/insurance

What first aid training do you need?

Every workplace is different and has unique needs. The guidance provided on these pages will help you to determine the right first aid training for your employees.

As an employer, you should assess your specific workplace and employee needs carefully and make sure your first aider's training covers all the identified risks and hazards.

Use the table below to gain a basic understanding of the training needed to meet your minimum requirements. Then check the further key considerations and make sure the training your first aiders receive meets all your identified first aid needs:

Step 1: Degree of hazard	Low hazard (eg. offices, shops, libraries)			Higher hazard (eg. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, work involving harmful chemicals)		
	<25	25 - 50	>50	<5	5 - 50	>50
Step 2: Number of employees						
Step 3: Recommended minimum first aid requirements	At least one person trained in Emergency First Aid at work	At least one person trained in Emergency First Aid at work	At least one person trained in First Aid at work for every 100 employed on-site (or part thereof)	At least one person trained in Emergency First Aid at work	At least one person trained in Emergency First Aid at work (depending on the specific hazards)	At least one person trained in First Aid at work for every 50 employed on-site (or part thereof)
Step 4: Previous injury and illness records/leave	<p>What's the risk of injury or ill health ?</p> <p>Can this MINIMUM cover deal with injuries and health issues that might occur and provide adequate cover for leave and holidays?</p>					
Step 5: Specific risk factors to consider	<ul style="list-style-type: none"> • Annual refresher training is vital to maintain your first aiders' skills and confidence • Disabled employees • Existing health issues • First aider leave and absences • Inexperienced employees • Lone/home workers 			<ul style="list-style-type: none"> • Multiple floors or buildings • Multiple shifts or work outside usual hours • Professional drivers • Proximity of emergency medical services • Public access • Remote workers • Working with children or infants 		

First aid at work



First aid at work

This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies and is compliant with Health and Safety Regulations.

How will this help?

It is a legal requirement for all employers to have in place the sufficient number of HSE certificate qualified first aiders as determined by your risk assessment.

Who should attend?

Nominated workplace first aiders, or anyone wanting a comprehensive introduction to first aid.

What you will learn

The course will give you the knowledge and confidence to deal with a first aid emergency in the workplace.

Course content

- accidents and illness
- simple record keeping
- resuscitation
- choking
- burns and scalds
- bone, muscle and joint injuries
- using a first aid kit
- heart attack
- shock
- bleeding
- poisoning
- treatment of an unconscious casualty
- role of first aider
- Health and Safety Regulations.

Course duration

Three days.

Certification

After successfully completing a practical assessment, students receive an HSE-approved certificate of competence, valid for three years. To ensure requalification, a two day First aid at work requalification course must be passed within 28 days of the date of expiry of the original First aid at work certificate.

Course dates

Cost £335

Jan	Feb	Mar	Apr
20-22	4-6	10-12	21-23
May	Jun	Jul	Aug
19-21	16-18	13-15	-
Sep	Oct	Nov	Dec
22-24	21-23	10-12	2-4

The HSE strongly recommends attending Annual Refresher training.

This course corresponds with NVQ learning outcomes at level 2.



Includes Associate Membership Insurance



3 year validation or certificate



Free first aid manual included

First aid at work requalification

This course updates the first aid skills of those who need to renew their statutory First aid at work certificate and whose existing certificate is still valid. First aiders whose certificates have expired beyond 28 days must attend the full three day First aid at work course.

How will this help?

First aid at work certificates must be renewed within three years of being awarded otherwise they are invalid.

Who should attend?

This course is for people wishing to renew a valid First aid at work certificate.

What you will learn

The course aims to update and refresh your knowledge of the First aid at work syllabus, while allowing time for revision and practice sessions in preparation for a final practical assessment.

Course content

The course includes an update of first aid knowledge and skills and a revision of workplace requirements.

Course duration

Two days.

Certification

After completing a practical skills test successful students receive the full HSE-approved first aid at work certificate of competence valid for three years.

Course dates

Cost £210

Jan	Feb	Mar	Apr
14-15	17-18	18-19	29-30
May	Jun	Jul	Aug
27-28	23-24	-	-
Sep	Oct	Nov	Dec
8-9	13-14	25-26	-

This course corresponds with NVQ learning outcomes at level 2.

The HSE strongly recommends attending Annual Refresher training.



Includes Associate Membership Insurance



3 year validation or certificate



Free first aid manual included

Emergency first aid at work

This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies and is legally compliant with Health and Safety Regulations.

How will this help?

A full risk assessment will inform you of the level of first aid cover your organisation requires. This HSE-approved qualification satisfies all regulatory requirements.

Who should attend?

Nominated workplace first aiders, or anyone wanting a comprehensive introduction to first aid.

What you will learn

The course will give you the knowledge and confidence to deal with a first aid emergency in the workplace.

Course content

- Bleeding – severe
- Bleeding and bruising – minor
- Burns and scalds – minor
- Casualty movement
- Choking – adult
- Communication and casualty care
- Emergencies at work
- Fainting
- Primary survey
- Resuscitation - adult
- Role of the first aider in the work place
- Seizure - convulsive
- Shock
- Sprains and strains - minor
- Unconscious casualty

Course duration

One day.

