

PROFESSIONAL DEVELOPMENT for schools and businesses



October 2026 - June 2027

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

COURSES 2026/27

FIRST AID	3
Level 3 Emergency First Aid at Work – one-day course	4
Level 3 First Aid at Work – three-day course	5
Level 3 First Aid at Work Requalification Course – two-day course	6
Level 3 Paediatric First Aid – two-day course, units 1 and 2	7
HEALTH AND SAFETY	8
Level 2 Award in Fire Safety for Fire Marshals – one-day course	9
IOSH – Managing Safely	10
PROFESSIONAL DEVELOPMENT	11
Soft skills, specialist and bespoke training	12

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 80 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 several fully furnished rooms which are available for hire:

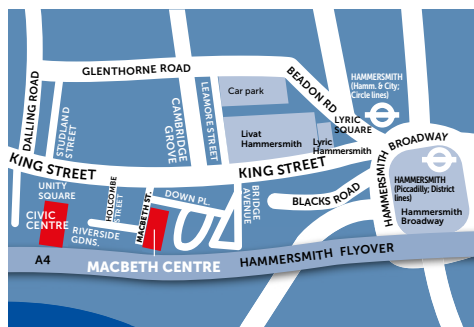
- Meeting rooms
- Computer suite
- Training rooms
- Dance studio
- Conference hall
- Specialist workshops

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
£126	Mon	9.30am-4.30pm	7 Dec 2026	TD1101
£126	Mon	9.30am-4.30pm	15 Mar 2027	TD2601

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
£337	Mon-Wed	9.30am-4.30pm	19 - 21 Oct 2026	TD1012
£337	Mon-Wed	9.30am-4.30pm	25 - 27 Jan 2027	TD2003
£337	Mon-Wed	9.30am-4.30pm	26 - 28 Apr 2027	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 it expires.

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
£205	Mon-Tue	9.30am-4.30pm	9 – 10 Nov 2026	TD1002
£205	Mon-Tue	9.30am-4.30pm	19 – 20 Apr 2027	TD2007
£205	Mon-Tue	9.30am-4.30pm	14 – 15 Jun 2027	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
£205	Mon-Tue	9.30am-4.30pm	12 - 13 Oct 2026	TD1007
£205	Mon-Tue	9.30am-4.30pm	8 - 9 Feb 2027	TD2002
£205	Mon-Tue	9.30am-4.30pm	17 - 18 May 2027	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
£126	Wed	9.30am-4.30pm	14 Oct 2026	TD1501

IOSH – Managing Safely

This three-day course provides managers and supervisors with the essential knowledge and practical skills required to manage health and safety effectively in the workplace. It strengthens leadership capability and supports a positive safety culture across all teams.

Objectives

- Develop clear and effective health and safety communication skills.
- Improve decision-making under pressure.
- Build stronger team-working and conflict-resolution skills.
- Support career development and succession planning.

Who Should Attend

The course is suitable for mid-level managers and members of safety committees across all departments, including schools, who have health and safety responsibilities.

Course Content

The course covers the core principles of managing safely in the workplace, providing delegates with the essential competencies required for effective safety management.

- Face to face Instructor-led sessions
- Group exercises
- Case studies
- Interactive discussions

Duration and Cost

Three days, £590.00 per person

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
£590	Mon-Wed	9.30am-4.30pm	5 Oct 2026	TD1023

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.



h&f
hammersmith & fulham

**MACBETH
MAIL**



lbhf.gov.uk/macbeth-mail



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

You can send an email to hftd@lbhf.gov.uk
or call the training and development unit
on **020 8753 3600**

If you would like any part of this document produced in large
print or Braille please telephone 020 8753 3600



020 8753 3600



alssinfo@lbhf.gov.uk



<https://www.hfals.ac.uk/>

Connect with us:

