

FIRST AID AT WORK APPOINTED PERSONS 1 DAY TRAINING COURSE

Wednesday 17 September 2008, 9.30 am to 4.30 pm

To be held in the EAVS Annexe, 8 Saffrons Road, Eastbourne, BN21 1DG

This course is ideal for anyone who would like to gain a basic knowledge of First Aid skills as well as anyone who will be assisting the First Aider in the workplace. The training meets the recommendations laid down by the Health and Safety Executive (HSE) for the appointed person in the workplace certificate.

At the end of the course candidates will be competent in the following:

- *Principles of First Aid at Work*
- *Resuscitation*
- *Control of Bleeding*
- *Burns & Scalds*
- *Duties of First Aid Appointed Persons*
- *Unconsciousness*
- *First Aid kits / Box Contents*

The candidate will also be able to demonstrate the following:

- *Emergency Resuscitation*
- *External Chest Compressions*
- *Electrical Injuries*
- *Control of Bleeding*
- *Care of the Unconscious*
- *Other First Aid Dangers*

The training is provided by a trainer who is approved and monitored by the HSE. The trainer is also a member of the Association of First Aiders (AoFA).

All persons passing the course will receive an HSE First Aid Appointed Persons Certificate, which is valid for 3 years. Each candidate will also receive a training manual to keep.

Cost: £50 for members of voluntary or community groups, £65 for others (to include manual and certificate)

Includes tea and coffee and a break for lunch (meal is not included)

Please use booking form overleaf



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BOOKING FORM FOR FIRST AID COURSE, Wednesday 17 Sept 2008

(please use a separate form for each person who wishes to attend the course,
photocopy as necessary)

FULL NAME (please print)

ORGANISATION

ADDRESS

.....

.....

POST CODE



I would like to book a on the First Aid Course on Weds 17 Sept 2008.

To help us monitor the success of our training courses please could you answer
the following;

Using the scale 1 to 10, what do you feel your current knowledge / skill level in
this subject is?

What would you like to achieve from this course. Please give us your 2 key
objectives.

1.

2.

I enclose a cheque for £

(£50 per person for members of community or voluntary groups, £65 per person
for others, to be made payable to Eastbourne Association of Voluntary
Services)

Terms and conditions.

EAVS reserves the right to cancel any course if there are insufficient numbers
to run a viable course. In such circumstances you will be given as much notice as
possible, and the offer of a free transfer to another course date (if available)
or a full refund of fees paid.

Cancellations confirmed **in writing** 14 days before the course will be refunded.

We regret that no refund can be made after that date, for whatever reason,
although substitutions will be accepted if notified before the event.

Please note, BOOKING CLOSSES 3 WEEKS BEFORE COURSE DATE.

Please complete the enclosed monitoring form

PLEASE COMPLETE MONITORING DETAILS BELOW :

Course booked: Basic First Aid -Weds 17 Sept 2008

Are you attending this course as a :

Volunteer

Paid Worker

Trustee

Are you :

Male

Female

Ethnic origin :

African Caribbean

Asian

Chinese

Irish

White

Other

Do you consider that you have a disability?

Yes / No

If you answered 'Yes' would you like to tell us more? (please specify)

.....
.....

Please let us know if there is anything we can do to make it easier for you to attend this course.

Thank you for completing this form.

Please return both forms to Sue Duffell, EAVS, 8 Saffrons Road, Eastbourne, BN21 1DG