Certification

Upon completion of the course students receive an HSE-approved certificate of competence valid for three years.

Course dates

Jan	Feb	Mar	Apr
7,12,19 27	2,12,20 25	3,6,17 23,30	2,9,14 24
May	Jun	Jul	Aug
1,12,14 26	2,9,12 29	2,8,21	4,19
Sep	Oct	Nov	Dec
2,11,17 28	1,6,16 20,27	3,6,17 30	15

Cost £125

The HSE also strongly recommends attending annual refresher training.



Includes Associate
Membership Insurance



3 year validation
or certificate



Free first aid
manual included

Annual refresher

This optional refresher course provides you with an opportunity to practise and update your skills at any time during your three year period as a qualified first aider.

How will this help?

The HSE strongly recommends first aiders with a First aid at work or Emergency first aid at work qualification attend a refresher course each year. This ensures that skill levels and confidence are always high, should the need arise.

Who should attend?

This course is for people holding a current First aid at work or Emergency first aid at work certificate.

What you will learn

This session builds on your expertise and confidence from the First aid at work or Emergency first aid at work training by involving you in realistic and relevant situations. Students will practise first aid in practical, hands-on scenario sessions.

Course duration

3 hours.

Certification

Students are awarded a certificate of attendance upon completion of the course.

Course dates

Cost £75

Jan	Feb	Mar	Apr
-	23	-	-
May	Jun	Jul	Aug
6	-	-	-
Sep	Oct	Nov	Dec
-	2	-	-



To book please call: **01481 247979**
or email: **info@firstaidtraining.gg**

First aid at work



Automated external defibrillation (AED)

This course teaches the essential skills required by an AED operator. No previous first aid knowledge is necessary to attend an AED course.

How will this help?

Seconds are vital when dealing with cardiac arrest. Having a defibrillator and knowing how to use it can make the difference between a life lost and a life saved.

Who should attend?

Anyone within the workplace able to respond to a victim faster than calling a conventional ambulance crew.

What you will learn

This course gives people the confidence to act quickly and effectively in an emergency and how to use an automated external defibrillator.

Course duration

3 hours

Certification

Successful students are awarded a certificate of competence valid for one year.

Course dates

Jan	Feb	Mar	Apr
-	10	-	16
May	Jun	Jul	Aug
-	4	23	-
Sep	Oct	Nov	Dec
15	8	-	-

Cost £80



Includes Associate Membership Insurance



1 year validation or certificate

Sports first aid

This course will give you all the necessary first aid skills to deal with a whole range of sporting injuries.

Who should attend?

Anyone involved in sporting activities – from referees and coaches to players.

What you will learn

How to deal with the type of injuries and medical emergencies that can happen during sporting activities.

Course contents

- bleeding
- bone, muscle and joint injuries
- burns and scalds
- communication and casualty care
- emergencies in public
- resuscitation
- the role of the first aider
- the unconscious casualty.

Course duration

Six hours.

Certification

Successful students are awarded a certificate of competence valid for three years.

This course corresponds with NVQ learning outcomes at level 1.



Includes Associate Membership Insurance



3 year validation or certificate

Just because it's simple to use, don't underestimate the value of an AED in your office.

In the UK, one person suffers a heart attack every two minutes but the majority could be saved if their heart was shocked back into rhythm. You don't even need to be a qualified First Aider. Anyone can attend an AED course with St John Ambulance.

When you look at the following statistics you'll understand why St John Ambulance think every work place should be able to cope with a cardiac arrest emergency:

- Survival rates increase by more than 50% if an AED is used within the first 4 minutes
- Survival rates drop at a rate of 7-10% every minute without defibrillation
- 13% of work place casualties are cardiac arrest victims*

AED's are simple to use, cost effective and low maintenance.

* British Heart Foundation

Health and safety at work

Fire marshal

This course covers the role of the designated fire marshal, and explains how to raise the alarm and evacuation procedures. It also gives you the opportunity to learn about the different types of fire extinguisher and how to use them correctly.

How will this help?

The course complies with The Fire Services (Guernsey) Law 1989 as amended and also meets the relevant sections of the Code of Guidance issued by the States of Guernsey Fire & Rescue Service.

Who should attend?

This course is suitable for those who are responsible for overseeing fire safety, designated fire marshals and anyone who needs to know how to use a fire extinguisher.

What you will learn

The course will give you the knowledge and confidence to recognize potential fire hazards and reduce the risk of a fire related incident.

Course content

- 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

Course duration

Four hours.

Certification

Students are awarded a certificate of attendance, approved by the Institution of Fire Engineers, upon completion of the course.

This course corresponds with NVQ learning outcomes at level 2.

Course dates

Jan	Feb	Mar	Apr
30	27	26	28
May	Jun	Jul	Aug
-	30	29	-
Sep	Oct	Nov	Dec
30	29	19	9

Cost £105

Our Fire marshal course is approved by the Institution of Fire Engineers (IFE) and contains materials supplied by the Fire Protection Association.



