

Short Courses for First Aid and Health & Safety

Fire Safety, First Aid,
Food Safety, Health & Safety

**MEET ALL YOUR
LEGAL REQUIREMENTS**



Call: **0300 011 23 44**
Email: training@bedford.ac.uk
Visit: www.bedfordtrainingservices.co.uk

Helping You & Your Organisation Succeed

Everything we do here at Bedford College Training Services is with your success in mind. In today's competitive workplace you have to embrace change, adapt quickly and keep your professional knowledge and expertise up-to-date with regular training.

In turn, organisations that encourage learning and development ensure staff are well equipped to meet future challenges and compete effectively. We want to help you achieve this and offer you:



Flexible & Convenient Training Delivery – Whenever, Wherever

We understand that you have many demands on your time, so we make sure training is delivered in the most time-efficient methods. We can tailor any course to your needs or design a whole new training programme from scratch which can be delivered whenever and wherever is convenient, whether that be at your premises, at one of our specialist training venues or elsewhere.

In-House Training

Did you know that in-house training gives a far better return-on-investment than an external course? You can still benefit from the high-quality expertise of Bedford College but on your own premises and for more than half the cost.

For a free, no obligation analysis of your needs, just call our Business Development Team on **0300 011 2344** or visit: www.bedfordtrainingservices.co.uk

Highly Experienced Industry Specialists

All our trainers are experts in their field and keep up-to-date with the latest knowledge, techniques and legislation so the training you receive is of the highest quality. To find out more look out for 'Meet the Trainer' within the course section of this guide.

Recognised Industry Accreditations

It's important that the time you invest in learning new skills and developing your knowledge leads to nationally recognised qualifications that employers value and that meet industry standards. Our courses will provide you with peace of mind and just some of the organisations we work with include the Chartered Institute for Environmental Health (CIEH) and the Health & Safety Executive (HSE).

Cost Effective, Value for Money

All our courses offer you great value for money. In many cases you will be taught by the same trainers who have previously worked for large, national training businesses, ensuring you access the best expertise but without the corporate price tag. What's more, as we are based locally, you will save on travel costs or we can even come to you. If you have several members of staff who need the same course then in house training will offer you great value for money with savings of over 50% on the standard price.

Expert Advice, Support & Guidance

Our dedicated Business Development Advisers (pictured below) are here to advise and support you in all your training needs. You will be appointed your own sector specialist who will be your point of contact throughout.



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“ These courses are standard requirements for anyone working within catering. Training is undoubtedly a motivational tool. It helps staff to feel valued if they undertake training regularly and they are far more likely to enjoy their work and put more pride and effort into what they do on a daily basis. ”

Jacqueline Henry,
Connect Catering Manager
at Bedford Modern School

New British Safety Council accredited courses!

- Supervising Staff Safely Level 2
3 day course: £400
- COSHH Risk Assessment Level 2
1 day course: £95

To find out more visit
www.bedfordtrainingservices.co.uk

Can't find what you're looking for?



Try one of our other training guides:

- Apprenticeships
- Short Courses for Business & IT Skills
- Construction & Maintenance
- Electrical Installation
- Gas & Plumbing
- Land-Based Industries
- Schools

Or the Bedford College Part-Time Guide 2011/2012 which contains a complete list of all our courses.

Call **0300 011 23 44** or download at
www.bedfordtrainingservices.co.uk

Do you have a Twitter account?



Then why not keep up-to-date with the latest offers and training news by joining us on [Twitter.com/bedfordcolts](https://twitter.com/bedfordcolts)

Disclaimer

Whilst every effort is made to ensure the information within this brochure is correct at the time of printing, some details may be subject to change. Bedford College reserves the right to make amendments to the courses, dates and fees or other details, and to make cancellations or changes if numbers are insufficient. In the unfortunate situation that we have to cancel a course, we will refund your fees in full, but we regret we are not able to offer a refund if you withdraw from your course or fail to start, and you will be liable to pay any outstanding fees that may be due.

Fire Safety

First Aid



Meet the trainer...

Richard King

Richard regularly teaches on our Fire Safety course and has been delivering fire safety training for over 15 years, working with a range of public and private sector organisations including museums, hotels and rehabilitation centres.

As well as being a fully qualified fire fighter Richard holds qualifications from NEBOSH, (The National Examination Board in Occupational Safety and Health), and the City & Guilds, Preparing to Teach in the Lifelong Learning sector. He is also a member of the Institution of Occupational Safety and Health, (IOSH), and the Institute of Fire Safety Managers, (IFSM).

Fire Safety Principles Level 2 Award (CIEH)

CIEH Level 2 Award in Fire Safety Principles is essential for anyone with fire warden responsibilities within their organisation. The course will ensure you are fire safety competent and you will learn how to reduce the risk of fire starting and mitigate the effects of any fire in the workplace.

WHO SHOULD ATTEND?

If you are a designated Fire Warden this course is for you.

