

MHE

SERVICES
LTD



COURSE RANGE

At MHE Services Ltd, we offer a wide range of training courses to workplaces and individuals. We understand the pressure on workplaces to ensure they meet HSE regulations and how confusing it can be to know if you're doing everything you should. Therefore, if you are unsure of what course you need to meet not just the HSE requirements, but to ensure the best efficiency of your staff while keeping them safe, then please to just contact us.

If the course you're after is not listed within this document, then please give us a call or an email.

With all courses, you will also receive an email when the qualification has expired to take off the pressure of you keeping track of which employees are due re-qualification or refresher courses.

All our courses are:

- ❖ Accredited through an awarding body such as FAA for all first aid courses.
- ❖ Able to be delivered at your workplace, provided you have the space, or at one of our venues throughout Sheffield, Wakefield and Barnsley.
- ❖ Fully up to date and regularly checked to ensure the latest information is given.
- ❖ Delivered by accredited and monitored instructors, giving you the peace of mind that the instructor is regularly checked to ensure each course correctly and in line with regulations.
- ❖ Meet HSE regulations and all health and safety related laws.
- ❖ Able to be delivered as an in-house course if this is your preference, we do recommend however all courses are delivered as accredited courses where possible.
- ❖ Able to be personalised to suit your workplace environment. For example, if you are a workplace with a higher possibility of burn injuries, then we can ensure this part of the first aid course is extended to suit your workplace.
- ❖ Offered at an affordable and competitive price. We are happy to look at any quotes you've been given to see if we can beat the price.

To contact us for any further details to what is in this document please use one of the following methods:

Email: admin@mheservices.co.uk

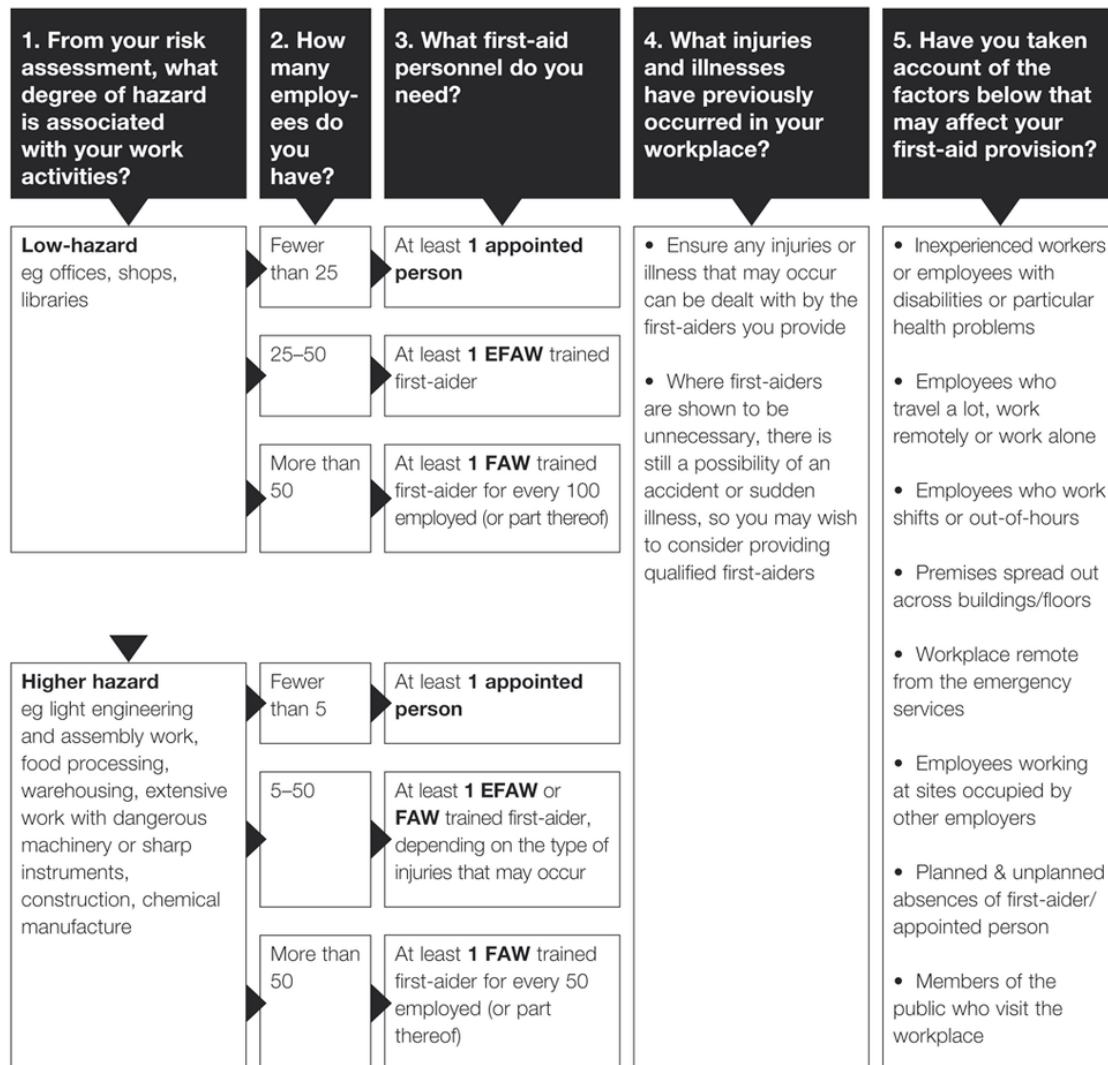
Phone: 07827926334 (Laura) or 07931699580 (Dave)

