

# TRAINING PROSPECTUS

from Groundwork



CHANGING PLACES  
CHANGING LIVES

Welcome to **Groundwork's TRAINING PROSPECTUS**, providing you with the details of our extensive range of training courses for your employees.

All our regulated courses meet Ofqual and Qualification Wales requirements and are delivered to the highest standard.





# WHY TRAIN WITH GROUNDWORK?

We have many years experience delivering training courses, and all of our qualified trainers deliver courses with a practical and engaging approach that recognises different learning styles. We can tailor training to cover in more depth those areas that are particularly pertinent to your business needs and work environment.

With all of our courses, our quality assurance processes ensure that we deliver consistent and effective training to all your employees, thus ensuring compliance with your legislative requirements. Matching the expertise of our trainers to your specific needs ensures we provide exactly what is required.

**Come to us or we can come to you!** Subject to minimum numbers, our trainers can deliver all your requirements in house, saving you time and money whilst your team get the most out of their training.

**We are a not for profit organisation that delivers a high quality value for money service, profits from our training services are reinvested for the benefit of local communities.**

We recognise the diversity of people’s learning styles and needs in all of our delivery, providing practical solutions to ensure our teaching methods are adapted to ensure inclusivity.

A recognised provider for the National Procurement Services’ Customer Organisations through the Corporate Training, Learning and Development Services Framework across Wales.



## GROUNDWORK: MAKING A DIFFERENCE TODAY FOR TOMORROW



**Groundwork is committed to improving the social, economic, environmental and cultural well-being of local communities.**

With a less than positive economic outlook and rising poverty rates, there is a high probability that the communities we support will face even greater disadvantage over the coming years. The biggest brunt bearers being those communities with least resilience, where people have limited resources, limited choices and living in places with limited access to services and poor local environments.

Acting as a change agent, Groundwork is in a unique position that can help support these communities and to reduce poverty. Working directly with groups and individuals, we help others to unlock their ability and their potential to change their lives for the better.

Thank you for choosing Groundwork as your trusted training provider.

For more information on our work please visit our website at: [www.groundworktraining.org.uk](http://www.groundworktraining.org.uk)

The positive impacts of engaging with and protecting the natural environment is the common theme that runs through all of our programmes and activities. Using the natural environment as a catalyst for change, we introduce or re-engage those with whom we work with this environment. In so doing, we gain positive physical and mental health outcomes, as well as ensuring there is a greater understanding of the natural environment and our natural resources, and how they can be protected.

In using our services, your organisation is contributing to our ability to sustain this work and support those communities most in need whilst receiving high quality training delivered by our experienced and professional trainers.



**Our programmes make a positive impact to the social, economic, environmental and cultural well-being of our communities.**

## SOCIAL WELL-BEING

We run programmes that improve the social well-being of individuals and communities, creating a sense of belonging and improving social inclusion



- Supporting community groups
- Providing volunteering opportunities
- Helping people out of fuel poverty

## ECONOMIC WELL-BEING

Our programmes support the economic well-being of individuals, groups and families that are particularly vulnerable, helping them to grow in confidence, make informed choices and to improve their skills and prospects of employment



- Creating Jobs
- Providing training
- Helping people gain formal qualifications

## CULTURAL WELL-BEING

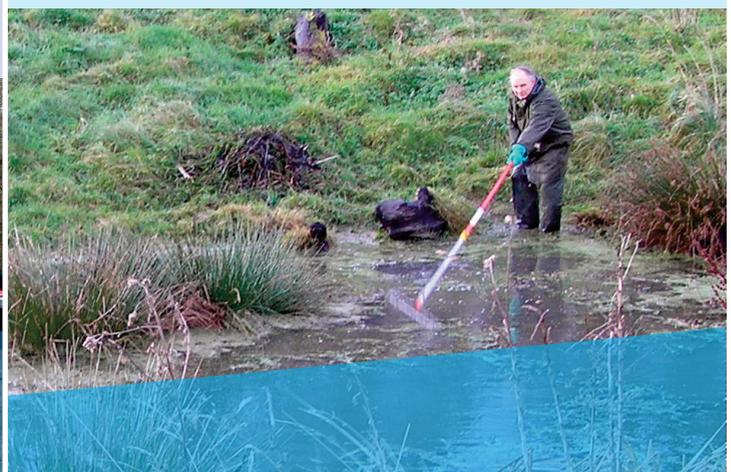
Cultural well-being programmes give the opportunity to express our culture and heritage through participation in recreational, creative and cultural activities that improve everyone's well-being



- Supporting young people to learn and achieve
- Engaging schools with cultural and environmental programmes

## ENVIRONMENTAL WELL-BEING

We help reconnect people to green spaces to improve their overall well-being, as well as taking action to protect the natural environment.



