

Training

First aid and health and safety for the workplace



St John Ambulance: The difference in your workplace

Every year, about 150,000 people* die in situations where first aid could have given them the chance to live. Health and safety and first aid in your workplace are more than just legal requirements. They can be the difference between life and death.

St John Ambulance is the nation's leading provider of:

- first aid training
- health and safety training
- first aid and health and safety supplies.

It's vital that, whenever needed, first aid is delivered with the confidence gained from effective training and using appropriate quality first aid supplies. Health and safety training is every bit as important. Practical training to identify hazards and reduce risks can also be the difference between life and death.

St John Ambulance provides the training and equipment you and your employees need to be the difference.

* Using death registration data from the Office of National Statistics, 2008 (England and Wales).



**St John
Ambulance**



The difference.



Introduction

Your responsibility	4
Why you should choose St John Ambulance	5
Supporting our work in your community	5

First aid training

What first aid training do you need?	6
Why your first aiders should train with St John Ambulance	7
First aid courses	8
First aid course comparison	12
First aid course dates	14

Health and safety training

Health and safety legislation	5
Health and safety courses	11
Health and safety course dates	18

Further information

Automated external defibrillation (AED)	16
Industries' competition	19
Where to find us	20

Your responsibility



You might think it will never happen in your business, but last year 151 people died in work-related accidents*. Of course it isn't always a matter of life or death, but however careful you are, things can and do go wrong. In 12 months 2.1 million people were suffering from an illness caused or made worse by work, and an estimated 551,000 accidents occurred in the workplace†.

Workplace health and safety is a serious matter, and the consequences of getting it wrong are huge. Employers can be prosecuted, facing large fines or jail terms. Companies can even be closed down.

Legislation often seems overwhelming, and that's why we've done all we can to make it easy for employers to fulfil their obligations. St John Ambulance training will also help you understand the relationship between health and safety and first aid, making a huge difference to both your business and your employees.

* Figures refer to 2010 / 2011, www.hse.gov.uk

† Figures refer to 2009 / 2010, www.hse.gov.uk

Health and safety and first aid go hand in hand in the workplace, and no one understands this crucial relationship better than we do.

As an employer, you have a duty of care to everyone on your premises. We're here to help you meet these legally binding obligations, with courses covering everything from Moving and handling principles to Automated External Defibrillator training. But this is much more than just a box-ticking exercise. Our courses

help you manage health and safety on a practical, day-to-day level, so you can spot potential problems and resolve them.

Of course, your staff share your responsibility to maintain a safe working environment. Training with us will help everyone fulfil their obligation to protect the people around them from harm in the workplace.

An employer must provide:

- a workplace with all risks properly assessed
- explanations of the risks and how they will be controlled
- the health and safety training required for individual's jobs
- proper equipment and clothing, ensuring that it is looked after
- adequate first aid facilities
- insurance that covers employees adequately.

An employee must:

- follow any training received
- take care of their own and other people's health and safety
- cooperate with their employer on health and safety
- highlight anything that may be putting health and safety at risk in the workplace.

In Jersey, during 2010,** Social Security received 860 claims for work related accidents. 564 were due to accidents in the workplace and 293 due to illness which includes stress and musculoskeletal disorders.

** Source 2010 Jersey Health and Safety Report.



Health and safety legislation

The **Health and Safety at Work (Jersey) Law 1989** requires you to provide appropriate information, instruction, training and supervision to ensure, as far as is practical, the health and safety of **all** employees while at work.

The **Management of Health and Safety at Work Regulations 1999** identify situations when health and safety training is important, such as:

- for new employees
- when there are new risks in the workplace
- when risks have increased or changed
- when skills may need updating or have become rusty

Experience

We train far more people, from more businesses and organisations than any other first aid and health safety provider.

Expert guidance

It's our business to help you make your workplace as safe as possible. If you're unsure of your requirements then we can help you find the right training solutions.

Skilled employees

Our professionally qualified trainers have vast experience of delivering effective training in a wide range of industries so your employees really can be the difference in your workplace.

