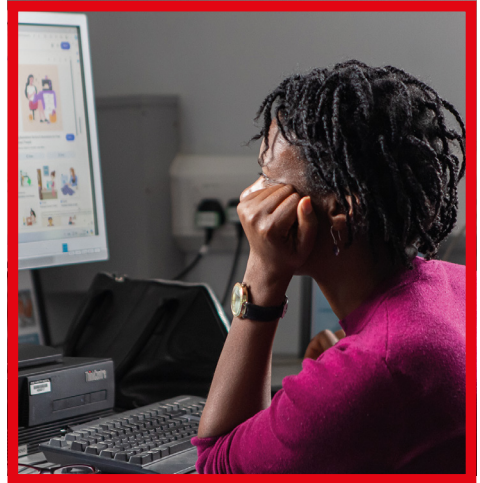


Training and development

PROFESSIONAL DEVELOPMENT FOR SCHOOLS AND BUSINESSES



COURSES OCTOBER 2025 - JUNE 2026

Empower your workforce, giving them the right skills, shows them that you take their health, safety, and well-being seriously. Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Your employees influence health and safety through their own actions. They are often the best people to understand the risks in their workplace. Health and safety are the appropriate measures employers must take to protect the mental and physical wellbeing of employees and the public.

Are you and your staff confident and prepared?

All successful businesses recognise the importance of having a highly qualified and trained workforce. We offer a range of training courses that will enhance and develop the skills of your workforce to consolidate and build on their knowledge. It can be more cost effective to up-skill your current workforce than to get new staff.

We also provide a range of training courses that will enhance, develop, and consolidate your own current skills, enabling you to move forward in your current job or into new and exciting roles

We can develop and tailor our courses to match your needs.

All courses take place at Training and Development Unit, Macbeth Centre, Macbeth Street, W6 9JJ or on site in your business.

Book your place now!

You can send an email to hftd@lbhf.gov.uk or book online at hfals.ac.uk

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Room hire

The Macbeth Centre is an adult learning and skills service located centrally within the London Borough of Hammersmith and Fulham. It houses our teaching rooms, specialist studios and workshops, all equipped with everything you will need for your event, workshop or training. We offer discounts on venue hire to charities and to local community groups in Hammersmith and Fulham.

We offer flexible spaces for meetings, seminars, conferences and training events. Whatever your event, from two to 100 people, formal or informal, we have a space to suit you.

Our rates start from as little as £62 – £95 per hour. If you are a not-for-profit organisation please ask about a discounted rate.

We have a number of fully furnished rooms which are available for hire:

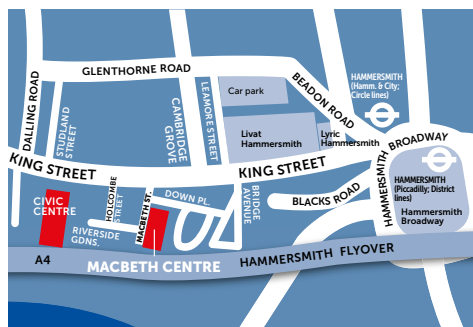
- Meeting rooms
- Computer suite
- Training rooms
- Dance studio
- Conference hall
- Specialist workshops

We also offer the hire of IT equipment, projector and whiteboard, flipchart with pens, PA system/mics all from £20 each, subject to availability.

For further information on room hire please email hftd@lbhf.gov.uk

Find us

The Macbeth Centre is within walking distance from Hammersmith tube station, serviced by four tube lines – Piccadilly, District, Circle and Hammersmith & City. We are conveniently located just off King Street which has various bus routes running through it.



FIRST AID



Level 3 Emergency first aid at work – one-day course

RQF

The Level 3 Emergency first aid at work course is for the first aider employed in low-risk sectors such as shops, offices, schools, libraries etc. The course meets the requirements of the Health and Safety (First Aid) Regulations 1981. The course covers numerous subjects and practical scenarios such the role of the first aid, CPR, treatment for shock, bleeding by the end of the course you will have acquired knowledge and skills to deal with common first aid incidents in your workplace. All delegates are provided with learning resources including first aid manual, pen, and CPR pocket face shield.

Delivery

The course is delivered over six hours face-to-face training. Due to the qualification requirements, there is a maximum of 12 delegates per one trainer.

