

TRAINING

Training Brochure

 **YMCA**

**Working in
partnership
with:**





YMCA Fylde Coast Serving the community since 1922

YMCA Fylde Coast – an introduction

Founded in 1922, YMCA Fylde Coast is an independent charity, affiliated to YMCA England, providing a range of local services that provides opportunity for personal and community benefit.

Working in partnership with Wyre Borough Council, North Lancashire NHS Primary Care Trust and other public and voluntary sector organisations YMCA Fylde Coast delivers leisure, fitness, health, housing, childcare and outdoor education not only to the young but also to local people and their families.

Our YMCA centres encourage support and actively challenge young people to become all that they can.

Within the ethos of the YMCA we aim to:

- Provide an inspirational journey which is based on the need of the individual throughout their lifetime;
- Offer opportunities for personal and social development that allow everybody to make the most of their abilities and lead a fulfilled life;
- Create sustainable communities through working with individuals, in particular, young people and their families to achieve their personal goals and aspirations;
- Help young people on a journey of learning and development, empowering them to make a difference;
- Become recognised as a leading provider in the North West of activities which transform lives.

Why choose YMCA Fylde Coast as a training provider?

All fees charged by YMCA Fylde Coast are re-invested back into the local community, therefore you can be sure that by using us as your training provider, you are helping the inspirational journey which supports and develops individuals, with a focus on young people.



A young woman with dark hair tied back, wearing a bright yellow sleeveless top, is looking back over her right shoulder towards the camera. She has a slight smile. In the background, a man with glasses and a purple shirt is visible, looking forward. The setting appears to be a classroom or training session.

**“ QUALITY TRAINING
HAS ENABLED ME
TO DO MY JOB BETTER
AND GAIN PROMOTION
IN MY JOB ”**

Training at our place

Our Venues

Our training venues are based in locations with free parking and provide an appropriate learning environment whilst ensuring comfort throughout the course. Our venues are at Poulton le Fylde, St. Annes, Fleetwood and Lakeside (Windermere).

The Opportunity to meet new people and to share ideas and experiences.

Our courses are open to anyone, they offer an open learning environment where you can meet people from your industry and share business ideas or meet new people within your local or wider community.

Delegates will have the benefit of the same high standards of training and delivery that our 'Training at your place' delegates receive.

Are the courses accredited?

All our courses are accredited, we certificate with CIEH, IOSH and HABC.

CIEH Courses

The Chartered Institute of Environmental Health is a leading awarding body for vocational qualifications in accredited food safety and health and safety.

IOSH Courses

The Institution of Occupational Safety and Health has developed a series of certified programmes designed to promote protection from workplace hazards at every level.

IOSH programmes are founded on best practice as well as legislation, ensuring that courses are relevant both in the UK and internationally.

HABC Courses

Highfield Awarding Body for Compliance is recognised by HSE, Ofqual, DCELLS, CCEA and SQA to award accredited Food Safety, Health and Safety, HACCP, First Aid and Licensing qualifications in England, Wales, Northern Ireland and Scotland.

We can also run courses with internal certification, for information on these please contact us

How big are the group sizes?

It depends on the actual course, however the majority of the courses are between 6 and 12 people.

Extra Courses

If you require courses on different dates to our advertised dates, please contact us direct as we can usually accommodate for groups of 6 or more.

Do I need to bring anything?

All course materials and refreshments will be provided, however lunch is not normally included unless stated.

How do I book?

You can telephone, email or fax us with your query or request. We will then send you our booking form and terms and conditions for you to complete and return.

Training at your place

For groups of 6 or more staff, why not run training in-house? All our courses can be run at a time and location of your choice and tailored to the needs of your organisation.

Why get us to come to your place?

In-house training is a cost effective option when training groups.

As the training takes place at your own premises, there is no travel, no time away from the workplace and no expenses often associated with public training courses.

Training is delivered at a time and place of your choice. All our courses can be offered on an in-house basis. If you require something more tailored to your organisation we can develop a course to suit your specific needs. As you arrange the time and place to fit in with existing work demands, in-house training offers you a realistic and flexible training solution.

