

**St John  
Ambulance  
Guernsey**



# St John Ambulance Guernsey – Training Services

First Aid, CPR, and Health & Safety Training

2021 Schedule Dates



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# COURSES

## Identifying Your Training Needs

The Health and Safety Executive (HSE) sets the rules that every workplace must comply with and states that you must provide sufficient first aid equipment, facilities, and personnel at all times.

Every workplace is different and has unique needs. The guidance provided below will help you to determine the right first aid training for your employees.

<b>Step 1:</b> Degree of hazard	Low hazard (e.g.) offices, shops, libraries)			Higher hazard (e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, work involving harmful chemicals)		
<b>Step 2:</b> Number of employees	< 25	25 - 50	> 50	< 5	5 - 50	> 50
<b>Step 3:</b> Recommended minimum first aid requirements	At least one person trained in Emergency First Aid at Work	At least one person trained in Emergency First Aid at Work	At least one person trained in First Aid at Work for every 100-employed on-site (or part thereof)	At least one person trained in Emergency First Aid at Work	At least one person trained in Emergency First Aid at Work or First Aid at Work (depending on specific hazards)	At least one person trained in First Aid at Work for every 50 employed on-site (or part thereof)
<b>Step 4:</b> Previous injury and illness records/leave	<p>What's the risk of injury or ill health?</p> <p>Can this minimum cover deal with injuries and health issues that might occur and provide adequate cover for leave and holidays?</p>					
<b>Step 5:</b> Specific risk factors to consider	<ul style="list-style-type: none"> <li>• First Aid Skills Update training is vital to maintain your first aider's skills and confidence</li> <li>• Disabled employees</li> <li>• Existing health issues</li> <li>• First aider leave and absences</li> <li>• Inexperienced employees</li> <li>• Lone/home workers</li> </ul>			<ul style="list-style-type: none"> <li>• Multiple floors or buildings</li> <li>• Multiple shifts or work outside usual hours</li> <li>• Professional drivers</li> <li>• Proximity of emergency medical services</li> <li>• Public access</li> <li>• Remote workers</li> <li>• Working with children or infants</li> </ul>		

# COURSES

## Emergency First Aid at Work

January	February	March	April	May	June
12, 14, 18, 20, 26	1, 3, 9, 11, 22	2, 4, 15, 17, 29, 31	6, 8, 19, 21	4, 6, 18, 20, 24	8, 10, 21, 23
July	August	September	October	November	December
6, 8, 19, 21, 27	2, 4, 17, 19, 23	7, 9, 20, 22	5, 7, 18, 20	1, 3, 16, 18, 22	1, 3, 6, 14, 16

### About this course:

The HSE regulations allow smaller organisations, and those with clearly low risk working environments, to have first aiders trained in 'emergency protocols' only. This narrower syllabus can be coached in just **one day**, and you will still meet your regulatory requirements. Covers first aid protocols for adult casualties only.

### Location & Time:

Les Cotils, 9:00am – 4:00pm

### What you get:

- A First Aid Manual, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Course content:

- The role of the first aider
- Communication and casualty care
- Basic defibrillator training
- Bleeding
- Choking
- Minor burns
- Minor injuries
- Resuscitation
- Seizures
- Shock
- Treatment of an unresponsive casualty

### Assessment:

Continuous observation by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

**£140 per person**

# COURSES

## First Aid at Work

January	February	March	April	May	June
-	16, 17, 18	9, 10, 11	13, 14, 15	11, 12, 13	14, 15, 16
July	August	September	October	November	December
13, 14, 15	10, 11, 12	14, 15, 16	11, 12, 13	9, 10, 11	7, 8, 9

### About this course:

Our most comprehensive practical skills training. This **three-day** course turns novices into workplace first aiders who are confident in their ability to manage any critical situation, delegate tasks to bystanders, and engage and inform the emergency services. Includes basic defibrillator training (an HSE requirement since 1 January 2017). Covers first aid protocols for adult casualties only.