- Diverting waste from landfill
- Improving and maintaining green spaces
- Planting trees
- Delivering environmental education





## TAILOR MADE / BESPOKE SHORT COURSES AND WORKSHOPS

In addition to the formal accredited qualifications we deliver, we offer short courses and workshop that are tailor made for your organisation. We work with you to ensure our team of experienced and highly qualified trainers deliver the content you require to meet your organisational needs.

Examples of courses and workshops we have designed and delivered include:

- **First Aid – Paediatric First Aid for Schools and Childcare Providers**
- **Parent First Aid for Community Groups**
- **Basic First Aid Skills for School Pupils**
- **Fire Safety - Fire Marshall / Warden and Evacuation Chair Training**
- **Health & Safety – Risk Assessment Training**
- **Safeguarding Awareness**
- **Manual Handling Awareness**
- **Customer Service Courses**
- **Confidence Building Courses**

Prior to delivery, we will work with you to ensure the course content, learning outcomes, session plans, and course materials meet your needs and requirements.

A cost effective way of delivering training to a number of staff, we come to your workplace and deliver directly to your workforce. We can also tailor the training to suit the staff and business needs, including delivering evening and weekend training.



Groundwork also offers a wide variety of other regulated and accredited courses:

- **Level 3 Award in Education & Training**
- **Routes to... packages of courses for specific industries (Hospitality, Catering, Retail, Construction, Care)**
- **CSCS Card mentoring and health and safety training**
- **Lantra Awards Technical Award in Trimmers / Brushcutters**
- **Lantra Awards in Chainsaw Use**
- **Customer Service Courses**
- **Good Nutrition**

You can either book a place on one of our open courses, or if you are a group, business or organisation and would like training delivered on site, at your location at no extra cost, please contact the Training Team to discuss your requirements on 01978 757524 or email [training@groundworknorthwales.org.uk](mailto:training@groundworknorthwales.org.uk)

**01978 757524 / [training@groundworknorthwales.org.uk](mailto:training@groundworknorthwales.org.uk)**

# FIRST AID COURSES

## FIRST AID AT WORK

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so that employees can be given immediate help if they are injured or taken ill at work. The regulations apply to all workplaces, regardless of size or number of staff.

Our courses meet the requirements laid out in Health and Safety (First Aid) Regulations 1981 and Assessment Principles for First Aid qualifications.

### The UK wide statistics (2017) show :

- 1.3 million working people suffered from a work-related illness
- 609,000 injuries occurred at work
- 137 fatal injuries to workers
- 70,116 employee non-fatal injuries reported by employers under RIDDOR
- 31.2 million working days lost due to work-related illness and workplace injury
- £5.3 billion annual costs of workplace injuries

SYLLABUS TOPIC	First Aid at Work	First Aid at Work Refresher	Emergency First Aid at Work	Emergency Paediatric First Aid	Paediatric First Aid	Outdoor First Aid	Defibrillation (AED) Course	Forestry First Aid +F	Catastrophic Bleeding Control
Responsibilities of a First Aider	●	●	●	●	●	●	●		
Assessment of the situation	●	●	●	●	●	●	●		●
Dealing with an unresponsive casualty	●	●	●	●	●	●	●		●
Resuscitation and AED awareness	●	●	●	●	●	●	●		●
Control of bleeding	●	●	●	●	●	●		●	●
Treatment of shock	●	●	●	●	●	●			
Choking	●	●	●	●	●	●	●		
Burns and scalds	●	●	●	●	●	●			
Epilepsy	●	●	●	●	●	●			
Fractures and spinal injuries	●	●			●	●			
Muscle and joint injuries	●	●			●	●			
Head and eye injuries	●	●			●	●			
Chest and abdominal injuries	●	●				●		●	
Major illnesses	●	●			●	●			
Poisoning, bites and stings	●	●		●	●	●		●	
Effects of heat and cold	●	●				●		●	
Allergic reactions including anaphylaxis	●	●			●	●			
Catastrophic bleeding	●					●		●	●
Casualty management in the outdoors						●		●	

If your organisation has a specific area of training that is not included, or you require a more in-depth session, then we can accommodate you by providing additional training in that particular subject.