THE BENEFITS

- Fulfil your responsibilities to meet fire safety competencies
- Understand how to reduce fire risks and prevent emergency situations
- Increased confidence when dealing with a fire emergency in the workplace

COURSE OVERVIEW

- Role of the fire warden
- Causes of fire in the workplace
- Fire control methods, detection and raising the alarm
- Means of escape
- Extinguishing fires
- Fixed fire fighting systems
- The Regulatory Reform (Fire Safety) Order 2005
- Legal duties and penalties
- Fire risk assessments and safety inspections

KEY DETAILS

Duration:	1 day
Bedford:	21/09/2011 or 23/11/2011 or 01/02/2012 or 25/04/2012
Cost:	£75
Course Code:	W134

Emergency First Aid in the Workplace Certificate

This course provides the basic first aid skills you need to deal with health emergencies that may occur in the workplace. The course will teach you how to deal with emergency first aid situations, and you will gain certification for increased workplace or office safety.

WHO SHOULD ATTEND?

If you require new or updated knowledge of workplace first aid this course is for you.

THE BENEFITS

- Learn life-saving first aid procedures
- Gain confidence to administer basic first aid in the workplace

COURSE OVERVIEW

A range of first aid techniques including:

- The correct procedures for life threatening situations
- CPR (cardio-pulmonary resuscitation)

KEY DETAILS

Duration:	1 day
Bedford:	25/08/2011 or 15/12/2011 or 15/02/2012 or 04/07/2012
Cost:	£76
Course Code:	K1159 / K916

First Aid at Work (HSE)

This course will enable you to develop a range of first aid competencies to meet the Health & Safety (First Aid) Regulations 1981.

WHO SHOULD ATTEND?

You should need to understand the basic principles of first aid at work.

THE BENEFITS

- You will learn to administer first aid safely, promptly and effectively to a casualty
- Gain confidence to cover all emergency situations
- Make a difference to the outcome of a patient

COURSE OVERVIEW

- CPR (cardio-pulmonary resuscitation)
- Unconscious casualties
- Wounds and bleeding
- Burns and scalds
- Injuries to bones, muscles and joints
- Shock
- Eye injuries
- Poisoning
- Dealing with a casualty overcome by gas and fumes
- Transportation of a casualty
- Recognise major and minor illnesses and take appropriate action
- Personal hygiene in first aid procedures
- The legal framework of first aid provision at work
- The use of first aid equipment provided in the workplace
- The role of first aiders in emergency procedures

FIRST AID AT WORK KEY DETAILS	
Duration:	3 days
Bedford:	13/02/2012 or 20/02/2012 or 09/07/2012
Cost:	£245
Course Code:	K1026

First Aid at Work Refresher (HSE)

KEY DETAILS	
Duration:	2 days
Bedford:	12/01/2012
Cost:	£130
Course Code:	K1041

Paediatric First Aid Certificate

A two day first aid qualification specific to the care of children and babies.

WHO SHOULD ATTEND?

You should want to acquire basic first aid skills to meet workplace regulations.

THE BENEFITS

Learn basic first aid for children and babies. Improve the safety of those in your care.

COURSE OVERVIEW

- CPR (Cardiopulmonary Resuscitation)
- Choking
- Bleeding
- Shock
- Safety
- Childhood ailments
- Roles and responsibilities

KEY DETAILS	
Duration:	2 days
Date(s):	Various, delivered in the workplace
Cost:	Call for details
Course Code:	K917

Food Safety

Food Safety Award – Level 2 (CIEH)

If you work with food you have a special responsibility for safeguarding the health of consumers and ensuring that the food you serve or sell is perfectly safe to eat. This Chartered Institute of Environmental Health (CIEH) qualification meets the National Occupational Standards. You can study: Food Safety in Catering; Food Safety for Manufacturing; Food Safety for Retail.

WHO SHOULD ATTEND?

You should be working in a catering, manufacturing or retail setting where food is prepared, cooked and handled.

THE BENEFITS

- Understand the importance of food safety and knowledge of the systems, techniques and procedures involved
- Increase your confidence and expertise to safely deliver quality food to customers
- Gain a recognised CIEH qualification

COURSE OVERVIEW

- Controlling food safety risks
- Personal hygiene
- Food storage
- Cooking and handling

Refreshment of this qualification is recommended at least every three years.

KEY DETAILS	
Duration:	1 day
Bedford:	28/07/2011 or 12/10/2011 or 16/11/2011 or 14/12/2011 or 18/01/2012 or 15/02/2012 or 21/03/2012 or 11/04/2012 or 26/07/2012
Cost:	£65
Course Code:	H477

Food Safety Award – Level 3 (CIEH)

In line with the National Occupational Standards reflecting sector-specific needs, these qualifications provide you with a thorough understanding of food safety procedures emphasising the importance of monitoring staff and controls. You can study: Supervising Food Safety in Catering; Supervision for Manufacturing; Food Safety Supervision for Retail.