Course content

- What is first aid?
- First aid in the workplace
- Responsibilities of the first aider
- Primary survey
- Unconscious casualty management
- Resuscitation
- Choking
- Shock
- Wounds and Bleeding
- Minor burns
- Seizures

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 3 emergency first aid at work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Wed	9.30am-4.30pm	5 Nov 2025	TD1101
£121	Wed	9.30am-4.30pm	4 Feb 2026	TD2601
£121	Wed	9.30am-4.30pm	13 May 2026	TD3024

Level 3 First aid at work – three-day course

RQF

It is a requirement of the health and safety law that employers provide a safe and healthy environment to work in. If your assessment of first aid needs highlights the need for qualified first aiders, then this level 3 qualification (level 6 in Scotland) 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 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.

This course will give the participants a qualification to the highest level of first aid, meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

Syllabus

A range of subjects are covered in:

- Legalities, responsibilities, and reporting
- Heart attacks
- Dealing with an unresponsive casualty
- Eye injuries
- Fractures and spinal injuries
- Choking

- Control of bleeding
- Chest injuries
- Assessment of the situation
- Diabetes
- Shock (including Anaphylaxis)
- Asthma
- Head injuries.
- Poisoning
- Sprains and strains
- Stroke
- Burns
- Epilepsy
- Resuscitation
- Bandaging

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 3 first aid at work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£325	Mon - Wed	9.30am-4.30pm	13 - 15 Oct 2025	TD1012
£325	Mon - Wed	9.30am-4.30pm	19 - 21 Jan 2026	TD2003
£325	Mon - Wed	9.30am-4.30pm	18 - 20 May 2026	TD3106

Level 3 First aid at work requalification course – two-day course

RQF

This two-day first aid at work course is designed for those who currently hold a first aid at work qualification and are due to expire.

Please consider the following rules for attendance:

A first aider can renew their first aid at work qualification by attending a two-day requalification course if it's within one month past the expiry date.

If the first aider has lapsed beyond one month, then they must attend a full three-day first aid at work course

The important thing to remember is that as soon as the certificate expires, the first aider is no longer considered competent to act as a first aider in the workplace which may well leave the employer with a shortfall of first aiders. Therefore, it would be prudent to arrange their first aid at work requalification before they expire.

Syllabus

A range of subjects are covered including:

- Legalities, responsibilities, and reporting
- Heart attacks

- Dealing with an unresponsive casualty
- Eye injuries
- Fractures and spinal injuries
- Choking
- Control of bleeding
- Chest injuries
- Assessment of the situation
- Diabetes
- Shock (including Anaphylaxis)
- Asthma
- Head injuries
- Poisoning
- Sprains and strains
- Stroke
- Burns
- Epilepsy
- Resuscitation
- Bandaging

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 3 first aid at work certificate valid for three years.

Numbers

A maximum of 12 students

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£198	Mon - Tue	9.30am-4.30pm	3 - 4 Nov 2025	TD1002
£198	Mon - Tue	9.30am-4.30pm	16 - 17 Mar 2026	TD2007
£198	Mon - Tue	9.30am-4.30pm	1 - 2 Jun 2026	TD3010

Level 3 Paediatric first aid – two-day course, units 1 and 2

RQF

This course has been developed for those who are working with children and infants. It will be of particular interest to teachers, child minders, crèche assistants, playgroup personnel and anyone else who has a responsibility for their welfare whilst in your care.

It is ideal for individuals who are responsible for children and infants, who wish to gain a nationally regulated level 3 award.

This two-day course satisfies the guidelines and criteria as laid down by the Early Years Foundation Stage (EYFS) and Ofsted. To obtain this qualification, you must attend both days and complete the two units of accreditation.

Syllabus

A range of subjects are covered including:

- Responsibilities and reporting
- Resuscitation
- Assessment of the situation
- Fainting
- Dealing with an unresponsive casualty

- Choking
- Head injuries
- Diabetes
- Infantile convulsions
- Foreign bodies
- Control of bleeding
- Anaphylaxis
- Eye injuries
- Fractures
- Heat and Cold
- Asthma
- Sickle cell anaemia
- Meningitis
- Burns
- Shock

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 3 paediatric first aid at work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£198	Mon-Tue	9.30am-4.30pm	6 - 7 Oct 2025	TD1007
£198	Mon-Tue	9.30am-4.30pm	9 - 10 Mar 2026	TD2002
£198	Mon-Tue	9.30am-4.30pm	11 - 12 May 2026	TD3006

HEALTH AND SAFETY



**Level 2 Award in fire safety
for fire marshals –
one-day course**

This one-day course is intended for those undertaking the role of a fire marshal in a workplace. Candidates will develop the skills to meet the requirements for the fire marshal in a workplace.