## First Aid at Work - 3 Day Course

### RQF Level 3 Award

Unit 1 Title: Emergency First Aid in the Workplace

Unit 2 Title: Recognition and Management of Illness and Injury in the Workplace



## Two-Day First Aid at Work Re-qualification Course

### RQF Level 3 Award

Unit 1 Title: Emergency First Aid in the Workplace

Unit 2 Title: Recognition and Management of Illness and Injury in the Workplace



**i** It is a requirement of Health & Safety Law that employers should provide a safe and healthy environment for their employees. If the assessment of first aid needs highlights the need for qualified first aiders, then this Level 3 qualification will provide you with suitable, highly trained personnel.

This comprehensive three-day course covers a wide range of first aid emergencies, enabling all participants to deal with an emergency situation with confidence in a prompt, safe and effective way. This course will give the participants a qualification to the highest level.

**🕒** A minimum of 18 hours spread over at least three days. Ideally, the course should be run over three consecutive days, but we have the flexibility to accommodate your specific needs if you so desire.

**📋** Summative practical assessment is ongoing by the instructor each day, along with a written assessment for unit 2.

A three year Level 3 Award in First Aid at Work (Level 6 in Scotland) will be issued to the learner, subject to successful assessment.

**👥** A maximum of 12 learners



**i** This 2-day First Aid at Work course is designed for those who currently hold a First Aid at Work qualification and are due to expire. It is a requirement of Health & Safety Law that employers provide a safe and healthy environment to work in. If your assessment of first aid needs highlights the need to maintain the qualification of your first aiders, then this course will meet your needs.

This comprehensive two-day course covers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way. In addition, this course will include any protocol changes that may have arisen since their last training course.

**🕒** A minimum of 12 hours spread over at least two days. Ideally, the course should be run over two consecutive days, but we have the flexibility to accommodate your specific needs if you so desire providing it is completed within 10 weeks of starting the course and the training sessions last for a minimum of two hours.

**📋** Summative practical assessment is ongoing by the instructor each day, along with a question paper on Day 1 and two question papers on Day 2. A three year Level 3 Award in First Aid at Work (Level 6 in Scotland) will be issued to the learner, subject to successful assessment. No external assessors are required.

**👥** A maximum of 12 learners



## Emergency First Aid at Work - 1 Day Course

RQF Level 3 Award



**i** Where an organisation's risk assessment of first aid needs identifies that there is a requirement for Emergency First Aid at Work practitioners, then this national award for Emergency First Aid at Work satisfies the requirements of the regulatory body for First Aid - the Health and Safety Executive (HSE).

All learners will have the skills and knowledge emergency first aiders who can provide treatment to their casualties in a prompt, safe and effective manner.

**🕒** A minimum of six contact hours in the classroom, consisting of practical and theoretical activities, plus some pre-course activity may be required.

**📋** Practical assessment is ongoing by the instructor, and a three year qualification will be issued to those who satisfy the criteria. In addition, the HSE strongly recommend that all students undergo an annual refresher programme of three hours.

**👥** A maximum of 12 learners



## Emergency Paediatric First Aid - 1 Day

RQF Level 3 Award



**i** The qualification is designed for learners with a responsibility for the care of children and babies and provides knowledge and skills to deal with a range of paediatric first aid conditions and incidents. The purpose of the qualification is for the learner to attain the knowledge and practical competence required to deal with a range of paediatric first aid situations. The Emergency Paediatric First Aid qualification is unit 1 of the two-day Paediatric First Aid qualification. From gaining this Emergency Paediatric First Aid qualification, learners could progress to completing unit 2 and being awarded the 2-day Award in Paediatric First Aid. This qualification fulfils the requirements for first aid training as stipulated in Care In Wales' national minimum standards for regulated childcare and as deemed necessary according to ESTYN guidance.

**🕒** A minimum of six hours makes up this unit consisting of theoretical and practical work, plus some pre-course activity may be required.

**📋** The qualification is assessed both through practical demonstration and written assessment. A learner must successfully pass both the written and practical assessments to achieve the qualification. There is no grading of the assessment; learners pass or are referred.

