

Base-Training Course Outlines

Thank you for taking the time to look at what **Base-Training** can offer you.

Base-Training has the rare opportunity to offer your staff the basic training they need to make a start in your business or organisation. From mandatory training including 1st Aid at Work to further training such as Environmental Awareness, **Base-Training** can cater for all needs.

Below are the courses that **Base-Training** can offer you and with a combined total of 30 years of experience of working in leisure and health & safety related areas and providing training for 10 years, you can be sure that we will give you the knowledge and power to act, protect yourself and others and deliver your business safely and effectively as well as comply with the latest legislation.

Feel free to browse the course outlines and see which course you would like to complete with **Base-Training** first. If you have any questions, please do not hesitate to contact us at your earliest convenience.

- 1st Aid @ Work
- Paediatric 1st Aid
- Emergency 1st Aid
- Emergency 1st Aid for Children
- Customer Service
- Safeguarding Children & Vulnerable Adults
- Manual Handling
- Risk Assessments
- Health & Safety Basics
- Fire Safety Awareness
- Environmental Awareness
- National Pool Lifeguard Qualification
- Rookie Lifeguard
- Lifesavers 1, 2 & 3
- Bronze Medallion
- National Rescue Award for Swimming Teachers & Coaches

Thank you and see you soon.

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● BASE-TRAINING ●

1st Aid @ Work – 3 days

Re-qualification – 2 days

The 3 day 1st Aid @ Work and 2 day 1st Aid @ Work re-qualification are both HSE approved courses that complies with the Health & Safety (First Aid) Regulations 1981 and the Approved code of practice L74 guidelines for the qualification of First Aiders

Who Should Attend?

- The 3 day 1st aid @ work (FAW) course is required where an employer has carried out a risk and identified a need for a fully qualified 1st aider, normally for those with more than 5 employees or more.
- The 2 day re-qualification course is designed for 1st aiders who are within 3 months of expiry of their current 1st aid @ work qualification or within the subsequent 28 days grace period after expiry
- Those aged 16 or over on the start of the course

Course Content:

- Aims and principles of 1st aid
- Prevention of cross infection during 1st aid procedures
- Basic Life Support (CPR)
- Management of the unconscious Casualty
- Assessment and treatment of a casualty who is wounded, bleeding or shocked
- How to deal with burns, poisoning and eye injuries
- Assessment of common major and minor illnesses, including fractures, dislocations, head injuries, epilepsy and diabetes
- Managing asthma attacks and choking casualties
- 1st aid and the law including record keeping and use of equipment

Completion Certificate

On successful completion of the course, the delegate will receive a certificate that will be valid for 3 years

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals. Additional travel expenses may be chargeable dependant on location.



Emergency 1st Aid @ Work – 1 day

Recommended by the Health & Safety Executive particularly for those in low risk and smaller work places, where a nominated person is required to take charge in the event of illness or accident.

Who should attend?

- Where an employer's risk assessment of 1st aid needs identifies a 1st aider is required but the business has a low number of employees in a low risk environment. Also ideal for larger organisations where fully qualified 1st aiders can benefit from the support of an "Emergency 1st Aider".

Course Content

- Aims & principles of 1st aid
- What to do in an emergency
- Basic Life Support (CPR)
- Management of the unconscious casualty
- Assessment and treatment of a casualty that is wounded or bleeding
- Choking and asphyxia
- Assessment and treatment of burns
- Assessment and treatment of miscellaneous
- Medical conditions
- Record Keeping

Completion Certificate

On successful completion of the course, the delegate will receive a certificate that will be valid for 3 years

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals. Additional travel expenses may be chargeable dependant on location.



Paediatric 1st Aid Training – 2 days

The course provides delegates with a 12 hour Paediatric 1st Aid qualification which is a mandatory requirement in the early years Apprenticeship Framework for “Childminding” NVQ. This course has been designed to comply with NCMA guidelines.

Who should attend?

This course is suitable for those working with younger children under the age of 8 years old or working towards an NVQ in Childcare and Education. It is suitable for the following;

- Child Minders
- Nannies
- Au Pairs
- Parents
- Teachers
- Classroom Assistants
- Playgroup Assistants

Course Content:

- Aims & Principles of 1st Aid
- Anaphylaxis
- Asthma
- Bleeding
- Burns
- Choking
- Management of the unconscious casualty
- Basic Life Support (CPR)
- Head Injuries
- Other specific childhood conditions

Completion Certificate

On successful completion of the course, the delegate will receive a certificate that will be valid for 3 years

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals. Additional travel expenses may be chargeable dependant on location.



Emergency 1st Aid For Children – 1 day

The guidelines relating to children's 1st aid are different to those for adults. This course specifically addresses 1st aid techniques for children of different ages and is ideal for people working in schools.

Who should attend?

Anyone responsible for looking after children's welfare, including;

- Parents
- Teachers
- Classroom assistants
- Playgroup assistants
- General school staff

Course Content:

- Aims & principles of 1st aid
- Anaphylaxis and the use of and EpiPen
- Asthma
- Bleeding (including nose bleeds)
- Burns
- Choking
- Fractures and soft tissue injuries
- Management of the unconscious casualty
- Basic Life Support (CPR)
- Head Injuries
- Other specific conditions

Completion Certificate

On successful completion of the course, the delegate will receive a certificate that will be valid for 3 years

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



Customer Service

This course is designed to give your front line teams the very best training in how to deal with all types of customers. Focusing on service delivery and providing the best possible care to your customers should be every businesses priority.

