
“

Health and safety law applies to work activities carried out by the school, including off-site activities such as school trips.

The law applies to risks to staff, pupils and visitors created by those work activities.

The law also applies to the work of contractors in the school.

Health and Safety Executive

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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.

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Training can be delivered here in our training unit or on site in your business.

**All courses take place at
Training and Development Unit**

Macbeth Centre
Macbeth Street W6 9JJ

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You can send an email to hftd@lbhf.gov.uk or call the training and development unit on **020 8753 4696**

Additional courses start throughout the year

Please visit our website www.hfals.ac.uk



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Keep safe at work



Polish your Excel skills

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Our facilities

Macbeth Centre

Courses take place in the Macbeth Centre, a lively and friendly hub in central Hammersmith.

Room hire - ideal for meetings, training and conferences

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

- Meeting rooms
- Training rooms
- Conference hall

Rates: From £40-£57 per hour. If you are a not-for-profit organisation please ask about a discounted rate.

The rooms are supported by up-to-date equipment.

For further information please call **020 8753 4696**.



020 8753 4696
hftd@lbhf.gov.uk



FIRST AID



Emergency first aid at work

The focus of this course is preventing situations from becoming worse and learning the vital skills that a trained emergency first aider can use until help arrives.

Who should attend?

Anyone wanting an introduction to first aid.

What will I learn?

This course will give you the information need to provide effective emergency treatment before help arrives.

Course duration

1 day.

Assessment and certification

After completing a final multiple-choice assessment successful candidates will receive a certificate valid for 3 years.

The course will cover the following areas:

- Unresponsive and breathing
- Having a seizure
- Choking
- Bleeding heavily
- Suffering from shock
- Burns
- Assessing and monitoring a casualty
- Where to get help
- Electrical incidents
- Accident recording and reporting

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£105	Mon	09:30-16:30	8 Feb 2021	TD2601
£105	Mon	09:30-16:30	26 Apr 2021	TD3024



First aid at work

This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies.

Who should attend?

Nominated workplace first aiders, or anyone wanting a comprehensive introduction to first aid.

What will I learn?

The course will give you the knowledge and confidence to deal with a first aid emergency in the workplace.

Course duration

3 days.

Assessment and certification

After completing a final multiple-choice assessment successful candidates receive an approved certificate valid for three years. This course is legally compliant with the current Health and Safety (first aid) Regulations 1981. Upon successful completion of this three day course, first aiders receive certification to allow them to practise for three years after which a requalification course becomes necessary.

The course will cover the following areas:

- Accidents and illness
- Using a first aid kit
- Simple record keeping
- Treatment of an unconscious casualty
- Heart attacks and resuscitation
- Shock
- Choking
- Bleeding
- Burns and scalds
- Poisoning
- Fractures
- Seizures
- Asthma and severe allergic reaction
- Eye injuries
- Low blood sugar and fainting.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£265	Mon-Wed	09:30-16:30	11 - 13 Jan 2021	TD2003
£265	Mon-Wed	09:30-16:30	1 - 3 Mar 2021	TD2010
£265	Mon-Wed	09:30-16:30	10 - 12 May 2021	TD3007
£265	Mon-Wed	09:30-16:30	7 - 9 Jun 2021	TD3013



First aid revalidation

This course updates the first aid skills for people who must renew their statutory first aid at work certificate and whose existing certificate is still valid.

Who should attend?

This course is for people wishing to renew a valid first aid at work certificate.

First aiders whose certificates have expired for more than 28 days must attend the three-day first aid at work course. Please note that you need to have completed this course before the 28 days after expiry of your certificate are up.

What will I learn?

The course aims to update and refresh your knowledge of the First Aid at Work syllabus, while allowing time for revision and practice sessions in preparation for a final assessment.

Course content

The course includes an update of first aid knowledge and skills and a revision of workplace requirements.

Course duration

2 days.

Assessment and certification

Successful candidates receive the full approved first aid at work certificate valid for three years after completing a multiple-choice question paper.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£160	Mon - Tue	09:30-16:30	25 - 26 Jan 2021	TD2001
£160	Mon - Tue	09:30-16:30	8 - 9 Mar 2021	TD2013
£160	Mon - Tue	09:30-16:30	24 - 25 May 2021	TD3010
£160	Mon - Tue	09:30-16:30	14 - 15 Jun 2021	TD3011



Paediatric first aid

This paediatric first aid course meets the requirements of the Early Years Foundation Stage statutory framework.