**👥** A maximum of 12 learners





## Paediatric First Aid: Units 1 & 2 - 2 Day course

RQF Level 3 Award

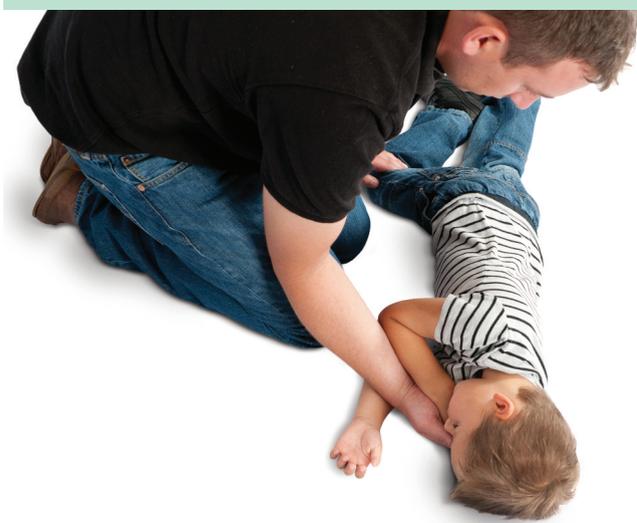


**i** The qualification is designed for learners with a responsibility for the care of children and babies on a professional level. The purpose of the qualification is for the learner to attain the knowledge and practical competence required to deal with a range of paediatric first aid situations. This two-day qualification fulfils the requirements for first aid training as stipulated in Care In Wales' national minimum standards for regulated childcare and as deemed necessary according to ESTYN guidance.

**🕒** A minimum of 12 hours makes up these two units, consisting of theoretical and practical work. This qualification can be delivered over a maximum period of 6 weeks.

**📋** The qualification is assessed both through practical demonstration and written assessment. A learner must successfully pass both the written and practical assessments to achieve the qualification. There is no grading of the assessment; learners pass or are referred. A three year certificate will be issued, subject to successful assessment.

**👥** A maximum of 12 learners



## Outdoor First Aid 2 Day Course - 2 day course

RQF Level 3 Award



**i** If your assessment of first aid needs highlights the need for qualified first aiders in outdoor activity, then this Level 3 qualification will provide you with suitable and highly trained personnel. This comprehensive two-day course covers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way, particularly where professional medical help is not immediately available.

This course fulfils the requirements of the first aid element of the expedition syllabus and it is suitable for the Bronze, Silver and Gold Duke of Edinburgh awards.

There is sufficient content in this course to satisfy the requirements of the HSE in respect of Emergency First Aid at Work. An additional certificate can be provided to evidence this to an employer.

**🕒** A minimum of 16 hours spread over at least two days. Ideally, the course should be run over two consecutive days, but we have the flexibility to accommodate your specific needs if you so desire providing it is completed within 10 weeks of starting the course and the training sessions last for a minimum of two hours.

**📋** Summative practical assessment is ongoing by the instructor each day, along with a written assessment on each day. A three year Level 3 Award in Outdoor First Aid will be issued to the learner, subject to successful assessment.

**👥** A maximum of 12 learners



## Basic Life Support and Safe Use of an Automated External Defibrillator

### RQF Level 2 Award

 Sudden cardiac arrest is one of the UK's biggest killers, and yet statistics show that most of the British public are unaware of the life-saving difference they can make by performing CPR and defibrillation.

The Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator qualification has been designed to provide candidates with the skills needed to administer safe, prompt and effective basic life support and use AED safely.

 Minimum of 4 classroom contact hours inc. practical and theoretical activities.

 This qualification lasts for 3 years.

 A maximum of 12 learners

## Catastrophic Bleed Control Course - 1/2 day Course

### RQF Level 2 Award

 Where the risk assessment identifies a high-hazard setting where there is a risk of severe blood loss through injury, then training in the use of haemostatic dressings is essential. This workshop will equip learners with the necessary skills and knowledge on how to apply a Tourniquet and Haemostatic dressings, and on the inherent dangers associated with the use of Tourniquets and Haemostatic Dressings.

 This is a non-accredited short course, lasting 3 hours.

 A CPD certificate is issued to all learners. This course can be delivered in conjunction with the Emergency First Aid at Work or First Aid at Work qualifications.

 A maximum of 12 learners

## Forestry First Aid +F

### RQF Level 3 Award

 This qualification is ideal for those who work or intend to work in a forestry, agricultural or remote environment. Successful learners will be equipped with the knowledge and practical skills needed to treat a range of injuries and diseases that could occur in these environments. Designed to accompany a regulated (Emergency) First Aid at Work qualification, this qualification meets the recommendations of the Forestry Commission First Aid at Work Policy.

 This qualification comprises 1 mandatory unit over 2 hours learning. Learners must hold or be working towards a regulated first aid qualification (minimum 1 day).

 The qualification is valid for 3 years

 A maximum of 12 learners

## First Aid Risk Assessment - Principles and Practice : 1 Day course

### RQF Level 2 Award

 The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and trained personnel, to ensure their employees receive immediate attention if they are injured or taken ill at work. This course will provide detailed information about the considerations and relevant factors in order to determine the needs and requirements and to ultimately produce a Risk Assessment of First Aid Needs for the organisation.