Quality standards

All our services comply with the ISO 9001:2008 quality standard and meet SAFEcontractor health and safety standards, satisfying some of the toughest assessors in the business.



Supporting our work in your community

The money we receive from our commercial training courses goes straight back into our first aid services, equipment and other community programmes. So the benefits of training with us extend way beyond your organisation.

You'll be helping to make lots of other workplaces, public spaces and events safer too – and supporting our vital work with young people and some of the most vulnerable members of society. That's something anyone can feel good about.

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

**We are St John Ambulance.
We are the difference.**

**The difference between a life lost
And a life saved.**

First aid training



What first aid training do you need?

Employers are responsible for making sure that all employees receive immediate attention if they are injured or taken ill at work.

Two St John Ambulance qualifications are approved by the Health and Safety Executive (HSE) for the provision of first aid in the workplace:

- **First Aid at Work:** a comprehensive three-day course
- **Emergency First Aid at Work:** a one-day course.

Every workplace is different so it's vital to ensure that the training your first aiders receive is appropriate to your needs. Use the table below as a quick guide to assess what training courses may be appropriate. Alternatively, visit sja.org.uk/yourguide for more detailed help.

Step 1: Degree of hazard	Step 2: Number of employees	Step 3: Recommended minimum first aid requirements	Step 4: Previous injury and illness records	Step 5: Specific risk factors
Low hazard (eg. offices, shops, libraries)	<25	At least one person trained in Emergency First Aid at Work*	What's the risk of injury or ill health? Can this minimum cover deal with injuries and health issues that might occur?	<ul style="list-style-type: none"> • Disabled employees • Existing health issues • First aider leave and absences • First aiders' skills fade without practice • Inexperienced employees • Lone/home workers • Multiple floors or buildings • Multiple shifts • Professional drivers • Proximity of emergency medical services • Public access • Remote workers • Working with children or infants.
	25–50	At least one person trained in Emergency First Aid at Work		
	>50	At least one person trained in First Aid at Work for every 100 employed on-site (or part thereof)		
Higher hazard (eg. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, work involving harmful chemicals)	<5	At least one person trained in Emergency First Aid at Work*		
	5–50	At least one person trained in Emergency First Aid at Work or First Aid at Work (depending on the specific hazards)		
	>50	At least one person trained in First Aid at Work for every 50 employed on-site (or part thereof)		

* The statutory minimum requirement in the UK is at least one Appointed Person but since 2009, the HSE does not classify Appointed Persons as first aiders and they should not attempt to give first aid for which they have not been trained. **To properly safeguard your employees, you should have at least one first aider, with a HSE-approved qualification available at all times. Without this provision, your employees are at risk.**



Why your first aiders should train with St John Ambulance

Teaching experience

St John Ambulance is the UK's leading first aid organisation and has been teaching and delivering life saving first aid for decades. We teach first aid to more people from more businesses and organisations than any other provider, with almost a quarter of a million local and national customers.

Teaching expertise

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 professional trainers are qualified to the highest standards to teach the life saving skills they use with our emergency and voluntary services.

Helping you meet your requirements

Our core first aid training is approved by the Health and Safety Executive (HSE). All our training courses are designed to help you meet your requirements.

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 qualification on selected first aid courses so your first aiders are covered to give first aid whenever and wherever it is needed. To find out more, visit sja.org.uk/insurance

Learning that goes beyond the initial training

It's our business to make sure your first aiders have the skills and confidence to react effectively whenever called upon. Keeping first aid skills refreshed with regular practice is essential. Annual Refresher training, which is strongly recommended by the HSE, is available at half price for the Emergency First Aid at Work and First Aid at Work qualification.

Training that can really be the difference

Effective first aiders need as much hands-on training as possible. With no more than 12 people for each trainer, your first aiders will get the focused attention they need. And with one resuscitation manikin for each pair of students, our training is the most practical available.

We're proud that our training does so much more than help you to tick a legal box. By training with St John Ambulance, your first aiders really can be the difference between a life lost and a life saved.