### Location & Time:

Les Cotils, 9:00am – 4:00pm

### What you get:

- A First Aid Manual, activity sheets, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Course content:

- The role of the first aider
- Communication and casualty care
- Allergic Reaction
- Asthma
- Basic defibrillator training
- Bleeding
- Bone, muscle, and joint injuries
- Burns and scalds
- Chest pains
- Choking (adult)
- Eye injuries
- Fainting
- Head injuries
- Low blood sugar
- Poisoning
- Resuscitation (CPR)
- Seizures
- Shock
- Spinal Injuries
- Stroke
- Treatment of an unresponsive casualty

### Assessment:

Ongoing assessment by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

£360 per person

# COURSES

## First Aid at Work Requalification

January	February	March	April	May	June
27, 28	-	24, 25	-	26, 27	-
July	August	September	October	November	December
28, 29	-	29, 30	-	29, 30	-

### About this course:

Comprehensive training taught over the course of **two days** that updates the first aid skills of those who need to renew their First Aid at Work certificate. It refreshes knowledge through practical sessions and includes a written assessment. Alternatively, delegates can requalify on the full three-day course, and benefit from an additional day of teaching and practice.

### Location & Time:

Les Cotils, 9:00am – 4:00pm

### What you get:

- A First Aid Manual, activity sheets, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Assessment:

Ongoing assessment by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

£250 per person

# COURSES

## Paediatric First Aid

January	February	March	April	May	June
-	-	22, 23	-	-	2, 3
July	August	September	October	November	December
-	-	23, 24	-	-	-

### About this course:

This **two-day** course focuses on the emergency scenarios that face professionals looking after young children and infants, including teachers, playgroup leaders, childcare providers, nannies, and childminders. Meets the standards required by OFSTED. Covers first aid protocols for infant and child casualties only.

### Location & Time:

Les Cotils, 9:00am – 4:00pm

### What you get:

- A First Aid Manual, activity sheets, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Course content:

- The role of the first aider
- Communication and casualty care
- Allergic Reaction
- Asthma and low blood sugar
- Bleeding
- Bone, muscle, and joint injuries
- Burns and scalds
- Choking (child and infant)
- Eye injuries
- Foreign objects
- Head injuries
- Heat and cold – extreme
- Meningitis and sickle cell
- Poisoning, bites, and stings
- Resuscitation (child and infant)
- Seizures
- Shock
- Spinal injuries
- Treatment of an unresponsive casualty

### Assessment:

Continuous observation by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

£250 per person

# COURSES

## Essential First Aid (Child & Infant)

January	February	March	April	May	June
-	-	20	-	15	-
July	August	September	October	November	December
24	-	18	-	20	-

### About this course:

This **three-hour** course is ideal for those who want to learn simple steps to follow for child and infant first aid and CPR. On this course you'll be taught what to do when initially faced with an emergency and how to react when dealing with the common bumps and bruises sustained by children and infants.

### Location & Time:

Les Cotils, 9:00am – 12:00pm

### What you get:

- A First Aid Manual, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Course content:

- The primary survey
- Unresponsive children and infants
- Minor bleeding
- Child and infant resuscitation (CPR)
- Burns
- Bites, stings, and allergies
- Fever and febrile convulsions

### Assessment:

Continuous observation by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

£70 per person



# COURSES

## Automatic External Defibrillation

January	February	March	April	May	June
-	25	-	12	-	30
July	August	September	October	November	December
-	31	-	26	-	-

### About this course:

This course teaches the essential skills that an AED operator needs. If you have an AED in your workplace, we recommend this dedicated **3-hour** training for your first aiders – and for extra staff if possible – so they can learn to use your defibrillator quickly and confidently in an emergency. This course also teaches delegates how to perform effective CPR – a vital part of life saving when a cardiac arrest has occurred. No prior first aid knowledge is needed to attend this course.

