



Harlow Occupational Health Service Ltd



Course Prospectus

2019

First Aid and Health & Safety
Training Services

Tel: 01279 422377 | Fax: 01279 439946 | E-mail: training@hohs.org website: 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

CHANGES TO THE HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981

With effect from 1st October 2013, Health & Safety (First Aid) Regulations 1981 has been amended, removing the requirement for HSE to approve first aid training and qualifications.

We as a Company have therefore become an approved centre of AoFAQ (Association of First Aiders, Qualifications), an Ofqual recognized Awarding Organisation who since 2004 have grown to be UK's largest First Aid Association with over 3,500 members nationwide and who are associated with the Royal College of Surgeons (Edinburgh), and the Stroke Association.



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

JANUARY 2019 15th - 16th	FEBRUARY 5th - 6th	MARCH 12th - 13th
APRIL 3rd - 4th	MAY 8th - 9th	JUNE 4th - 5th
JULY 2nd - 3rd	AUGUST 7th - 8th	SEPTEMBER 10th - 11th
OCTOBER 8th - 9th	NOVEMBER 5th - 6th	DECEMBER 3rd - 4th

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

JANUARY 2019 22nd - 24th	FEBRUARY 19th - 21st	MARCH 19th - 21st
APRIL 9th - 11th	MAY 21st - 23rd	JUNE 18th - 20th
JULY 23rd - 25th	AUGUST 20th - 22nd	SEPTEMBER 24th - 26th
OCTOBER 15th - 17th	NOVEMBER 19th - 21st	DECEMBER 10th - 12th

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

JANUARY 2019 30th	MARCH 6th	MAY 15th
JULY 18th	SEPTEMBER 18th	NOVEMBER 13th

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

COURSES CAN BE ARRANGED AS REQUIRED	COURSES CAN BE CARRIED OUT AT STEPHEN TAYLOR HOUSE	OR ON YOUR PREMISES
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FIRST AID SKILLS UPDATE (3 HOURS)

(Suitable for Designated Persons – certificated)

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

COURSES CAN BE ARRANGED AS REQUIRED	COURSES CAN BE CARRIED OUT AT STEPHEN TAYLOR HOUSE	OR ON YOUR PREMISES
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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

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

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)

DISCOUNTED
PRICES
AVAILABLE

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

DISCOUNTED
PRICES
AVAILABLE

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

DISCOUNTED
PRICES
AVAILABLE

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:

..... Post Code:

Tel: Fax:

Email:

Course Required:

Course Dates Required:

Candidate Name(s):

.....

.....

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 | Website: 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 going through traffic lights (Harlow Park Inn Hotel on left). Remain on this road over next three roundabouts. At the fourth roundabout (Gates Garage on left) take the first exit onto Edinburgh Way (A414) going past Tesco on left. Continue over roundabout and turn right into Edinburgh Place (BP 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 (BP 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.

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Harlow Occupational Health Service Ltd

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