Who should attend?

This course is for people working with younger children – those up to five years old – or working towards an NVQ in Childcare and Education.

What will I learn?

The course covers how to deal with accidents and emergencies involving young children.

Course duration

2 days.

Assessment and certification

Successful candidates receive the full approved first aid at work certificate valid for three years after completing a multiple-choice question paper.

The course will cover the following areas:

- First aid kit
- Action planning
- Resuscitation of child, baby and adult
- Treatment of an unconscious casualty
- Choking
- Asthma
- Diabetes
- Head injuries
- Epilepsy, seizures (including febrile convulsions)
- Wounds and bleeding
- Burns
- Sprains, strains and fractures
- Poisoning
- Childhood conditions (e.g. meningitis, croup, sickle cell).

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£160	Mon-Tue	09:30-16:30	18 - 19 Jan 2021	TD2002
£160	Mon-Tue	09:30-16:30	15 - 16 Mar 2021	TD2006
£160	Mon-Tue	09:30-16:30	17 - 18 May 2021	TD3006
£160	Mon-Tue	09:30-16:30	8 - 29 Jun 2021	TD3012



HEALTH AND SAFETY



Level 2 Award in Food Safety in Catering

This accredited course will help you safeguard yourself and your business against potential loss of income. This qualification is ideal for those who need to be fully aware of the impact of food hygiene in relevant workplaces.

Who should attend?

Anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled. Typical environments may include:

- Pubs, hotels, restaurants
- Supermarkets and retail environments
- Food and drink manufacturers
- Hospitals
- Care homes
- Schools
- Prisons

What will I learn?

This course will give learners a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved.

Course duration

1 day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- The importance of food safety and knowledge of the systems, techniques and procedures involved
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling)
- Confidence and expertise to safely deliver quality food to customers.

Refreshment of this qualification is recommended at least every three years.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£105	Date and times to be confirmed			



Level 2 Award in Principles of Manual Handling at Work

This course introduces you to the risks of manual handling and controls.

Who should attend?

This accredited course is aimed at those who carry out manual handling at work.

What will I learn?

This course introduces you to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable you to contribute to the development of safer manual handling methods and tasks in the workplace.

Course duration

½ day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- Identify the hazards of manual handling
- Identify the risks involved and controls available
- Identify what to expect from a manual handling assessment.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Date and times to be confirmed			



Level 2 Award in Health and Safety within the Workplace

This qualification is designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public.

Who should attend?

This accredited course is ideal for anyone in a work environment.

What will I learn?

Understand the principles of health and safety and accident prevention.

Course duration

1 day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- Ability to contribute to any health and safety management system
- Understand the importance of risk assessment as a technique for accident and ill health prevention
- Understand the responsibilities placed on employers and employees
- Understand the hazard, risk and main causes of harm to workers (e.g. manual handling, hazardous substances, exposure to noise and vibration)
- Understand the importance of following systems, procedures and rules
- Understand how individual action can reduce risks to health and safety
- Appreciate how workplace equipment and task design affect health and safety.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£105	Tue	09:30-16:30	2 Feb 2021	TD2008



Level 2 Award in Principles of Workplace Risk Assessment

This qualification is designed to help improve the workplace culture for occupational health and safety by enabling learners to understand the basic principles of risk assessment.

Who should attend?

This qualification is ideal for anyone in a work environment as it raises learners' awareness of the concept of risk assessment.

What will I learn?

Understand the basic principles of risk assessment.

Course duration

½ day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- Ability to contribute both to the maintenance of a safe work environment and to the process of formal risk assessment
- Understand the legal requirements for risk assessment
- Understand the principles of risk assessment including:
 - hazards, risks and control; measure the five steps of risk assessment; the hierarchy of control; risk assessment review and record keeping.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Wed	09:30-13:30	20 Jan 2021	TD2016



Level 2 Award in Principles of COSHH

The qualification introduces you to the inherent risks in substances and the controls available.

Who should attend?

This accredited course is ideal for people responsible for the control of substances hazardous to health at work and those who use hazardous substances.

What will I learn?

