



Harlow Occupational Health Service Ltd



# Course Prospectus

Oct 2009 - Sept 2010

First Aid and Health & Safety  
Training Services

Tel: 01279 422377 | Fax: 01279 439946 | E-mail: [training@hohs.org](mailto:training@hohs.org) website: [www.hohs.org](http://www.hohs.org)

## ABOUT US

Harlow Occupational Health Service Ltd was set up in 1955 by the Nuffield Provincial Hospitals Trust to provide a medical service to the industry growing up in Harlow New Town. We continue as a registered charity today, serving the needs of the local business community by providing value for money occupational health services.

Our team of qualified staff offer a range of services that will assist you in keeping your work force fit and well, resulting in a reduction of lost man hours and ultimately lost profits.

In addition to routine occupational health services, we have the capability to undertake through partnerships the following:

- ✓ ICAS (Independent Counselling and Advisory Services) 24 hour telephone advice/ counselling
- ✓ On-site counselling
- ✓ Safety consultants
- ✓ Hygienist
- ✓ Solo Rehabilitation Provider

If you need a service not listed in this prospectus, please contact us, we have vast experience of providing bespoke solutions.

Wishing you a healthy and productive year!



Debbie Watkins  
Chief Executive

## INTENSIVE FIRST AID AT WORK COURSE (THREE DAY)

**(Suitable for Designated Persons – certificated, valid for three years)**

This course is designed to train candidates to the standard required by the Health and Safety Executive. Candidates who successfully pass the assessment receive a First Aid at Work certificate which is valid for three years.

**Course fees per candidate inclusive of first aid manual & buffet lunch**

**Member: £125.00 (+VAT) Non-Member: £160.00 (+VAT)**

<b>OCTOBER 2009</b> 13th - 15th	<b>NOVEMBER</b> 02nd – 04th & 24th - 26th	<b>DECEMBER</b> 07th – 09th
<b>JANUARY 2010</b> 25th – 27th	<b>FEBRUARY</b> 09th – 11th	<b>MARCH</b> 08th - 10th & 29th - 31st
<b>APRIL</b> 19th – 21st	<b>MAY</b> 17th – 19th	<b>JUNE</b> 15th – 17th
<b>JULY</b> 19th – 21st	<b>AUGUST</b> 10th – 12th & 23rd - 25th	<b>SEPTEMBER</b> 06th – 08th



## FIRST AID AT WORK REQUALIFYING COURSE (TWO DAY)

**(Certificated, valid for three years)**

To revalidate a First Aid at Work certificate for a further three years, the candidate must complete a **Re-qualification** course and pass assessment before expiry of their current certificate.

**Course fees per candidate inclusive of first aid manual & buffet lunch**

**Member: £95.00 (+VAT)    Non-Member: £125.00 (+VAT)**

<b>OCTOBER 2009</b> 05th & 06th & 27th & 28th	<b>NOVEMBER</b> 16th & 17th	<b>DECEMBER</b> 01st & 02nd
<b>JANUARY 2010</b> 19th & 20th	<b>FEBRUARY</b> 01st & 02nd & 22nd - 23rd	<b>MARCH</b> 01st - 02nd & 16th - 17th
<b>APRIL</b> 13th & 14th	<b>MAY</b> 11th & 12th	<b>JUNE</b> 08th & 09th
<b>JULY</b> 06th & 07th	<b>AUGUST</b> 03rd & 04th	<b>SEPTEMBER</b> 01st & 02nd & 29th & 30th

## FIRST AID SKILLS UPDATE (3 HOURS)

**(Suitable for Designated Persons – certificated)**

To aid the above HSE highly recommends attending a training skills update annually

**Member: £30.00 (+VAT)    Non-Member: £45.00 (+VAT)**

<b>JANUARY 2010</b> 21st	<b>MARCH</b> 23rd	<b>MAY</b> 24th
<b>JULY</b> 01st	<b>SEPTEMBER</b> 27th	

## EMERGENCY FIRST AID COURSE (ONE DAY)

**(Suitable for Appointed Persons – certificated, valid for three years)**

The course aims to teach candidates basic aspects of dealing with emergencies, with an emphasis on those occurring in the workplace. Life saving techniques are covered, as well as recognising and responding to some of the more common ailments that may be encountered.

**WE CAN ADD ADDITIONAL COURSES ONTO THE CALENDAR IF REQUIRED**

**Course fees per candidate inclusive of first aid manual & buffet lunch**

**Member: £50.00 (+VAT) Non-Member: £75.00 (+VAT)**

<b>OCTOBER 2009</b> 22nd	<b>NOVEMBER</b> 11th	<b>JANUARY 2010</b> 28th
<b>MARCH</b> 11th	<b>MAY</b> 10th	<b>JULY</b> 8th
<b>SEPTEMBER</b> 09th		

## MANUAL HANDLING (TWO HOUR)

**(Suitable for any person, employer or employee required to lift equipment of any nature, subject to the Manual Handling Regulations 1992)**

This course is designed to give candidates an understanding of the principles of correct lifting techniques by explanation, demonstration and practical exercises

**Course fees per candidate**

**Member: £25.00 (+VAT) Non-Member: £40.00 (+VAT)**

<b>COURSES CAN BE ARRANGED AS REQUIRED</b>	<b>COURSES CAN BE CARRIED OUT AT STEPHEN TAYLOR HOUSE</b>	<b>OR ON YOUR PREMISES</b>
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## DEFIBRILLATOR TRAINING – INITIAL COURSE (5 HOUR)