Syllabus

- Fire awareness
- Fire controls
- Understand how to use a fire extinguisher
- Action in the event of a fire
- Personal emergency evacuation plans
- The role of a fire marshal
- Communicating with emergency services

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Wed	9.30am-4.30pm	22 Oct 2025	TD1501

**Level 2 Award in
manual handling –
one-day course**

This one-day introductory course is intended for all employees and can be used as an induction to health and safety in the workplace. The course has been developed to provide an introduction to the basics of health and safety in the workplace.

Syllabus

- Principles of health and safety legislation
- Employees responsibility
- Principles of risk assessment
- Common workplace hazards and control
- Fire safety
- Workplace requirements
- Accident reporting
- The first aid provision
- Emergency procedures
- Personal hygiene
- Accident and incidents procedures

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Wed	9.30am-4.30pm	19 Nov 2025	TD2004

Level 2 Award in principles of workplace risk assessment – one-day course

This one-day course is for those undertaking of risk assessments within their work environment.

Syllabus

- Health and safety legislation, regulations, and codes of practice
- Enforcement of legislation
- Responsibilities of employers and employees
- Five steps to risk assessment
- Common hazards and controls
- Identifying appropriate controls

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Wed	9.30am-4.30pm	12 Nov 2025	TD2016

Level 2 Award in principles of COSHH – one-day course

This one-day course is intended for those working with substances that fall under the COSHH regulations. This course is suitable for new and experienced members of staff.

Syllabus

- Legal requirements
- Penalties for non-compliance
- Hazards related to substances
- Routes of entry
- Control measures
- Information related to substances
- Dealing with incidents

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 3 emergency first aid at work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Wed	9.30am-4.30pm	Wed 8 Oct 2025	TD1023

FOOD SAFETY



Level 2 Award in food safety for catering – one-day course

This one-day award in food safety course is designed to help you safeguard yourself and your business against potential loss of income.

This course has been designed to address the food safety needs and is essential for anyone who handles food.

As well as those working in catering, hospitality including hotels, restaurants, cafes, bars, fast food outlets, takeaways, kitchens, hospitals, schools, and colleges it is also useful for childcare students, Childminders, community groups and voluntary organisations, and anyone wishing to refresh previously learned skills and knowledge.

Syllabus

- reinforces the importance of food safety
- recognise good practice as a food handler.
- an understanding of how to identify and control food safety hazards in their own workplace

Assessment

On going practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a level 2 certificate in food safety.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£121	Mon	9:30am-4.30pm	10 Nov 2025	TD1009

PROFESSIONAL DEVELOPMENT



Soft skills, specialist and bespoke training

We can also offer specialist, bespoke and soft skills training, these can be delivered at your workplace or here at the Macbeth Centre.

- Advanced minute taking
- Agile project management training courses
- Appraisal skills training courses
- Assertiveness training courses
- Basics of project planning
- Behaviour management in young people training courses
- Business letter and email writing training courses
- Chairing meeting skills training courses
- Change management training courses
- Coaching skills for managers training courses
- Communication skills
- Complaints awareness training courses
- Confidence and assertiveness training courses
- Conflict resolution training courses
- Customer excellence training courses
- Data protection skills training courses
- Effective communication skills training courses
- Enhancing the customer experience training courses
- Finance for non-finance managers training courses
- Finance: the basics – 90 minute webinar
- Handling complaints training courses
- Leadership and management training programme
- Managing anger in young people training courses
- Managing difficult behaviour training courses
- Managing difficult conversations
- Managing remote teams
- Minute-taking training courses
- Performance management training courses
- Personal development
- Presentation skills
- Report writing training courses
- Resilience training
- Strategic planning, goal setting and decision making training courses
- Stress management
- Team building training courses
- Team dynamics
- Telephone technique training courses
- The art of delegation – three-hour online workshop
- Time and stress management training courses
- Time management training courses
- Train the trainer training courses
- Unconscious bias
- Working smarter not harder
- Written communication skills training courses

For further details on these courses please contact hftd@lbhf.gov.uk

Sign up to our Macbeth Mail newsletter

Be the first to hear about exclusive discounts,
upcoming classes and all things adult learning.



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MAIL**



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ENROL EARLY AND SECURE YOUR PLACE!

All courses take place at

Training and Development Unit,
Macbeth Centre
Macbeth Street W6 9JJ

Additional courses start throughout the year

Please visit our website www.hfals.ac.uk
or call **020 8753 3600** for details

Book your place now

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or call the training and development unit
on **020 8753 3600**

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