This qualification will prepare employees to contribute to the safer use of hazardous substances in cooperation with their managers and supervisors

Course duration

½ day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- Identify the hazards associated with those substances
- Identify the risks and controls available to deal with the substances
- Identify what to expect from a COSHH assessment.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Wed	09:30-13:30	27 Jan 2021	TD1023



Level 2 Award in Fire Safety for Fire Marshalls

This qualification is intended for those that are undertaking the role of a fire marshal in a workplace and includes safe evacuation and personal emergency evacuation plans (PEEPS).

Who should attend?

Employees who have a designated responsibility for workplace fire safety. Employers should ensure that fire marshals are suitable to undertake the role of a fire marshal. Candidates should be at least at level 1 numeracy and literacy or equivalent

What will I learn?

This course will provide the knowledge that will allow you to carry out duties relating to fire safety and emergency procedures.

Course duration

1/2 day.

Assessment and certification

Multiple-choice exam.

This course will cover the following areas:

- Causes of fire in the workplace
- Fire hazards
- Characteristics of fire and smoke spread
- Fire control methods
- Means of escape
- Fire detection and raising the alarm
- Extinguishing fires
- Fixed fire-fighting systems
- The Regulatory Reform (Fire Safety) Order 2005
- Legal duties and penalties
- Fire risk assessment
- Fire safety inspections
- Role of the fire warden
- Induction briefings.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Mon	09:30-12:30	1 Feb 2021	TD2211
£65	Tue	09:30-12:30	27 Apr 2021	TD3111A



PROFESSIONAL DEVELOPMENT



We offer a range of courses to support your development and broaden your knowledge and skill base. For up to date details, check our website. A small selection of our upcoming courses can be seen below (i denotes an interview is required for the course):

Understand the Context of Supporting Individuals with Learning Disabilities



This 15 week course aims to give learners knowledge and understanding to work with individuals with learning disabilities or difficulties, and learners can gain a certificate.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£169	Sat	10:00-13:00	19 Sep 2020	CC1550

Dyslexia Awareness



Gain an understanding of Dyslexia and the potential effects on individuals.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£35	Mon/Tue	10:00-15:30	26 Oct 2020	CC1720

Level 2 Certificate in Team Leading



This full length qualification will provide you with the knowledge and understanding required to successfully lead a team.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£870	Fri	09:30-15:30	18 Sep 2020	CA1050

Introduction to Mentoring (Level 1 Award)



This course will cover the basic skills and knowledge needed to support individuals through mentoring.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£305	Thu (12 wks)	10:00-15:00	17 Sep 2020	TT1000

We also offer Level 3 and 4 courses in Childcare and Supporting Teaching and Learning. For more details, and the full selection, check our website.



Specialist and bespoke training

We are also able to offer specialist and bespoke training for your school or business on site or here at the Macbeth Centre.

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

Personal development courses

- Personal effectiveness
- Emotional intelligence
- Time/stress management
- Assertiveness
- Anger management
- Interview skills
- Client/customer engagement
- Confidence building
- Customer excellence
- De-escalation skills
- Telephone technique
- Dealing with difficult and demanding situations
- Prioritisation/planning and organising
- Public speaking
- Presentation skills

Written communication courses

- Minute taking
- Report writing
- Speedwriting
- Letter/email writing
- Grammar skills
- Email etiquette
- Proofreading
- Speed reading

People management courses

- Supervisory skills
- Appraisal skills
- Business coaching
- Stress management
- Chairing meetings
- Team building
- Interviewing skills
- Conflict management
- Complaints handling
- Facilitation skills
- Managing remote/mobile teams
- Leadership skills
- Strategic planning and goal setting
- Recruitment and selection
- Managing change (public and private sector)
- Management skills

Specialist courses

- Communication skills for support staff
- Conflict prevention for enforcement professionals
- Behaviour management in young people
- Finance for non-finance managers
- Cyber security training
- Crisis management
- Fraud awareness

We also have a range of professional development courses for those working in the care sector. See our website for details: <https://www.hfals.ac.uk/department/health-childcare-teaching>

A selection of courses can also be done through online training, such as English and maths, safeguarding/Prevent and others.

Contact us to enquire at: hftd@lbhf.gov.uk



IT



MS Excel 2016 Level 1 – The Essentials

If you are a new or self-taught user on Microsoft Excel, then this course will be suitable for you. The course covers all aspects of creation and maintenance of a spread sheet, including writing formulae.