3 year validation
or certificate

Moving and handling principles

This course is essential support for all working professionals and can be tailored to suit your specific needs.

How will this help?

The manual handling regulations place a duty on every employer and employee to reduce potential injury (and it's associated costs to a business) from moving and handling operations.

Who should attend?

We recommend that all employers consider training in moving and handling as part of each new employee's induction.

What you will learn

The course covers how to move objects safely, so that manual handling risks are reduced. Anatomy and physiology are used to raise back awareness and promote good practice in moving objects safely

Course content

- relevant health and safety information
- spinal anatomy, relevant structure and function
- causes of back pain
- risk assessment
- base positions and movements leading to more complex moves including moving and lifting objects and people (if appropriate).

Course duration

Four hours.

Certification

Students are awarded a certificate of attendance upon completion of the course.

This course corresponds with NVQ learning outcomes at level 2.

Moving and handling people and Moving and handling casualties courses are also available. Please ask for details.



3 year validation
or certificate

Other first aid courses

We have a comprehensive suite of First Aid training courses aimed specifically at improving vital lifesaving skills in the home and community, for all ages. Adults, children (over the age of 10), teenagers, parents, grandparents and community groups can all benefit from learning First Aid.

Emergency Life Support (Child & Infant)

This course, usually held over two evenings, focuses on the emergency scenarios that face parents and professionals (teachers, au pairs, playgroup and nursery assistants) looking after young children and infants.

Bespoke courses

Our courses are designed to be flexible. If you have a specific need do not hesitate to contact us and we will design a course to meet your requirements.

Please contact us for further information.

RYA first aid

St John Training Services Guernsey is recognised as a training centre by the Royal Yachting Association to provide instruction in RYA First Aid Courses.



The course is run by an RYA First Aid Instructor and is designed to provide a working knowledge of first aid for all those who go afloat, on inland waters or up to 60 miles offshore. The syllabus is based on the recommendations of the Health & Safety Executive and the Maritime Coastguard Agency.

Supporting St John in the Bailiwick of Guernsey

The income we receive from our training courses goes straight back into supporting the St John Ambulance and Rescue Service and St John Ambulance Guernsey. So the benefits of training with us extend way beyond your organisation.

Thank you for supporting St John Training Services Guernsey.

No one should die because they needed first aid and didn't get it.

**We are St John.
We are the difference.
The difference between a life lost and a life saved.**

To book please call: **01481 247979** or email: **info@firstaidtraining.gg**

Terms & conditions

Our aim is to make it as easy as possible to learn First Aid and related subjects with St John Training Services Guernsey. The following conditions are therefore intended to be as simple as possible to meet your training needs.

1. Bookings may be made by e-mail, letter or telephone. A booking confirmation and invoice will be sent out once the place(s) is (are) reserved on a course. If courses/examinations are held outside the island of Guernsey any expenses incurred such as payment for extra hours incurred by nature of the travel, travel costs and refreshments will be charged in addition to the standard course fee.
2. Payment should be made at least 2 weeks prior to the course start date.
3. All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement. A substitute delegate can be named at any time.
4. If a student arrives late for a course, or is absent from any session, we reserve the right to refuse to accept him/her for training if we feel insufficient knowledge or skill can be gained in the time remaining. In all such cases, the full course fee remains payable.
5. St John Training Services Guernsey reserves the right to cancel a course up to 2 weeks in advance of the start date if numbers booked make the course not viable to run. In such circumstances as much notice as possible will be given and an offer made of a free transfer to another course date or a full refund of fees.
6. To be eligible to attend a two day re-qualification course, candidates must be in possession of a valid First Aid at Work Certificate issued by a HSE approved provider, which is current on the last day of the re-qualification course.
7. A 50% deposit is required two weeks before the commencement of a course for all extra "standalone" group bookings. Non payment will result in the cancellation of the course.

Frequently Asked Questions

What if my course is relocated, rescheduled or cancelled by St John Training Services Guernsey?

We make every effort to avoid this, but occasionally it is necessary. This is why it is vitally important for us to have your current telephone numbers or e-mail address, in order that we can contact you as speedily as possible. If the change is not acceptable to you, a full refund will be issued. Cancellations made by the candidate will be subject to our normal Terms & Conditions.

If I can no longer attend a course, can I get a refund?

In accordance with our Terms & Conditions, we only offer a refund if your course is cancelled by St John Training Services Guernsey.

Circumstances such as illness, work commitments, or leaving the island are not considered for refunds.

Can I give my place to a friend/colleague?

Yes.

When does my booking need to be submitted by?

Bookings should be received at least one week prior to the start of the course, providing there is availability on the course.

When do I need to pay for my course?

Please refer to our Terms & Conditions paragraph 2.

When will I receive my certificate?

Provided all course fees and any additional charges have been received in full, certificates are usually issued at the end of the course.

All details in this brochure are correct at the time of going to press.

St John Training Services Guernsey reserves the right to change course dates and cost without notice.