Interactive first aid guidance on the St John Ambulance website

Our website is designed to help you understand exactly what you need for your business and then make it straightforward to find the right course and book your place(s).

Visit sja.org.uk/yourguide



Experienced guidance from an adviser in your area

If you want to speak to a friendly, experienced St John Ambulance Customer Service Adviser about your training requirements, one phone number will get you through to your nearest St John Ambulance customer service centre.

Call **735611**



The following courses are held at our training centres (see the page numbers below for course schedules and prices) but some courses can also be held at your premises if you have a group of 10+ that requires training. Training at your premises allows us to tailor our training to your needs. Call 735611 for details.

First Aid at Work

Page 14

sja.org.uk/faw

This three-day HSE-approved course comprehensively covers the practical skills needed by first aiders where the risk assessment indicates a higher level of first aid training is required.

Course duration

Three days (18 hours)

Certification

Successful candidates receive a HSE-approved St John Ambulance certificate, valid for three years.

Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Asthma
- Burns and scalds
- Eye injuries
- Fractures
- Low blood sugar
- Bleeding
- Choking
- Fainting
- Heart attacks
- Poisoning
- Seizures
- Shock

- Resuscitation
- Severe allergic reaction
- Health and safety (first aid) regulations
- Treatment of an unconscious casualty

All successful candidates on this course get their **first Annual Refresher training HALF PRICE.**

First Aid at Work Requalification

Page 14

sja.org.uk/requal

This two-day course updates the first aid skills of those who need to renew their First Aid at Work certificate. First aiders whose certificates have expired beyond 28 days must attend the full three-day First Aid at Work course.

Course duration

Two days (12 hours)

Certification

Successful candidates receive a HSE-approved St John Ambulance certificate, valid for three years.

Emergency First Aid at Work

Page 14

sja.org.uk/efaw

This one-day course is developed in line with the HSE's changes to the guidance for first aid at work regulations for workplaces. It's designed for smaller, lower-risk workplaces, where a risk assessment has indicated that a lower level of first aid cover is sufficient.

Course duration

One day (6 hours)

Certification

Successful candidates receive a HSE-approved St John Ambulance certificate, valid for three years.

Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Bleeding
- Choking
- Health and safety (first aid) regulations
- Resuscitation • Seizures • Shock
- Treatment of an unconscious casualty.

All successful candidates on this course get their **first Annual Refresher training HALF PRICE.**

Annual Refresher

Page 15

sja.org.uk/refresher

This three-hour course provides first aiders with an opportunity to practice and update their skills at any time while their first aid certificate is valid. It does not extend the period the original certificate is valid for but is strongly recommended by the HSE to combat first aid skills fade.

Course duration

3 hours

* To qualify for half price Annual Refresher training, the initial qualification must have been gained with St John Ambulance on or after 1 October 2009.

Paediatric First Aid

(Formally Early Years)

Page 15

sja.org.uk/paediatricfa

This two-day course focuses on the emergency scenarios that face professionals looking after young children and infants, including teachers, au pairs and playgroup leaders.

Course duration

Two days / Four evenings (13 hours)

Certification

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

Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Asthma and diabetic emergencies
- Bleeding
- Burns
- Childhood conditions (eg. measles, meningitis, croup)
- Choking
- Foreign objects
- Head injuries
- Poisoning, bites and stings
- Resuscitation
- Seizures
- Sprains, strains and fractures
- Treatment of an unconscious casualty.

Paediatric First Aid Requalification

Page 15

sja.org.uk/paediatricfa

This one day course updates the skills for those who need to renew their Paediatric First Aid certificate. First Aiders whose certificate has expired beyond 28 days must attend the full two day Paediatric First Aid course.

Course duration

One day (6 hours)

Certification

Candidates receive a St John Ambulance certificate, valid for three years.



Automated External Defibrillation (AED)

Page 17

sja.org.uk/aed

For each minute that passes without defibrillation after the heart stops, the casualty's chance of survival fall by about 10%*. While AED units are very simple to operate, and no previous first aid training is required, this four-hour course gives people the confidence to act quickly and effectively in an emergency.