Visible Benefits for you and your team.

Running a course with a large number of your staff helps improve motivation and helps with team building, also, by learning in familiar surroundings the impact across the organisation is immediate.

Company information or practices can be shared and used as real life examples to relate learning directly back to your work environment in complete confidence.



Course Options

Standard Course

Any one of our courses with little or no adaptation to format or content.

Tailored Course

Any one of our courses where the focus, length or content is tailored to the individual organisation or specific requirements.

How do I book an in-house course?

Contact us by telephone or email, we will be happy to discuss your training needs and provide you with a course and costings proposal.

Email: training@fyldecoastymca.org

or

Telephone: 01253 893928 (extension Training)

Contents

Health and Safety

Level 1 Award in Health and Safety in the Workplace	½ day
Level 2 Award in Health and Safety in the Workplace	1 day
Level 3 Award in Health and Safety in the Workplace	3 days
Level 4 Award in Health and Safety in the Workplace	5 days

Level 1 Award in Health and Safety for Carers	½ day
Level 2 Award in Health and Safety in Health and Social Care	1 day

Level 2 Award in the Principles of COSHH	½ day
--	-------

Level 2 Award in Principles of Manual Handling	½ day
Level 2 Award in Principles and Practice of Manual Handling	1 day

Level 2 Award in Principles of Risk Assessment	1 day
Level 3 Award in Risk Assessment Principles and Practice	2 ½ days
Level 2 Award in Managing Fire Safety	1 day

IOSH Managing Safely	4 days
IOSH Managing Safely Residential at Lakeside	4 days

Food Hygiene

Level 1 Award in Food Hygiene in Catering	½ day
Level 2 Award in Food Hygiene in Catering	1 day

First Aid

First Aid at Work	3 days
First Aid at Work Re-qualification	2 days
Emergency First Aid at Work	1 day
Paediatric First Aid	2 days
Automated External Defibrillation Course	½ day

Aquatic

National Pool Lifeguard Qualification	6 days
National Pool Plant Operators Certificate Part 1	1 day
National Pool Plant Operators Certificate	3 days

If you wish to submit an enquiry about one of our courses, please send an email to: training@fyldecoastymca.org or contact us on (01253) 895115.

Health and Safety Courses



Level 1 Award Health and Safety in the Workplace

This qualification focuses on the importance of maintaining health and safety and ensuring that employee actions reduce risks in the workplace. Candidates will gain a sound first level understanding of all aspects of health and safety. Ideal as an introduction to general health and safety for any environment.

What you will learn:

- Legal responsibilities
- Accidents
- Slips, trips and falls
- Protective clothing
- Fire
- Protective clothing
- Electricity
- Manual handling
- Work at height
- Work equipment
- Workplace and welfare
- Safety signs
- COSHH
- Display screen equipment

Assessment

- Multiple choice questionnaire

Level 2 Award Health and Safety in the Workplace

This course provides an understanding of essential knowledge of health and safety that will enable participants to contribute to any risk assessment based health and safety management system. It is aimed at anyone in a work environment.

What you will learn:

- Health and safety law
- Risk assessment
- Personal protective equipment
- Workplace health, safety and welfare
- Work equipment
- Electricity
- Fire prevention
- Hazardous substances
- Ergonomics and workstation design
- Manual handling
- Noise and vibration
- Transport at work
- Working at height

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years

Level 3 Award Health and Safety in the Workplace

Examines health and safety from a supervisory perspective. Supervisors have both a legal and moral responsibility to look after the health and safety of employees. This qualification will enable managers and supervisors to improve the health and safety culture of their organisation, whatever its size or activity. This course is for supervisors, owners, team leaders or managers responsible for health and safety.

What you will learn:

- Concept of health and safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions (UK only)
- Health and safety organisation and management
- Supervising health and safety

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years



Level 4 Award Health and Safety in the Workplace

Key personnel in organisations need the skills and knowledge to manage health and safety; simply being aware of and understanding the issues is not enough. This qualification is designed for those working in any business, regardless of their product or service range. It is essential for all those who have a role that includes responsibility for the management of health and safety issues, including managers, supervisors and senior safety personnel.