### Location & Time:

Les Cotils, 9:00am – 12:00pm

### What you get:

- A First Aid Manual, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Associate Membership Insurance at no extra charge, when certificate is awarded

### Course content:

- Communication and casualty care
- Chest pains
- Getting to know the AED (any type)
- Operating the AED
- Resuscitation
- Treatment of an unresponsive casualty

### Assessment:

Continuous observation by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **one year**.

### Cost:

£75 per person

# COURSES

## Fire Marshal

January	February	March	April	May	June
7	2	3	22	25	9
July	August	September	October	November	December
1	-	21, 28	21	4, 17	-

### About this course:

This **four-hour** course covers the prevention of fire. It also provides an understanding of different types of fire extinguishers and practical training for correct use.

### Location & Time:

Les Cotils, 9:00am – 1:00pm

### What you get:

- A fire marshal reference guide and pen
- A maximum of 14 delegates per trainer, meaning plenty of one-to-one guidance
- Practice using different kinds of real fire extinguishers

### Course content:

- Action on discovering a fire
- Fire safety precautions
- Common causes of fires
- The chemistry of fire
- Fire drills and evacuation
- The role of the fire marshal
- Fire safety legislation
- Using fire extinguishers

### Assessment:

Continuous observation by the trainer.

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

£100 per person

# COURSES

## Moving and Handling Principles

January	February	March	April	May	June
-	23	18	-	-	24
July	August	September	October	November	December
-	-	17	-	12	-

### About this course:

Manual handling, work involving awkward or tiring positions, and keyboard work are the main activities cited for causing work-related musculoskeletal disorders such as back and joint pain. This **three-hour** course provides essential support for all employees and helps employers to meet the requirements placed on them by manual handling regulations.

### Location & Time:

Les Cotils, 9:00am – 12:00pm

### What you get:

- A manual handling reference guide and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance

### Course content:

- Manual handling regulations
- Risk assessment
- Safer moving and handling
- Spinal anatomy, structure and function
- Types of injury associated with poor manual handling

### Certification:

Successful candidates receive a St John Ambulance certificate, valid for **three years**.

### Cost:

**£80 per person**

# COURSES

## Annual Refresher

January	February	March	April	May	June
-	-	30	-	-	28
July	August	September	October	November	December
-	-	27	-	24	-

### About this course:

This **three-hour** course provides first aiders with an opportunity to practice and update their skills at any time while their first aid certificate is valid. This course does not renew first aid certificates or extend the validity period of certificates.

### Location & Time:

Les Cotils, 9:00am – 12:00pm

### What you get:

- A First Aid Manual, first aid supplies, face shield keyring, and pen
- A maximum of 12 delegates per trainer, meaning plenty of one-to-one guidance
- Adult protocols only
- HSE compliant

### Certification:

*This course does **NOT** renew first aid certificates or extend the validity period of certificates.*

### Cost:

**£70 per person**

# COURSES

## Additional Courses

We have a comprehensive suite of first aid training courses suitable for all ages and aimed specifically at improving vital lifesaving skills in the home, business, and community.

Along with our regularly scheduled courses, the following is a list of other popular courses which are scheduled at our venue based on demand:

Anaphylaxis First Aid

Medical Gas Administration

Sports First Aid

Moving and Handling People

Fire Awareness and Safety

Evacuation Chair Training

Royal Yachting Association First Aid

## Bespoke Courses

Should you wish to book a bespoke course of 8 or more people, we are happy to run this in-house or at our training venue, Les Cotils.

Our courses are created with flexibility in mind; therefore, should you have a specific need, please do not hesitate to contact us as all bespoke courses can be designed to meet your specific requirements.

# COURSES

## Why train with us?

St John Ambulance Guernsey is the UK's leading first aid organisation and has been teaching and delivering lifesaving first aid and health & safety training for decades. Our experience and understanding mean our practical and interactive courses teach your employees essential skills and provide your team with the confidence to perform first aid and save lives.