Course duration

4 hours

Certification

Candidates receive a St John Ambulance certificate, valid for one year.

Course content

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Getting to know the AED (any type)
- Heart attacks

- Operating the AED
- Resuscitation
- Treatment of an unconscious casualty.

If you **buy an AED** from St John Ambulance, we'll give you one place on an **AED training course FREE** for every place you book, up to a maximum of **three free** places. See page 16 for more information on AED's.

AED Requalification

Page 17

sja.org.uk/aedrequal

This two-hour course gives AED operators who have previously attended AED training the opportunity to refresh their knowledge and practice using a defibrillator.

Course duration

2 hours

Certification

Candidates receive a St John Ambulance certificate, valid for one year.

* British Heart Foundation (2010)

Moving and handling principles

Page 18

sja.org.uk/mhprinciples

This three-hour course is essential support for all employees and helps employers meet the requirements placed on them by manual handling regulations.

Course duration

Three hours.

Assessment

Ongoing trainer observation.

Certification

Candidates receive a St John Ambulance certificate, valid for three years.

Course content

- Base positions and movements leading to more complex moves including moving and lifting objects
- Causes of back pain
- Manual handling regulations
- Risk assessment
- Spinal anatomy, structure and function

Moving and handling people

Page 18

sja.org.uk/mhprinciples and
sja.org.uk/mhpeople

This course deals specifically with the handling of people and is relevant to healthcare workers/providers. It follows a minimal handling/lifting policy, however, it includes guidance on handling aids, and importantly risk assessment. Reserve your place on this course.

Who should attend?

The course is designed for all carers who need to lift/handle people, and who have already received training in moving and handling such as the St John Ambulance Moving and handling principles' course or similar.

What they will learn?

How to move people safely, so that moving and handling risks are reduced to the lowest level.

Course content

- Risk assessment
- Principles of handling people in a care environment
- Assisting mobility
- Assisting people in chairs
- Assisting people in bed
- The use of handling aids.

Course duration

Four hours.

Assessment and certification

Continuous assessment by trainer and a St John Ambulance certificate, valid for three years, is issued for attendance.

Moving and handling principles and people

Page 18

sja.org.uk/mhprinciples and
sja.org.uk/mhpeople

This one-day course combines Moving and Handling Principles with Moving and Handling People and is relevant to healthcare providers and workers without previous moving and handling training.

Course duration

Five hours.

Assessment

Ongoing trainer observation.

Certification

Candidates receive a St John Ambulance certificate, valid for three years.

Course content

- Assisting mobility including chairs and beds
- Base positions and movements leading to more complex moves including moving and lifting objects
- Causes of back pain
- Handling aids
- Manual handling regulations
- Risk assessment
- Spinal anatomy, structure and function

First aid course comparison



	First Aid at Work	First Aid at Work Requalification	Emergency First Aid at Work	Annual Refresher	Paediatric First Aid	Automated External Defibrillation (AED)	Anaphylaxis First Aid
Webpage (sja.org.uk...)	/faw	/requal	/efaw	/refresher	/paediatricfa	/aed	/anaphylaxisfa
Course schedule	page 14	page 14	page 14	page 15	page 15	page 17	
Meets requirements for...	HSE	HSE	HSE				
Duration	Three days (18 hours)	Two days (12 hours)	One day (6 hours)	3 hours	Two days (12 hours)	4 hours	3 hours
Assessment	Practical assessment	Practical assessment	Trainer observation	Trainer observation	Trainer observation	Trainer observation	Trainer observation
Certification	3 years	3 years	3 years	Cert of attendance	3 years	1 year	3 years
Includes free Associate Membership insurance	•	•	•			•	•
Allergic reaction	•	•			•		
Asthma	•	•			•		•
Auto-injector					•		•
Bites and stings					•		
Bleeding (minor)	•	•	•		•		
Bleeding (severe)	•	•	•	•	•		
Bone, muscle and joint injuries	•	•			•		
Burns	•	•	•		•		
Casualty movement	•	•	•				
Chest pains (including heart attack)	•	•				•	
Childhood conditions					•		
Choking (adult)	•	•	•		•		
Choking (child & infant)					•		
CPR (adult)	•	•	•	•	•	•	•
CPR (child & infant)					•		•
Defibrillation						•	
Electric shock					•		
Eye injuries	•	•			•		
Fainting	•	•	•				
Foreign objects					•		
Head injuries	•	•			•		
Heat and cold extreme					•		
Low blood sugar	•	•			•		
Poisons	•	•			•		
Primary survey	•	•	•	•	•	•	•
Safer moving and handling							
Seizures (adult)	•	•	•	•	•		
Seizures (child)					•		
Shock	•	•	•	•	•		
Spinal injuries	•	•			•		
Sprains and strains			•				
Stroke	•	•					
Unconscious casualty	•	•	•	•	•	•	•