What you will learn:

- Managing health and safety in most businesses
- Developing, auditing and monitoring programmes
- Design safe practices and procedures
- Identify specific legal requirements
- Health and safety management
- Health and safety culture
- Workplace and work equipment
- Hazardous agents
- Legislation

Assessment

- Two assignments and an examination



Level 1 Award Health and Safety for Carers

The Level 1 Award in Health and Safety for Carers is a qualification intended for candidates working in any sector of the care industry and those who are preparing to work or return to work in the industry.

Persons gaining this qualification will learn that Health and Safety is the responsibility of everyone within a business including contractors, visitors and suppliers. Syllabus areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

What you will learn:

- Legal responsibilities
- Accidents
- Slips, trips and falls
- Protective clothing
- Fire
- Electricity
- Manual handling
- Work at height
- Work equipment
- Workplace and welfare
- Safety signs
- COSHH
- First Aid
- Display screen equipment

Assessment

- Multiple choice questionnaire



Level 2 Award Health and Safety in Health and Social Care

Based on the first part of the Level 2 Award in Health and Safety in the Workplace – an introduction to health and safety adapted for health and social care – and the Level 2 Award in Hygiene, this qualification provides candidates with a good understanding and knowledge of health and safety in the health and social care sector.

What you will learn:

- Legislation
- Health
- Safety
- Welfare
- Hygiene awareness
- Hygiene hazards
- Personal hygiene
- Cleaning

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years



Level 2 Award in the Principles of COSHH

This qualification is designed for those who use substances hazardous to health at work. It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment. The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplaces. It is aimed at anyone in a work environment.

What you will learn:

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessments and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years

Level 2 Award Principles of Manual Handling

This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. It is aimed at anyone in a work environment.

What you will learn:

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years

Level 2 Award Principles and Practice of Manual Handling

This course is for individuals who carry out manual handling activities at work. It will introduce individuals to the hazards of manual handling, the risks involved and the controls available to prevent injury. In addition it will teach techniques to lift, carry, push and pull objects safely and within individual capabilities with the aim of reducing work related injuries.

What you will learn:

- Manual handling hazards
- Risks and controls
- Cause of injury and harm
- Legal requirements
- Assessing risks
- Manual handling techniques

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years



Level 2 Award Principles of Risk Assessment

This qualification is designed to help improve the workplace culture for occupational health and safety. Its main purpose is to enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

What you will learn:

- Main causes of accidents and ill health and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment
- Hazards, risks and control measures
- The five steps of risk assessment
- The hierarchy of control
- Risk assessment review and record keeping

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years

Level 3 Award Risk Assessment Principles and Practice

Employers and the self employed have a legal duty to assess health and safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary depth of understanding to enable them to carry out risk assessments.

Designed for: Supervisors or managers responsible for conducting risk assessments

What you will learn:

- Legislation
- Principles of risk assessment
- Prioritising risk
- Controls
- Documentation
- Monitoring controls
- Risk assessment in practice

Assessment:

- Assignment and self-evaluation

Recommended refresher training every 3 years

Level 2 Award Managing Fire Safety

This qualification is aimed at anyone involved in the management of fire safety in any workplace, this includes supervisors, team leaders, fire wardens (marshalls) and staff working in any areas where there is a potential risk of fire. Persons gaining this qualification will know that fire safety is the responsibility of everyone in the workplace with recognition of the consequences of a fire in any premises.

What you will learn:

- Fire safety standards
- Fire risk assessment
- Understanding the nature of fires in the workplace
- Protecting people and property
- The role of the Fire Warden

Assessment

- Multiple choice questionnaire



Food Hygiene Courses

IOSH **Managing Safely**

IOSH Managing Safely is designed for managers, supervisors and any personnel who are required to manage health, safety, risk and resources within their organisation in order to be compliant with legal requirements and their own organisational policies and procedures.

Although the course is designed for line managers requiring a broad based knowledge of health, safety and safe systems of work, the course is also suitable for those who do not wish to progress to the level of professional qualification, but would benefit from attending an accredited health and safety management course.

