

# St John Training Services Guernsey

First Aid and Health & Safety Training 2017



For further information:  
Visit: [www.stjohn.gg](http://www.stjohn.gg)  
Email: [info@firstaidtraining.gg](mailto:info@firstaidtraining.gg)  
Call: 01481 247979



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# TRUST US

## Why train with us?

**St John Ambulance** is the UK's leading first aid organisation and has been teaching and delivering life-saving first aid and health and safety training for decades. We are acknowledged by the Health and Safety Executive (HSE) as the standard setter for first aid practice in relation to the first aid at work courses and 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.

Our experience and understanding mean our practical and interactive courses teach your employees the essential skills and provide your team with the confidence to perform first aid and to help save lives.

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

## Free Associate Membership Insurance

We believe it is vitally important that people have the confidence to use their first aid skills without hesitation wherever and whenever an accident occurs. At St John, we believe so strongly in the value of providing this reassurance and are so confident in the standards of our first aid training, that we will automatically provide all students who successfully pass one of our first aid courses, with 'Good Samaritan' insurance cover for the duration of the validity of their training qualification. This insurance covers students against claims arising from first aid they may have delivered outside of their workplace, club or association.

## Supporting St John in the Bailiwick of Guernsey

St John Training Services Guernsey is a 'Not for Profit' organisation. The income we receive from the training courses we provide goes straight back into supporting the St John Ambulance and Rescue Service and St John Ambulance Guernsey. So the benefits of choosing to train 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.**

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# IDENTIFYING YOUR TRAINING NEEDS

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 of your identified risks and hazards. Use the table below to gain a basic understanding of the training needed to meet your minimum requirements.

Check the further key considerations and make sure the training your First Aiders receive meets all your identified first aid needs.

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

## A time that suits you

We can provide training at a date and time that suits your employee's and business needs.

## Cost-effective

Our group training is competitively priced and by training a group of 8 or more you will reduce the cost per person.

## Customised training that suits your needs

We can tailor our courses to suit your business requirements or combine courses to ensure your employees get all the training they need. Call us on 247979 to discuss your options.

## Training where you'll be putting your skills into practice

Training on your premises will give your employees the added confidence of knowing how their new skills translate directly to your workplace.

## Why not train with other businesses in your area?

If you don't quite have enough employees requiring the same course, why not speak to other employers nearby who may require the same training as you? You could book together and still benefit from cost effective group training at a place convenient to you all.

## FIRST AID AT WORK

(Includes AED awareness session)

Course price £275

This 3-day course comprehensively 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.

### Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Asthma
- Bleeding
- Bone, muscle and joint injuries
- Burns and scalds
- Chest pains
- Choking
- Eye injuries
- Fainting
- Head injuries
- Health and Safety (First Aid) Regulations
- Low blood sugar
- Poisoning
- Resuscitation
- Seizures
- Severe allergic reaction
- Shock
- Spinal injuries
- Stroke
- Treatment of an unresponsive casualty

### Assessment

Practical assessment and continuous observation by the trainer.

### Certification

Successful candidates receive a St John certificate, valid for three years.

Jan	Feb	March	Apr
17 - 19	21 - 23	20 - 22	25 - 27
May	June	July	Aug
17 - 19	13 - 15	12 - 14	-
Sep	Oct	Nov	Dec
26 - 28	17 - 19	15 - 17	6 - 8

Times: 09:00 – 16:00

The HSE strongly recommends attending First Aid Skills Update training.

This course corresponds with NVQ learning outcomes at level 2.



## FIRST AID AT WORK

REQUALIFICATION

(Includes AED awareness session)

Course price £175

This two-day course updates the first aid skills for those who need to renew their First Aid at Work qualification. This course refreshes the content of the three-day First Aid at Work course previously learned. First Aiders whose certificate has expired beyond 28 days must attend the full three day First Aid at Work course.

### Assessment

Practical assessment and continuous observation by the trainer.

### Certification

Successful candidates receive a St John certificate, valid for three years.

Jan	Feb	March	Apr
-	1 - 2	8 - 9	-
May	June	July	Aug
4 - 5	22 - 23	-	-
Sep	Oct	Nov	Dec
13 - 14	10 - 11	28 - 29	-

Times: 09:00 – 16:00

**Please note:** This course only applicable to those who already hold an in-date First Aid at Work Certificate



**EMERGENCY FIRST AID AT WORK**  
 (Includes AED awareness session)  
 Course price £110

If your risk assessment indicates that first aid training covering emergency protocols only is sufficient for your workplace, this one-day course will help you meet your regulatory requirements.

**Course content**

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Bleeding
- Burns
- Choking
- Fainting
- Health and Safety (First Aid) Regulations
- Resuscitation
- Seizures
- Shock
- Treatment of an unresponsive casualty

**Assessment**

Continuous observation by the trainer.

**Certification**

Successful candidates receive a St John certificate, valid for three years.

