

**FIRST AID AT WORK TRAINING**

<b>IN REF -</b>	IN 09/19	<b>DATE OF ISSUE -</b>	15 <sup>th</sup> February 2019
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We are pleased to announce that there will be a NEW First Aid at work programme, which comprises of the following:

Level 3 – 3-day course for certification through Quallsafe, approved by the HSE and held at the Fire station Training facility at EMA. This course covers all aspects of Emergency First Aid and includes Defibrillator training. The Instructors are highly trained in First Response Emergency Care and are friendly and professional.

We would ask you all to consider placing your staff through the Level 3 course to support and assist in the welfare of both staff members and Guests. Trained First Aiders are also a requirement by Law. There are limited spaces on each course with minimum number of candidates for a course to operate being 8, with a maximum of 12.

Dates confirmed for forthcoming courses are as follows:

- April: 1st,2nd,3rd, 2019.
- July: 9th,10th,11th, 2019.
- October: 9th,10th,11th, 2019.
- January: 27th,28th,29th,2020.

***(Ad-hoc courses can be pre-booked with prior consultation, prices negotiable for group booking)***

Courses run from 09:00-17:00 and include light refreshments (lunch will not be provided)

Quallsafe (The Governing Body) recommend annual Refreshers, these are available by request. This course is renewable every 3 years to remain qualified - places can be booked with 2 weeks' notice (subject to availability) at this email address ONLY:

[firstaidtraining@eastmidlandsairport.com](mailto:firstaidtraining@eastmidlandsairport.com)

Charges for all courses as set out by Fire Service Manager Lee Toulson and as of 1st April 2019 will be as follows:

- Level 3: 3-day course including defib training - £250.00 (plus VAT)
- 3-hour annual refresher training - £50.00 (plus VAT) this includes 2 hours personnel study allowance

Adhoc course prices are available on request from; [firstaidtraining@eastmidlandsairport.com](mailto:firstaidtraining@eastmidlandsairport.com)

All course places and requests MUST be sent to the above email by Line Managers only.

Once places are confirmed, candidate information must be provided 2 weeks prior to date of course to include:

- Names
- Department
- Contact phone number

Attendance of the course starts with full registration where individuals will be required to supply Qualsafe the following details;

- Current address
- passport or valid driving license number.

This information is required by Qualsafe and will remain confidential.

Confirmation of booking will be sent via email. Non-Attendance or cancellation without prior notification (2 weeks' notice) will incur 100% charge for the course. Internal attendees will have a department cross charge applied should they fail to attend.

The skills learned and practiced on these courses could Save Lives of Colleagues and Guests!  
We look forward to your ongoing co-operation in this area.

<b>Originator - (Role)</b>	Fire Service Manager	<b>Issued By - (Role)</b>	Airfield Planning Assistant Apprentice
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