## St John Ambulance Guernsey – Training Services

Formed in 2005, St John Training Services Guernsey is part of St John Ambulance Guernsey. Our professional trainers are qualified to the highest standards to teach lifesaving skills and are drawn from members of your community including the emergency services, health and teaching professions.

## Free Associate Membership Insurance

We automatically provide all students who successfully pass one of our qualifying first aid courses with 'Good Samaritan' insurance cover for the duration of the validity of their training qualification. This insurance covers students against claims arising from first aid they may have delivered outside of their workplace, club or association.

## Supporting St John in the Bailiwick of Guernsey

St John Ambulance Guernsey – Training Services is a 'Not for Profit' organisation. The income we receive from the training courses we provide goes straight back into supporting the varied voluntary and rescue activities of St John Guernsey. So, the benefits of choosing to train with us extend way beyond your own organisation.

## Frequently Asked Questions

### What if my course is relocated, rescheduled, or cancelled by St John?

We make every effort to avoid this happening, but occasionally it is necessary. This is why it is vitally important for us to have your current telephone number and email address, so that we are able to notify you as soon as possible. If the change is not acceptable to you, we will attempt to book you on to a more suitable course date or provide you with a full refund. Cancellations made by the candidate will be subject to our normal Terms & Conditions.

### If I can no longer attend a course, can I get a refund?

In accordance with our Terms & Conditions, we only offer a refund if your course is cancelled by St John. Circumstances such as illness, work commitments, or leaving the island are not considered for refunds.

### Can I give my place to a friend/colleague?

Yes.

### When do I need to pay for my course?

Please refer to our Terms & Conditions, paragraph 2.

### When will I receive my certificate?

Provided all course fees and any additional charges have been received in full, certificates are issued via email, in PDF format, at the end of the course.

## Terms & Conditions

Our aim is to make it as easy as possible to learn First Aid and related subjects with St John Ambulance Guernsey – Training Services. The following conditions are therefore intended to be as simple as possible to meet your training needs.

1. Bookings may be made by email or telephone. A booking confirmation and invoice will be sent no later than 4 weeks prior to the course start date where possible. If courses/examinations are held outside the island of Guernsey, any expenses incurred such as payment for extra hours incurred by the nature of travel, travel costs and refreshments will be charged in addition to the standard course fees.
2. **Payment** should be made **no later than 3 weeks** prior to the course start date. Payment **MUST** be received prior to the course start date in order for the delegate to attend the course.
3. CANCELLATION/NON-ATTENDANCE. All cancellations must be made in writing via email. The **FULL course fee** will be levied in respect of any cancellations made **less than 14 days** prior to commencement of the course. A **fee of 50%** will be levied for cancellations made **between 14 and 21 days** prior to commencement. A substitute delegate can be named at any time. **Non-attendance on the day will attract the full course fee.**
4. If a student arrives late for a course, or is absent from any session, we reserve the right to refuse or accept him/her for training if we feel insufficient knowledge or skills can be gained in the time remaining. In all such cases, the full course fee remains payable.
5. St John Training reserves the right to cancel a course if numbers booked make the course impractical to hold. In such circumstances, as much notice as possible will be given and an offer will be made for a free transfer to another course date or a full refund of fees paid.
6. To be eligible to attend a two-day requalification course, candidates must be in possession of a **valid** First Aid at Work certificate issued by an HSE approved provider which is current on the last day of the requalification course.

\*All details in this brochure are correct at the time of going to press. St John Ambulance Guernsey – Training Services reserves the right to change course dates and costs without notice.



# COURSES

## Contact Us

If you would like to reserve a place on one of our courses, require advice on your training requirements or would like to book a bespoke course, please contact us via the information below:

**Email:** [info@firstaidtraining.gg](mailto:info@firstaidtraining.gg)

**Phone:** 01481 247979

For more information about our individual courses, please visit our website below:

**Website:** [www.stjohn.gg/training](http://www.stjohn.gg/training)

# COURSES