What you will learn:

- Safety management principles
- Assessing and controlling risks
- Understanding management responsibility for health and safety
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

Assessment

- Multiple choice exam and workplace based risk assessment project

IOSH **Managing Safely** *Residential*

4 day residential version of the course at our outdoor centre on the lakeshore of Windermere. (www.lakesideymca.co.uk)

Course fee includes:

- 4 nights accommodation in single En-suite room
- Full English breakfast
- 3 course lunch
- 3 course dinner.
- Refreshments during the course

YMCA Lakeside Professional Development Services

Lakeside Professional Development is a leading provider of innovative, results-based personal and organisational development solutions.

We work with the client to research, develop and implement a course to suit operational requirements. A dedicated team will help to ensure your event is a huge success, from a small team get together away from the office to a major product launch or conference for staff or clients.

Our Lakeside Centre is set in the most spectacular and inspirational of locations, providing the ideal setting to assist organisations along the road to sustained personal and organisational change.

We have over 450 acres of private woodland estate bordered by a mile and a half of shoreline onto Windermere and the site is considered one of the finest located outdoor centres in the world.

Level 1 Award **Food Safety Awareness in Catering**

The Level 1 award in food safety is suitable for a variety of candidates, including new employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, such as waiting or check out staff, as well as back of house such as kitchen porters or warehouse staff.

What you will learn:

- Food safety (food hygiene, hazards, responsibilities)
- Personal hygiene
- Cleaning
- Contamination

Assessment

Multiple choice questionnaire



First Aid Courses



Level 2 Award **Food Hygiene in Catering**

This course provides an understanding of the importance of the special responsibilities of those working with food for safeguarding the health of consumers and ensuring that the food they serve or sell is safe to eat.

It is aimed at anyone working in catering where food is prepared, cooked, stored or handled.

What you will learn:

- An introduction to the terminology used in food safety
- The laws that apply to food businesses and food handlers
- The concept of food hazards and how the risk of food poisoning can be contained
- Monitoring product and equipment temperatures
- Minimising bacterial multiplication by reducing temperature
- The importance of high temperatures in the supply of safe food
- The ability of food handlers to impose a risk to food safety
- The importance of utilising appropriate storage conditions for different types of food
- The importance of cleaning in food premises

Assessment

- Multiple choice questionnaire

Recommended refresher training every 3 years

First Aid at Work

This three day course will enable any one to deal with injuries and emergencies which could occur in the workplace. The course covers the practical skills needed by a first aider in the workplace and also gives the confidence as well as the knowledge to deal with first aid emergencies.

This course is ideal for individuals who wish to gain knowledge of first aid procedures and attain a recognised qualification in first aid.

What you will learn:

- Unconscious casualties
- Heart attacks
- Resuscitation
- Shock, bleeding, choking, burns and scalds
- Poisoning, fractures, seizures and asthma
- Allergic reaction
- Eye injuries
- Low blood sugar and fainting

Assessment

- Multiple choice exam and practical skills tests

Re-certified every 3 years.

Recommended annual refresher

First Aid at Work *Re-Qualification*

This course updates the first aid skills of those who need to renew their statutory First Aid at Work certificate and whose existing certificate is still valid.

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

First aiders whose certificates have expired for more than 28 days must attend the 3 day First Aid at Work course.

First Aid at Work certificate is valid for three years after completing a practical skills test.



Emergency First Aid at Work

This certified one day course is for individuals in a low risk environment. The course provides practical skills and procedures as well as the confidence for dealing with basic first aid emergencies.

This course is ideal for individuals who wish to gain knowledge of emergency procedures and attain a recognised qualification in First Aid.

What you will learn:

- First aid regulations
- First aid priorities
- Managing incidents
- Basic life support
- Unconsciousness
- Control of bleeding
- Burns and scalds
- First aid kits
- Recording and reporting

Assessment

- Continuous assessment by trainer

Re-certified every 3 years

Paediatric First Aid

This 2 day course is for individuals who are involved with young children and/or early years learning in their day to day work activities. The course covers practical skills and procedures for attending to injuries or illnesses likely to be encountered with young children. It also gives the confidence as well as the knowledge to deal with first aid emergencies.