 This is a 6-hour classroom based course.

 This is achieved by on-going theoretical teaching by the instructor, culminating with a written test.

 A maximum of 16 learners.

## Mental Health First Aid - 2 Day course

### RQF Level 3 Award



 Learners will complete the Level 3 Award in Supervising Mental Health First Aid, which will equip them with the skills and knowledge to become a Mental Health First Aider.

Mental Health First Aiders have:

- An in depth understanding of mental health and the factors that can affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to step in, reassure and support a person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix.

Subject areas covered include an understanding and awareness of mental health issues and their impact, stigma and discrimination, first aid for depression, alcohol, drugs and mental health, first aid for suicidal crisis, non-judgemental listening skills, first aid for anxiety disorders, crisis first aid after a traumatic event, understanding and awareness of personality disorders, eating disorders, self-harm, psychosis, and recovery and building resources and action planning for using MHFA.

 Learning takes place across four manageable sessions. Through a mix of group activities, presentations and discussions, each session is built around a Mental Health First Aid action plan. This is a 2 day Course.

 A maximum of 12 learners

## Mental Health First Aid - 1 day Course

### RQF Level 2 Award



 Learners will complete the Level 2 Award in Mental Health First Aid, and gain an understanding of common mental health issues, knowledge and confidence to advocate for mental health awareness and the ability to spot signs of mental ill health.

 Learning takes place across two manageable sessions. Through a mix of group activities, presentations and discussions, each session is built around a Mental Health First Aid action plan. Subject areas covered include an understanding and awareness of mental health issues, stigma and discrimination, and applying the mental health action plan.

 A maximum of 12 learners

## Mental Health First Aid Awareness - ½ day Course

### RQF Level 1 Award



 This course is designed to raise awareness of the issues surrounding mental health difficulties, and dispel some of the myths and misconceptions frequently linked to mental health issues. It will assist learners to develop their knowledge of the rights of those with mental health issues. Subject areas covered include: Why Mental Health First Aid?, the Mental Health First Aid action plan, and understanding of mental health issues and their impact and stigma and discrimination.

 ½ day course

 A maximum of 12 learners

# HEALTH & SAFETY COURSES

## THE BENEFITS OF HEALTH & SAFETY TRAINING

Providing health and safety training ensures that people who work for you know how to work safely and without risks to health. In addition, it develops a positive health and safety culture, where safe and healthy working becomes second nature to everyone. Most importantly it meets your legal duty to protect the health and safety of your employees.

We provide a range of effective training, delivered by our competent and qualified trainers, that: can help your organisation avoid the distress that accidents and ill health and ensure you avoid the financial costs of accidents and occupational ill health, such as damaged products, lost production and demotivated staff.

## Managing Safely - IOSH training course for managers and supervisors



**i** This flexible three or four-day certificated course is nationally recognised and will deliver in detail the knowledge and tools for you to tackle health and safety issues in your specific environment. It is suitable for managers and supervisors in every sector and in any organisation.

Managing Safely introduces a completely new approach to health and safety training. It is a face-to-face interactive course covering all the management basics with first class technical content based on what you really need to know to conduct your business.

**🕒** 22 hours learning with the completion of a practical risk assessment assignment in addition.

**📄** Successful delegates are awarded an IOSH Managing Safely certificate, which is valid for life. However, it is recommended that those holding a Managing Safely certificate should undertake a refresher course within three years of completing their training.

**👥** A maximum of 20 learners. However, we recommend, in order to maximise learning, that the group is no more than 12 for this course.



## Managing Safely Refresher - IOSH training course for managers and supervisors - 1 Day Course



**i** The one-day Managing Safely Refresher course is for delegates who have already completed the full Managing Safely course. For delegates to be eligible to take the Refresher course, they must do so within three years of completing their Managing Safely course.

Delegates get to refresh their knowledge on the key parts of the full Managing Safely course by relating them to a plan-do-check-act safety and health management system, with leadership at the heart of it all.

**🕒** 1 day course

**📄** Successful delegates are awarded an IOSH Managing Safely certificate.

**👥** A maximum of 20 learners. However, we recommend, in order to maximise learning, that the group is no more than 12 for this course.



## Working Safely - IOSH training course for employees – 1 day



This certificated course is nationally recognised and will deliver an understanding of the essentials of health and safety and the importance of safe working. It is suitable for people at every level in any sector or organisation.