**(Suitable for any person with no previous first aid experience)**

The course is designed to teach basic emergency first aid and to train candidates to use a defibrillator

**Course fees per candidate**

**Member: £55.00 (+VAT) Non-Member: £70.00 (+VAT)**

## DEFIBRILLATOR TRAINING – REQUALIFYING COURSE (2 HOUR)

**(Suitable for any person with first aid training)**

The aim of this course is to train people with first aid experience to use a defibrillator

**Course fees per candidate**

**Member: £30.00 (+VAT) Non-Member: £45.00 (+VAT)**

## IN HOUSE TRAINING

### DEFIBRILLATOR TRAINING

Maximum of 10 candidates per course

#### **Initial Course**

5 hour (without first aid experience)

#### **Requalifying Course**

2 hour (with first aid experience)

### PRICE PER COURSE (+VAT)

**£620.00**

**£250.00**

### FIRST AID AT WORK (HSE APPROVED)

Maximum of 12 Candidates per course

#### **Intensive First Aid at Work Course**

(Three Day) Certificated

#### **First Aid at Work Requalification Course**

(Two Day) Certificated

#### **Emergency First Aid Course**

(One Day) Certificated – for Appointed Persons

### PRICE PER COURSE (+VAT)

**£1,550.00**

**£1,130.00**

**£595.00**

### SPECIFIC HAZARDS TRAINING

Maximum of 10 Candidates per course

#### **Poisoning by Cyanide**

(One Day) Letter of Attendance issued

#### **Treatment of Hydrofluoric Acid Burns**

(Half Day) Letter of Attendance issued

#### **Administration of Oxygen**

(Half Day) Letter of Attendance issued

### PRICE PER COURSE (+VAT)

**£700.00**

**£525.00**

**£525.00**

# TERMS AND CONDITIONS

## IN HOUSE COURSES

We can arrange to train at your premises, providing you have a room large enough to cope with the numbers you wish us to train. For further information please contact us to discuss your requirements and enable us to tailor a course to your needs.

## NOTES FOR CANDIDATES ATTENDING OUR COURSES

Owing to the high practical content on our courses candidates should wear casual clothing, and women are advised to wear trousers.

Candidates need to be physically able to administer First Aid and have the aptitude to cope with an intense course of study.

At our training centre refreshments are provided mid morning and afternoon. Lunch is provided for Day Courses.

Candidates attending our two day requalification course must bring their current First Aid at Work Certificate with them on day one.

Candidates attending our skills update course should bring their current First Aid at Work Certificate with them to allow the instructor to sign that they have received a skills update.

## TERMS AND CONDITIONS

You will be invoiced prior to the course commencing. Payment must be received before this date to allow the candidate to commence the course. The Company reserve the right to refuse the training if payment has not been made, or if the candidate is late for the course.

## CANCELLATIONS

Harlow Occupational Health Service Limited reserves the right to cancel and/or amend course dates, times and content. Cancellation or amendments will be notified to you in writing. In circumstances beyond our control, a course may have to be cancelled at short notice. In all cases we will do our utmost to arrange suitable alternatives, or to arrange reimbursement of monies paid.

## CANCELLATIONS BY YOU OUR CLIENT

### **Non-attendance:**

Full cost

### **Less than 7 days prior to the course:**

Full cost or substitute candidate

### **7 working days prior to course:**

Place can be taken up at a later date

Members of HOHS enjoy subsidised First Aid Training. [If you are interested in becoming a member and taking advantage of the other services we also offer, please contact our Chief Executive for more details.](#)

This is not a full range of courses, only a selection. Please contact us for further information.

All fees are correct at the time of printing but may be subject to variation in which case we reserve the right to charge the fee applicable at the time we receive your reservation.

# BOOKING FORM

(May be photocopied)

Company Name: .....

Company Address: .....

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Post Code: .....

Tel: .....

Fax: .....

Email: .....

Course Required: .....

Course Dates Required: .....

Candidate Name(s): .....

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Cost per Candidate: £ .....

Cost: £ .....

VAT: £ .....

Total Cost: £ .....

Contact Name: .....

Position in Company: .....

Please Fax to:  
01279 439946

For further details of first aid training or occupational health services:

**Telephone: 01279 422377 | Email: [training@hohs.org](mailto:training@hohs.org) | Website: [www.hohs.org](http://www.hohs.org)**



Harlow Occupational Health Service Ltd





### From M11

Exit the M11 at Junction 7 and join the A414, Harlow Potter Street Bypass towards Harlow.

At the first roundabout (Harlow Park Inn Hotel on left) take the second exit continuing on the A414.

Remain on this road over a further three roundabouts. At the fourth roundabout, take the first exit onto Edinburgh Way (A414). Continue past Tesco's on the left. Continue over the next roundabout and turn right into Edinburgh Place (Total Petrol Station on the Corner). Stephen Taylor House is Located on the left.

### From M25

Exit the M25 at Junction 27 and join the M11 towards Cambridge. Follow 'From M11'

### From A10

Leave the A10 at the 'A414/Harlow' slip road exit. Follow the A414 to the third roundabout and take the first exit to join Edinburgh way (A414) Continue straight over two roundabouts. turn left into Edinburgh Place (Total Petrol Station on the Corner). Stephen Taylor House is Located on the left.

### By Train

Harlow Town is the nearest railway station. For further information on train times and fares, please telephone the National Rail



**Harlow Occupational Health Service Ltd**

Stephen Taylor House | Edinburgh Place | Harlow | Essex CM20 2DJ