All St John Ambulance first aid courses are highly practical. It's an employer's duty to ensure that employees attending training are able to complete all aspects of the course.

First aid course dates

First Aid at Work visit sja.org.uk/faw



Course price: £232

Course times: 9.00am – 5.00pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin	17-19	07-09 28, 29	01 20-22	10-12	22-24	12-14
	Jul	Aug	Sep	Oct	Nov	Dec
	24-26	14-16	18-20 25-27	16-18	06-08 27-29	18-20

First Aid at Work Requalification visit sja.org.uk/requal



Course price: £158

Course times: 9.00am – 5.00pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin	11-12 25-26	15-16 22-23	14-15 28-29	18-19 25-26	16-17 30-31	06-07 27-28
	Jul	Aug	Sep	Oct	Nov	Dec
	11-12	01-02 29-30	05-06	03-04 24-25	14-15	05-06 12-13

Emergency First Aid at Work visit sja.org.uk/efaw



Course price: £90

Course times: 9.00am – 4.30pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin	03, 09 20, 24	01, 10 14, 27	07, 12 23	03 23	01, 03 29	20 26
	Jul	Aug	Sep	Oct	Nov	Dec
	02, 10 30	06, 23 31	11 21	02, 09 23	01, 21 30	11 17



Annual Refresher [visit sja.org.uk/refresher](http://visit.sja.org.uk/refresher)

Course price: £55

Course times: 9.00am – 1.00pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin		02		05	02	
	Jul	Aug	Sep	Oct	Nov	Dec
	04		07		09	

Paediatric First Aid [visit sja.org.uk/paediatricfa](http://visit.sja.org.uk/paediatricfa)

formally Early Years

Course price: £105

Course times: 9.00am & 4.30pm • *Evening 6.30pm & 9.30pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin		18 & 25	26 & 27		14 & 15	23 & 30
	Jul	Aug	Sep	Oct	Nov	Dec
	16 & 17		15 & 22		17 & 24 *05,12,19 & 26	03 & 04

Paediatric First Aid Requalification [visit sja.org.uk/efaw](http://visit.sja.org.uk/efaw)

Course price: £60

Course times: 9.00am – 4.30pm

	Jan	Feb	Mar	Apr	May	Jun
St. Martin	04, 14 28		10, 16	28		09, 21
	Jul	Aug	Sep	Oct	Nov	Dec
			12	06	02	08

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

Duration

AED initial - 4 hours

AED Requalification - 2 hours

*British Heart Foundation



First aid course dates

Automated External Defibrillation (AED) visit sja.org.uk/aed



Course price: £80

Course times: 9.00am – 1.00pm

	Jan	Feb	Mar	Apr	May	Jun
Midvale Road	05	17	02	04	10	08
	Jul	Aug	Sep	Oct	Nov	Dec
St Martin Midvale Road, HQ	03	22	03	10	22	10

Automated External Defibrillation (AED) Requalification visit sja.org.uk/aedrequal