Working Safely focuses on why health and safety is important and how you can make a real difference through changing behaviour. It is a face-to-face interactive course which is supported by superb quality animated graphics, making the presentation entertaining and highly memorable.

Working Safely meets the UK Government's guidelines for introductory health and safety training and it entirely matches the Health & Safety Executive's 'passport' syllabus. Recognised by CSCS as an equivalent to a Level 1 Award in Health and Safety in a Construction Environment.

 1 day course

 Successful delegates are awarded an IOSH Working Safely certificate and/or passport card.

 A maximum of 20 learners. However, we recommend, in order to maximise learning, that the group is no more than 12 for this course.



## Food Safety in Catering - 1 Day course

RQF Level 2 Award 7



 This is an excellent introduction to Food Safety in Catering and will benefit all employees at all levels, particularly those who hold, or are about to hold, a food safety role within their catering organisation. The course will clarify aspects of food safety which many of us believe to be complex and daunting.

The importance of food safety in catering is underpinned by health and safety legislation that places a duty on employers to establish policies and procedures and ensure their employees receive appropriate training.

 This is a 6-hour classroom based course.

 This is achieved by on-going theoretical teaching by the instructor, culminating in a multiple choice question paper.

 A maximum of 16 learners are allowed.



## Safeguarding and Protecting Children, Young People & Vulnerable Adults : 1 Day course

### RQF Level 3 Award

**i** Safeguarding is how we can protect children, young people and vulnerable adults from abuse or neglect by the actions, or lack of actions, of another person. In order to safeguard and protect persons from abuse or neglect we need to learn how to identify vulnerable individuals and take necessary steps to stop abuse and neglect. Everyone has the right to be safe and live without the fear of abuse, neglect or exploitation and this course aims to teach you how to recognise the signs of abuse and neglect and what actions you can take to stop this from happening and occurring again in the future. Abuse, neglect and exploitation can occur anywhere and by anyone, quite often being a person of trust.

This course is designed for all persons, no matter the field that they are directly involved in, to give them the tools and knowledge to make a difference to a vulnerable person's life. It will also let the practitioner reporting the abuse know how they can safeguard themselves in every day work, while seeking help and reporting the incident identified.

**i** Upon successful completion of the qualification assessment, learners will be awarded an Ofqual/Qualification Wales National Level 3 Award

**i** A maximum of 16 learners can be accommodated on this course. Learners must be a minimum of 18 years of age upon course commencement.



## Safeguarding and Protecting Children, Young People and Adults at Risk

### RQF Level 2 Award

**i** This regulated and nationally recognised qualification has been designed to provide learners with the knowledge and skills required to competently carry out their roles and responsibilities in safeguarding and protecting, young people and adults at risk of harm. The Level 2 Award in Safeguarding and Protecting Children, Young People and Adults at Risk (RQF) qualification is intended for those who are working with children, young people and adults at risk, including those in voluntary or unpaid positions.

Topics covered include: safeguarding and protection responsibilities, different forms of abuse and how to respond to disclosure or suspected abuse.

**i** 1/2 day course

**i** A maximum of 16 learners

## Safeguarding and Protecting Children, Young People and Adults at Risk

### Level 1 Award or non accredited Awareness Session

**i** This course has been designed to provide learners with the understanding required to competently carry out their roles and responsibilities in safeguarding and protecting young people and adults at risk of harm. Learners will be able to understand the definitions in relation to safeguarding, organisational policies and procedures that are in place, outline responsibilities, and be able to explain the terms 'harm, abuse and neglect'. They will also understand what actions to take if there are concerns about harm, abuse and neglect.

**i** 2 hour course

**i** A maximum of 16 learners



## Health and Safety in the Workplace – Level 2 Award

### RQF Level 2 Award

 This is an excellent introduction to health and safety in the workplace and will benefit all employees, particularly those who may be accepting a health and safety role within their organisation.

A range of subjects is covered including:

- The roles and responsibilities for health, safety and welfare in the workplace.
- The value and process of risk assessments.
- The identification and control of workplace hazards.
- How to respond to workplace incidents and accidents

 This is a one-day classroom based course.

 A maximum of 16 learners

## Health and Safety in the Workplace – Level 1 Award

### RQF Level 1 Award

 This is an excellent introduction to health and safety in the workplace and will benefit any worker, in any industry or sector, and accommodates induction training for the new employee very well.

All aspects of Health and Safety are important to an organisation whether you are an employee, contractor or supplier and this half-day course will benefit both the learner and the business, ensuring that the working environment is a safe and healthy one.