Jan	Feb	March	Apr
9, 27, 31	8, 13, 17	2, 14, 17, 28	4, 11, 19
May	June	July	Aug
3, 11, 15, 23	5, 7, 20, 27	5, 18, 26	7, 10, 15, 17
Sep	Oct	Nov	Dec
5, 21	3, 13, 24	2, 6, 21	5, 12

**Times:** 09:00 – 16:00

**The HSE strongly recommends attending First Aid Skills Update training.**

-  Includes Associate Membership Insurance
-  3 year validation or certificate
-  Free first aid manual included

**FIRST AID SKILLS UPDATE TRAINING**  
 Course price £75

Employers are encouraged to ensure their first aiders are competent and maintain their skills throughout the three years in which their certificates are valid. This 3-hour course provides first aiders with an opportunity to practice and update their skills at any time while their first aid certificate is valid.

**Assessment**

Practical assessment and continuous observation by the trainer.

Jan	Feb	March	Apr
-	10	-	6
May	June	July	Aug
-	-	-	-
Sep	Oct	Nov	Dec
7	-	8	-

**Times:** 09:00 – 12:00 midday

**Please note:** This course does not renew a first aid certificate or extend the validity period of first aid certificates and is only applicable to First Aiders who already hold an in-date First Aid 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 Training Services.

- 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 workplace casualties are cardiac arrest victims\*

AEDs are simple to use, cost effective and low maintenance

\*British Heart Foundation

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



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## AUTOMATED EXTERNAL DEFIBRILLATION (AED)

Course price £75

For each minute that passes without defibrillation after the heart stops, the casualty's chance of survival falls by about 10%. Defibrillators are very simple to operate and no previous first aid training is required. This course gives people the confidence to act quickly and effectively in an emergency.

Crucially, this course will teach your defibrillator operators how to perform effective CPR.

### Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Chest pains
- Getting to know the AED (any type)
- Operating the AED
- Resuscitation
- Treatment of an unresponsive casualty

### Certification

Successful candidates receive a St John certificate, valid for one year.

Jan	Feb	March	Apr
20	27	24	-
May	June	July	Aug
25	-	21	-
Sep	Oct	Nov	Dec
19	6	-	-

Times: 09:00am – 12:00 midday



## ADDITIONAL COURSES

We have a comprehensive suite of First Aid training courses aimed specifically at improving vital lifesaving skills in the home, business and community.

The following courses are scheduled at our venues on demand or can be delivered to groups at your premises

### Emergency Life Support (Child & Infant)

This 3 hour course, usually held over two evenings or a Saturday, focuses on the emergency scenarios that face parents and professionals (teachers, au pairs, playgroup and nursery assistants) looking after young children and infants.

### Sports First Aid

### Activity First Aid

### Standard First Aid (Includes modules of your choice)

### Medical Gas Administration

### Moving and Handling People

### Evacuation Chair Training

### Schools First Aid (D of E)

### Royal Yachting Association First Aid

#### ➤ 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.

Our learning is renowned for being interactive and friendly, making it easy to learn the skills needed to help in an emergency. First Aid helps build confidence and provides benefits for both individuals and businesses.

### 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.

If you would like to reserve a place on one of our courses, or require advice on your training requirements, we will be happy to assist you in deciding what is best for you and your business.



### FIRE MARSHAL

Course price £95

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

This 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.

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 in an emergency.

This course will give you the knowledge and confidence to recognise 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

#### 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

Jan	Feb	March	Apr
13	16	10	28
May	June	July	Aug
31	30	28	-
Sep	Oct	Nov	Dec
29	26	24	14

Times: 08:30am – 12:30pm

Our **Fire Marshal** course is approved by the Institution of Fire Engineers (IFE) and contains materials supplied by the Fire Protection Agency.



### MOVING AND HANDLING PRINCIPLES

Course price £80

Working in awkward positions, lifting heavy weights incorrectly, as well as carrying a heavy load are cited as the main activities for causing work-related musculoskeletal disorders such as back pain.

The Manual Handling Regulations place a duty on every employer and employee to reduce potential injury (and its associated costs to a business) from moving and handling operations.

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

This 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 & 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)

#### Certification

Students are awarded a certificate of attendance upon completion of the course valid for 3 years. This course corresponds with NVQ learning outcomes at level 2.

**Moving and Handling People** and **Moving and Handling Casualties** courses are also available. Please call for details.

Jan	Feb	March	Apr
25	28	30	21
May	June	July	Aug
-	9	-	-
Sep	Oct	Nov	Dec
15	31	-	-

Duration: 3 hours





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## **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 email, 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 the nature of 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. **CANCELLATION/NON-ATTENDANCE.** All cancellations must be made in writing. The FULL course fee will be levied in respect of any cancellations made less than 14 days prior to commencement of the course. A fee of 50% will be levied for cancellations made between 14 and 21 days prior to commencement. A substitute delegate can be named at any time. Non-attendance on the day will attract the full course fee.
4. If a student arrives late for a course, or is absent from any session, we reserve the right to refuse or accept him/her for training if we feel insufficient knowledge or skills 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 impractical to hold. 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 paid.
6. To be eligible to attend a two-day requalification course, candidates must be in possession of a valid First Aid at Work certificate issued by an HSE approved provider which is current on the last day of the requalification 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 happening, but occasionally it is necessary. This is why it is vitally important for us to have your current telephone number, or email address, so that we are able to notify you as soon 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 costs without notice.