The course is suitable for any one who is involved with young children in their day to day activities

What you will learn:

- Assessment of danger
- Anatomical differences between children and adults
- Basic life support
- CPR
- Choking, head injuries, meningitis and asthma
- Febrile convulsions, diabetes, epilepsy, burns and scalds
- Eye injuries, shock, bleeding and fractures
- Electric shock, anaphylactic shock, drowning and hanging
- Parental administration of medicines

Assessment

- Continuous assessment by trainer

Re-certified every 3 years

Recommended annual refresher

Also available as an accredited one day course

Automated External Defibrillation (AED) Course

This half day course teaches the essential skills required by an AED operator. No previous first aid knowledge is necessary.

The course covers the recognition of cardiac arrest and how to treat it using the AED. It also covers the safety precautions and practical use of the AED.

For individuals whose workplace has been equipped with an automated external defibrillator.

What you will learn:

- Managing an incident
- Dealing with the victim of a heart attack
- Chain of survival
- Understanding the principles of defibrillation and practical scenarios

Assessment

- Continuous assessment by trainer

Re-certified every 12 months



Aquatic Courses

National Pool Lifeguard Qualification

Accredited and certified by the Royal Life Saving Society (RLSS) this 6 day course is for staff who work at a swimming pool on a day to day basis. The course covers the theory and practical skills needed for pool rescue as well as the principles and supervision elements of managing a pool.

This course is for anyone who is involved with pool side rescue.

What you will learn:

- Principles of pool life-guarding
- Water rescue skills
- Conscious and unconscious casualties
- CPR skills on adult, child and infant
- Knowledge of selected first aid conditions and advice for poolside treatment
- The application of supervision and rescue in a swimming pool

Assessment

- Multiple choice examination and worked based assignment

Re-certified every 3 years

Certificate Part 1 National Pool Plant Operators

Accredited and Certified course by The Institution of Sports and Recreation Management, this is a 1 day course that introduces the participants to the basic principles and processes of pool water treatment providing the first steps towards a full National Pool Plant Operators Certificate.

This course is suitable for anyone who is responsible for pool water testing and/or cleaning.

What you will learn:

- Swimming pool management
- Pollution and infection
- Swimming pool hygiene and cleaning
- Incoming water supplies
- Swimming pool plant
- Pool water treatment
- Disinfecting swimming pool water
- Pool water testing
- Record keeping

Assessment

- Multiple choice questionnaire

Must attend Part 2 within 12 months to qualify for National Pool Plant Operators qualification

Certificate National Pool Plant Operators

Accredited and Certified course by The Institution of Sports and Recreation Management, this is a 3 day course / extension of the National Pool Plant Operator Part 1, it provides the participant with the essential technical principles and processes of pool plant operation and pool plant management.

This course is suitable for anyone who is involved in day-to-day pool plant operation, or those responsible for plant management

What you will learn:

- Health and safety/the responsibilities of the pool operator
- Transmission of infection
- Bacteriological quality of pool water
- Incoming water supplies
- Pool water circulation system
- Pool water infiltration
- Disinfection of pool water,
- Disinfection systems
- Chemical dosing systems
- Balanced water
- Automatic control systems
- Chemical safety
- Chemical delivery and storage
- Valves, Heating, ventilation and energy Issues

Assessment

- Multiple choice examination and worked based assignment

Re-certified every 3 years



If there is a course you are interested in and it is not featured in this brochure, please contact us as we are constantly looking at new and innovative courses to offer.

We also have a Health and Safety consultation service as well as a training analysis which may benefit your company or organisation.

For further details of these and any course enquires please contact:

Training Department
YMCA Fylde Coast
YMCA St Annes
St. Albans Road
Lytham St Annes
Lancashire
FY8 1xD

T: 01253 893928 (extension Training)

E: training@fyldecoastymca.org

W: www.YMCA-fyldecoast.org

Registered Charity No 1074571

Part of YMCA Fylde Coast