 This is a half-day classroom based course

 A maximum of 16 learners

## Principles of Risk Assessment

### RQF Level 2 Award

 The Management of Health and Safety at Work Regulations 1999 require every employer to make a suitable and sufficient assessment of the health and safety risks to employees and others in their employment in order to put in place appropriate control measures.

While employees might not undertake risk assessments themselves, they may be asked to contribute to the process and will be expected to behave in a way that protects both the health and safety of themselves and others at all times.

This qualification will make them more risk-aware and improve their understanding of risk assessments.

 1 day course

 A maximum of 16 learners

## Fire Safety - 1 day course

### RQF Level 2 Award

 You will, no doubt, be well aware of the potentially devastating effects of fires in the workplace in terms of lives lost, injuries, damage to property and the environment, and to business continuity. You may also be aware that it is believed that most fires are preventable.

This course is designed for employees who want to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens / marshals / stewards etc.)

 1 day course

 A maximum of 16 learners



## Fire Safety Awareness – Level 1

### RQF Level 1 Award

 The importance of fire safety in the workplace is underpinned by health and safety legislation that places a duty on employers to establish policies and procedures and ensure their employees receive appropriate training. This course is designed for employees as an introduction to fire awareness and is an excellent ingredient in induction programmes.

The qualification provides a foundation for those employees who want to develop their basic fire safety awareness by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens / marshals /etc).



½ day course



A maximum of 16 learners

## Fire Marshall / Warden Training

### RQF Level 1 Award

 The importance of fire safety in the workplace is underpinned by health and safety legislation that places a duty on employers to establish policies and procedures and ensure their employees receive appropriate training. This course is designed for employees as an introduction to fire awareness and is an excellent ingredient in induction programmes.

The qualification provides a foundation for those employees who want to develop their basic fire safety awareness by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/etc).



3 hour short course



A maximum of 16 learners

## Fire Chair Evacuation Training

### RQF Level 2 Award

 The Evacuation Chair Training Course provides the necessary information and training so that you and your organisation can comply with the Equality Act 2010 (as amended). The Evacuation Chair Training course is aimed at all employees who may be required to assist anybody that may benefit from the use of an evacuation chair during an evacuation procedure.

Under the Equality Act 2010 it is unlawful to discriminate against any person with regard to any disability they may have. This includes the evacuation of your premises in the event of a fire.



3 hour short course



A maximum of 8 learners

## Level 2 Award in Manual Handling Principles & Practice

### RQF Level 2 Award

 We are all exposed at times to some form of manual handling such as lifting, carrying, pulling and pushing actions that can be compounded by simultaneous movements such as climbing or pivoting. Personal injuries resulting from incorrect manual handling in the workplace account for over one million working days lost per year, as well as the pain and suffering experienced by the casualties. Correct manual handling techniques can make a huge difference. This course provides an ideal approach to safer and more effective manual handling – not only meeting HSE recommendations, but also promoting good and safe practices in any situation.



One day course



A maximum of 16 learners

## Safe Moving and Handling

### RQF Level 2 Award

**i** The objective of the qualification is to benefit learners through developing their understanding of the principles of manual handling and providing them with the opportunity to practise and apply the principles of safer manual handling of objects so they can operate in a safer working environment.

This qualification is ideal for those who perform manual handling duties in the workplace, including industrial and office based environments. It is suitable as an introduction to those starting work which involves carrying out manual handling activities, for those returning to work where manual handling activities are required and as safety refresher training.