WHO SHOULD ATTEND?

You should be a manager or supervisor in a catering, manufacturing or retail businesses. This course is particularly relevant if you have to develop or monitor Hazard Analysis Critical Control Point (HACCP) based food safety management procedures and systems. You should have already completed the Food Safety Award Level 2.

THE BENEFITS

- Ensure that you meet your responsibilities as a supervisor accountable for food safety
- Be equipped with both the knowledge and confidence to do your job effectively
- Gain a recognised CIEH qualification

COURSE OVERVIEW

- Implementing and supervising a food safety management system
- Food safety procedures, hazards and risks
- Techniques for controlling and monitoring food safety
- Risks linked to cross contamination
- Temperature control
- Setting high standards of cleanliness

KEY DETAILS	
Duration:	3 days
Bedford:	25/01/2012
Cost:	£478
Course Code:	H486

Food Safety Award – Level 4 (CIEH)

Beyond being accountable, it is important for everyone in a managing or supervising position to have mastered the principles of good practice in food safety, thus gaining the ability to guide and advise on the management of food hygiene in a food business. You can choose to specialise in:

- Managing Food Safety in Catering
- Food Safety Management for Manufacturing

WHO SHOULD ATTEND?

You should work as a manager, supervisor or senior hygiene personnel in a role such as: production manager, trainer, owner or manager of food business, supervisor with intermediate food hygiene knowledge, hygiene auditor or shift manager.

THE BENEFITS

- Identify areas for legal compliance
- Design an improvement plan
- Deliver the CIEH Levels 1-3 Awards in Food Safety (with appropriate training skills)

COURSE OVERVIEW

You will gain an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff.

KEY DETAILS	
Duration:	5 days
Bedford:	16/07/2012
Cost:	£708
Course Code(s):	H470

Health & Safety

Health & Safety in the Workplace (CIEH) Level 2

Employers are responsible for providing safe and healthy workplace conditions as well as the right systems and methods for safe activities. As an employee you also have a vital part to play in the equation. This course is designed to ensure that you are aware of your own safety and the safety of customers, contractors and the public.

WHO SHOULD ATTEND?

If you work in any type of industry or environment, this course is suitable for you.

THE BENEFITS

- Learn valuable information to keep yourself and others safe at work
- Understand the responsibilities placed on employers and employees
- Gain a recognised CIEH qualification

COURSE OVERVIEW

- Principles of health and safety and accident prevention
- Contribute to a health and safety management system
- Risk assessment as a technique for accident and ill health prevention
- Hazard, risk and main causes of harm to workers (manual handling, hazardous substances, exposure to noise and vibration)
- Following systems, procedures and rules
- The affect of workplace equipment and task design on health and safety

KEY DETAILS

Duration:	1 day
Bedford:	26/10/2011 or 08/02/2012 or 16/05/2012
Cost:	£65
Course Code:	K444

Principles of Risk Assessment (CIEH) Level 2

This course will help you to understand the basic principles of risk assessment so that you can contribute to and undertake risk assessments. It will also help you to protect your own health and safety and that of others.

WHO SHOULD ATTEND?

If you work in any type of industry or environment, this course is suitable for you.

THE BENEFITS

- Contribute to the maintenance of a safe work environment and to the process of formal risk assessment
- Gain a recognised CIEH qualification

COURSE OVERVIEW

- Legal requirements for risk assessment
- Principles of risk assessment
- Hazards, risks and control measures
- The five steps of risk assessment
- The hierarchy of control
- Risk assessment review and record keeping

KEY DETAILS

Duration:	1 day
Bedford:	27/10/2011 or 09/02/2012 or 17/05/2012
Cost:	£80
Course Code:	H1033



Meet the trainer...

Ian Smith

Ian Smith is a registered environmental health officer with over 30 years' experience of enforcement work in local authorities. He spent many years specialising in food hygiene and health and safety including 10 years as the Head of Environmental Health.

Ian delivers most of our food safety and health and safety courses. He is a member of the Chartered Institute of Environmental Health and a Fellow of the Royal Society for Public Health. He also has qualifications for further and adult education teaching, and for management studies.

Ian has been a trainer with Bedford College for six years and has been involved with all sectors of the food industry both small and some international. Many students have achieved merit passes.



DEVELOPING PEOPLE & PERFORMANCE

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Bedford College has funding to help your business make energy savings and reduce costs. To find out more about this free service visit: www.greenbedfordcollege.com



Bedford

Bedford College, Cauldwell Street, Bedford, MK42 9AH

Bedford College is located in the centre of Bedford on the attractive embankment of the River Great Ouse. Bedford Bus Station is a five minute walk and the main train station is 15 minutes' walk. Limited car parking is available on site. For directions and to find out more visit: www.bedfordtrainingservices.co.uk

Your Company Premises

Don't forget that we can tailor any of our training courses to your organisation's specific needs and deliver on your own premises. Call **0300 011 2344** to find out more.