Course prerequisite

You do not need any previous knowledge of Excel, but should have basic Windows, keyboard and mouse skills.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create and maintain spreadsheets
- Enter a range of data types and formulas
- Select ranges of cells in a workbook
- Copy and fill data in a workbook
- Format cells in a workbook
- Adjust the sizing of columns and rows in a workbook
- Create and edit formulae
- Format and print worksheets
- Perform basic list management tasks.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£142	Wed	09:30-16:30	30 Sept 2020	TD1051ON
£142	Wed	09:30-16:30	25 Nov 2020	TD1052ON
£142	Wed	09:30-16:30	24 Feb 2021	TD2050
£142	Wed	09:30-16:30	19 May 2021	TD3052



MS Excel 2016 Level 2 – Practical Business Use

This Excel intermediate course will build on your basic Excel skills and show you more complex formulae, how to build formulae across worksheets, linking data and charting your data. We also cover protecting your sheets and workbooks.

Course prerequisite

Excel 2016 Practical Business Use is designed for users who are keen to extend their understanding and knowledge of the software, following attendance at the Excel – The Essentials course or those with a good understanding of the basics.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Use templates to create consistency in your workbooks
- Use logical functions, financial and statistical functions
- Use linking to create more efficient workbooks
- Use names and labels
- Use the Lookup functions
- Nest functions
- Multiple worksheet management and formulae
- Create charts
- Protect worksheets and workbooks.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£142	Wed	09:30-16:30	16 Dec 2020	TD1046
£142	Wed	09:30-16:30	24 Mar 2021	TD2045
£142	Wed	09:30-16:30	16 Jun 2021	TD3045



SharePoint – End User Part 1 (Virtual)

This course aims to provide you with the basic skills to use SharePoint sites. To give you an understanding of the typical Apps/lists that you may find on a SharePoint Site and the ability to understand and use SharePoint libraries

Course prerequisites

You do not need any previous experience of SharePoint but must have a basic understanding of Microsoft Office and using a PC including familiarity with a keyboard and mouse.

Course duration

1/2 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

Course objective:

- Explain how SharePoint can help you in a collaborative working environment
- Work with SharePoint apps/add-ins such as lists and libraries
- Customise apps to meet personal needs with metadata

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Date and times to be confirmed			



SharePoint – End User Part 2 (Virtual)

To provide you with further skills to use SharePoint sites. To give you an understanding how to manage items, including views and content.

Course prerequisites

Delegates should have attended SharePoint End User Part 1 or be familiar with the content before attending this course.

Course duration

1/2 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

Course objective:

- Create views to arrange items of information
- Connect certain lists and libraries to Microsoft Outlook
- Know when to check in / check out, or use live co-authoring

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£65	Date and times to be confirmed			



BUSINESS BOOTCAMP



Business bootcamps

Our H&F enterprise support programme is designed to help you whether you are thinking about starting a business, are in the process of setting up or have already started and want to grow.

Enterprise club

A monthly meet-up where you can get the information you need to succeed. Meet local entrepreneurs like you, with the opportunity to network and find out about local opportunities, including business mentoring.

Business start-up boot camp

The one-day business boot camp is designed to take you through key processes and decisions that start-ups and new businesses need to make.

Follow-on workshops

Learn more about a range of key topics with a selection of workshops, including:

- Social media for business
- Administration and accounting
- Sales and marketing
- Set-up your own website
- How to start a market stall

Courses

Take your learning further with bespoke and tailored training for start-ups and small to medium businesses which includes digital skills for business such as Wordpress and other web technologies, email marketing and office skills and technologies.

Keep an eye out for more Enterprise Support throughout the year on www.hfals.ac.uk

Join our business enterprise support programme today by registering your interest:

**business-support@lbhf.gov.uk
or call 020 8753 5585**



Excellent practical session and organisation

Fatima – First aid at work

Practical sessions were excellent!!

Vanessa – First aid at work

Trainer made us feel at ease and therefore helped to understand

Lorraine – Paediatric first aid

Obvious commitment and expertise of the trainer

David – Risk assessment



ENROL EARLY AND SECURE YOUR PLACE!

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Training and Development Unit Macbeth Centre
Macbeth Street W6 9JJ

Book your place now

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