 1 day course

 A maximum of 12 learners

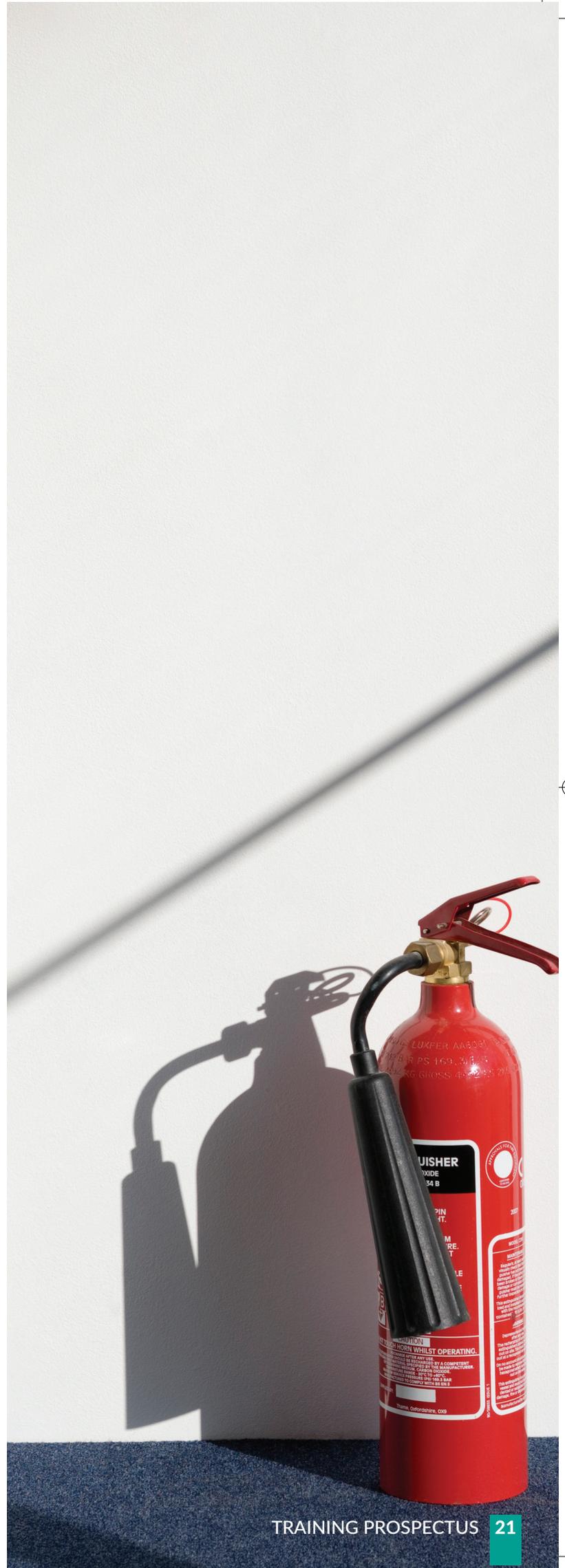
## Principles of COSHH (Control of Substances Hazardous to Health)

### RQF Level 2 Award

**i** This COSHH training is ideal for anyone with responsibility for storing, using, handling or transporting hazardous substances, particularly those involved with manufacturing, cleaning, healthcare, transport, utilities or offices. It covers the legal requirements of COSHH and Management of Health & Safety at Work regulations. This qualification is for all employees, or those who intend to work in an environment where it is likely they will be coming into contact with hazardous substances. This includes workplaces in areas such as healthcare, manufacturing, cleaning, transport, utilities and office environments.

 ½ day course

 A maximum of 16 learners



# WHAT OUR CUSTOMERS SAY

Providing first class customer service is very important to us. We evaluate every course we deliver, seeking and acting on feedback from both course participants and organisers so as to ensure we get it right every time.

*"Since we have used Groundwork within the Pennaf Group, the feedback from our staff has been nothing but positive and we have extended the number of courses they will be delivering for us"*  
Manager Pennaf Housing Group

*"A very informative and interesting Safeguarding course. The trainer is an engaging facilitator. Well presented, addressing all relevant aspects regarding Safeguarding. We will continue to work with Groundwork for future courses."*  
Head teacher, Ysgol Caergeiliog, Anglesey

*"Groundwork have delivered several courses and workshops and we have always found them to be professional, flexible, efficient and always found their trainers to be excellent facilitators"*  
Flintshire Communities for Work

*"Groundwork delivered a number of sessions for us and the feedback has been 100% positive from the staff."*

*Groundwork have been exemplary in all dealings we have had with them"*  
Trunk Road Senior Manager Welsh Government

*"One of our trainees attended Emergency Paediatric First Aid, reporting it was the best course she had been on and could have stayed all week! The tutor was so interesting and made the whole course easy to take part in"*  
Adult Community Learning Development Officer, Wrexham

*"Practical and adapted to workplace" "Explained well, good terminology" "Very enjoyable and informative" "Enjoyed the course, learnt a lot"*  
Learners from Natural Resources Wales

*"The Training Team were very helpful and provided me with all the information I required. The feedback I received from my colleagues was very positive, it was noted how the trainer was very knowledgeable and engaging, adapting his teaching style easily to the Members of Staff."*  
Training and Project Support Officer/ Aura Leisure & Libraries



CHANGING PLACES  
CHANGING LIVES

Tel: 01978 757524

Email: [training@groundworknorthwales.org.uk](mailto:training@groundworknorthwales.org.uk)

[www.groundworknorthwales.org.uk](http://www.groundworknorthwales.org.uk)



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