Course price: £32

Course times: a) 2.00pm – 4.00pm b) 10.00am - 12.00pm

	Jan	Feb	Mar	Apr	May	Jun
St Martin Midvale Road, HQ	05a 13b	02a 17a 21b	02a 06b 19a	04a 17a	02a 10a	08a 19b
	Jul	Aug	Sep	Oct	Nov	Dec
St Martin Midvale Road, HQ	03a 18b 27a	03a 22a	03a 17b 28a	10a, 19a	09a 22a	10a 14b

Moving and Handling Principles [visit sja.org.uk/mhprinciples](http://sja.org.uk/mhprinciples)

Course price: £62

Course times: 10.00am – 1.00pm

	Jan	Feb	Mar	Apr	May	Jun
St Martin		13				
	20		10			
	Jul	Aug	Sep	Oct	Nov	Dec
Midvale Road, HQ					25	
					12	

Moving and Handling People [visit sja.org.uk/mhprinciples](http://sja.org.uk/mhprinciples) and sja.org.uk/mhpeople

Course price: £30

Course times: 2.00pm – 4.00pm

	Jan	Feb	Mar	Apr	May	Jun
Midvale Road, HQ			8			
					12	
	Jul	Aug	Sep	Oct	Nov	Dec

Moving and Handling Principles and People

[visit sja.org.uk/mhprinciples](http://sja.org.uk/mhprinciples) and sja.org.uk/mhpeople

Course price: £80

Course times: 10.00am – 4.00pm

	Jan	Feb	Mar	Apr	May	Jun
Midvale Road, HQ						
					12	
	Jul	Aug	Sep	Oct	Nov	Dec



Industries' Competition

Jersey companies and organisations invest in their staff to ensure a high standard of first aid on their premises and this competition is a way for their staff to demonstrate how well that investment pays off, in case the skills learnt are needed for real....

The Industries competition is open to teams of two members of staff, both of whom must hold a valid First Aid certificate of either the First Aid at Work, or the one day Emergency First Aid at Work.

The scenarios are timed and generally approximately 6 minutes and judges, whilst observing treatment, give marks to the competitors on how well they deal with a realistic first aid incident and when certain expected requirements are actioned. Very much like the practical test that students undertake on the First Aid at Work courses.

Auditors then tally the results of the tests to determine the overall winner.

Trophies are awarded for 1st and 2nd places, and companies are allowed to display awards on their premises (insurance permitting!).

If you would like to 'give it a go' and participate in what has proved to be a very enjoyable evening as well as a great team building exercise, we would be more than pleased to welcome you.



Further information can be obtained from the St John office by calling 735611, or by speaking to a member of staff on your next First Aid course.

The next competition is due to be held on the evening of Thursday 11 October 2012, so keep the date free in your diary!

See you there!



Your local, national organisation

St Martin



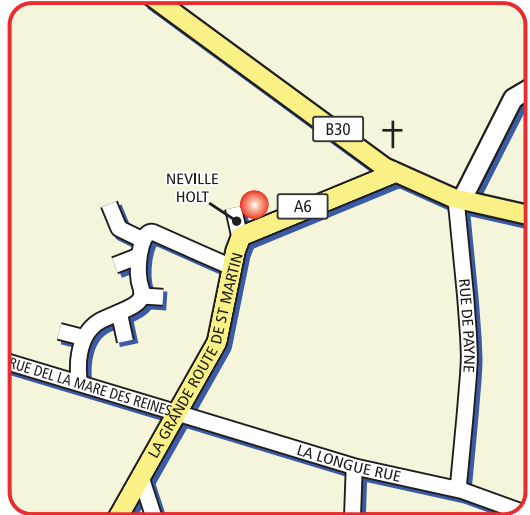
From Five Oaks

From the Five Oaks roundabout head towards St Martin, along La Grande Route de St Martin. Towards the very end of the road, just after the Catholic Church, the training hall is on the left hand bend at Neville Holt.



Parking

Parking is available on site.



Midvale Road, HQ



From the Rouge Bouillon roundabout head towards Springfield and at the traffic lights turn right into Midvale Road. St John HQ is half way down on the left.



Parking

Limited parking is available on site.



**St John
Ambulance**



The difference.