Who should attend?

Anyone working on the front line that deals with customers or users either in person or on the phone

Course Content:

- What is customer care?
- Who are your customers?
- Different types of customers
- The lifelong customer
- Dealing with enquiries
- Dealing with complaints
- Face to face vs the Phone
- Body language and phone manner
- Types of Communication
- The “cycle of success”
- The “Life Cycle”
- Getting it right & wrong

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



● BASE-TRAINING ●

Safeguarding Children & Vulnerable Adults

This course is designed to give your staff the knowledge, understanding, processes and the power to confidently deal with any issues or concerns they may have or face when it comes to dealing with these high risk groups.

Who should attend?

Anyone working with children (under the age of 16 years) and vulnerable adults in the work place.

Course Content:

- Who are these high risk groups?
- Why are they at risk?
- Types of abuse
- What your responsibilities are?
- When to take control
- Who to contact if you suspect abuse

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



Health & Safety Basics

This course is designed to give your teams the very best knowledge, understanding and advice on how to adhere to health & safety in the work place. Candidates will be able to identify hazards, control risks and the reasons and systems behind them to achieve a safe and happy place to work.

Who should attend?

Anyone that works within your establishment needs to have an understanding of health & safety and its impact on themselves and the business if it goes wrong.

Course Content:

- What is Health & Safety?
- Health & Safety Law
- Who does it affect?
- Why do I need to bother?
- The facts
- Getting it wrong
- Getting it right
- Paperwork, paperwork, paperwork – what does it all mean?
- Risk assessment and reduction
- Health & Safety fun?

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



Risk Assessment

This course is designed to give your front line the very best training in how to deal with all types of customers. Focusing on service delivery and providing the best possible care to your customers should be every businesses priority.

Who should attend?

Anyone working on the front line that deals with customers or users either in person or on the phone

Course Content:

- What is customer care?
- Who are your customers?
- Different types of customers
- The lifelong customer
- Dealing with enquiries
- Dealing with complaints
- Face to face vs the Phone
- Body language and phone manner
- Types of Communication
- The “cycle of success”
- The “Life Cycle”
- Getting it right & wrong

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



Fire Safety Awareness

This course is designed to give your front line the very best training in how to deal with all types of customers. Focusing on service delivery and providing the best possible care to your customers should be every businesses priority.

Who should attend?

Anyone working on the front line that deals with customers or users either in person or on the phone

Course Content:

- What is customer care?
- Who are your customers?
- Different types of customers
- The lifelong customer
- Dealing with enquiries
- Dealing with complaints
- Face to face vs the Phone
- Body language and phone manner
- Types of Communication
- The “cycle of success”
- The “Life Cycle”
- Getting it right & wrong

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



Manual Handling

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- What is manual handling?
- The back bone of workforce safety
- Who is at risk?
- The cost of getting it wrong
- Methods of transport
- Safe working loads

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.

Additional travel expenses may be chargeable dependant on location.



National Pool Lifeguarding Qualification

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- *What is manual handling?*
- *The back bone of workforce safety*
- *Who is at risk?*
- *The cost of getting it wrong*
- *Methods of transport*
- *Safe working loads*

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

*All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.
Additional travel expenses may be chargeable dependant on location.*



National Rescue Award for Teach Aquatics

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- *What is manual handling?*
- *The back bone of workforce safety*
- *Who is at risk?*
- *The cost of getting it wrong*
- *Methods of transport*
- *Safe working loads*

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

*All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.
Additional travel expenses may be chargeable dependant on location.*



Bronze Medallion

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- *What is manual handling?*
- *The back bone of workforce safety*
- *Who is at risk?*
- *The cost of getting it wrong*
- *Methods of transport*
- *Safe working loads*

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

*All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.
Additional travel expenses may be chargeable dependant on location.*



Rookie Lifeguard

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- *What is manual handling?*
- *The back bone of workforce safety*
- *Who is at risk?*
- *The cost of getting it wrong*
- *Methods of transport*
- *Safe working loads*

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

*All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.
Additional travel expenses may be chargeable dependant on location.*



Lifesaving 1,2 & 3

This course is designed to give your staff the knowledge and understanding of moving and handling loads safely and effectively. Your staff need to understand the principles of manual handling to help prevent accidents and injury to them and others around them, ultimately saving time and money through sick leave and work place injuries

Who should attend?

Anyone in or around areas that involve moving or handling large, heavy or awkward loads from those in the office, to factories and leisure centres.

Course Content:

- *What is manual handling?*
- *The back bone of workforce safety*
- *Who is at risk?*
- *The cost of getting it wrong*
- *Methods of transport*
- *Safe working loads*

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

*All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals.
Additional travel expenses may be chargeable dependant on location.*



Environmental Awareness

This course is designed to give your staff the knowledge and understanding of environmental awareness and the impact of energy saving products or actions. Today's climate is changing and by saving energy (and costs) we can delay or prevent it from getting worse.

Who should attend?

Anyone!!!!!! Everyone can help to achieve a reduced carbon footprint with some simple yet effective measures.

Course Content:

- The Facts
- What does it all mean?
- What can we do?
- What do we already do?
- Savings vs Cost
- How green are we?

Course Completion

Upon successful completion of the course, the delegate will receive a certificate of attendance

Course Prices

All course fees include the provision of the instructor, equipment necessary to conduct the course and a course pack for the candidate and any suitable manuals. Additional travel expenses may be chargeable dependant on location.