Website: www.mheservices.co.uk

FIRST AID

All first aid courses have a maximum attendance of 12 delegates per course

We offer a range of different first aid courses to ensure that we meet all requirements of different workplaces. The requirements for your own company will depend on many factors such as different shifts (night/day), size of workplace, high risk of certain injuries, staff with certain health conditions etc. However, the below chart can be used as a rough guidance as per HSE requirements:



- ❖ All our first aid courses are accredited by First Aid Awards (FAA) who are an OFQUAL awarding body.
- ❖ All equipment for training is provided by us.
- ❖ Every delegate will be issued with handbooks to aid them in re-checking anything they've learnt after the course.
- ❖ Can be delivered at your workplace (Space permitted) or at a venue.

If you're unsure on your first aid requirements for your workplace, we recommend conducting a risk assessment. We're able to do this for you or we can provide a course for you or an employee to be able to do this instead.

Emergency First Aid at Work (EFAW)

Duration: 1 day

Valid For: 3 years (annual refresher is recommended)

Suitable For: Appointed first aiders or when risk assessment shows minimal need for first aider.

Content: The below topics are covered within this course:

- What is first Aid
- Legislation
- Responsibilities
- Action in an Emergency
- Primary survey
- Secondary assessment
- The respiratory system
- Resuscitation and AED
- Disorders of respiration
- Disorders of circulation
- Wounds and bleeding
- Seizures
- Minor burns and scalds
- Foreign objects

First Aid at Work (FAW)

Duration: 3 days (if a re-qualification, then 2 days)

Valid For: 3 years (annual refresher is recommended)

Suitable For: First aiders in a workplace of high hazard or where any of included topics are required.

Content: The below topics are covered within this course:

- All the Emergency first aid at work course on day 1
- Bones, Joints and Muscle injuries
- Head and spinal injuries
- Chest and abdominal injuries
- Specialised burn injuries
- Eye injuries
- Poisoning
- Anaphylaxis
- Major illnesses (stroke, heart attack, diabetic, epilepsy, asthma)

Annual Refresher (For EFAW or FAW)

Duration: ½ day (3 hours)

Valid For: N/A

Suitable For: Anyone who has completed a first aid course within the last 3 years. Recommend attending a refresher every year, apart from the 3rd which is a re-qualification.

Content: The below topics are covered within this course:

- Responsibilities
- Primary Survey
- Secondary Assessment
- Principles of Resuscitation
- Wound and Bleeding

First Aid Risk Assessment

Duration: 1 day

Valid For: N/A

Suitable For: Learners wishing to gain the knowledge to produce a risk assessment of first aid needs for a workplace to ensure all HSE regulations are met.

Content: The below topics are covered within this course:

- First Aid Risk Assessment
- Legislation
- Materials, equipment and facilities
- First Aid personnel
- First Aid training
- Risk assessment of First Aid needs
- Accident and incident reporting
- Action in an emergency
- Primary survey
- Secondary assessment
- Resuscitation



Emergency Paediatric First Aid

Duration: 1 day

Valid For: 3 years

Suitable For: Learners working with children such as in a play area. If in a nursery it is recommend for the full Paediatric First Aid.

Content: The below topics are covered within this course:

- Role of the Paediatric First Aider
- Primary survey
- Secondary assessment
- Resuscitation and defibrillation
- Seizures
- Chocking
- Wounds, bleeding, and shock
- Bites and stings



Paediatric First Aid

Duration: 2 day

Valid For: 3 years

Suitable For: Learners who are working with children such as in a school, childminder or nursery.

Content: The below topics are covered within this course:

- All the Emergency Paediatric First Aid content
- Bones, joints and muscle injuries
- Head and spinal injuries
- Foreign body and eye injuries
- Chronic medical conditions and illnesses
- Effects of heat and cold
- Electric shock incidents
- Burns and scalds
- Poisoning
- Anaphylaxis

Basic Life Support

Duration: ½ day (3 hours)

Valid For: N/A (recommended every 3 years)

Suitable For: Learners wishing to obtain basic first aid so they could deal with an unresponsive casualty.

Content: The below topics are covered within this course:

- Arriving at the scene
 - Primary survey
 - Secondary assessment
 - Resuscitation
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Basic Life Support

Duration: ½ day (4 hours)

Valid For: N/A (recommended every 3 years)

Suitable For: Learners wishing to obtain basic first aid so they could deal with an unresponsive casualty as well as how to use an AED

Content: The below topics are covered within this course:

- All the BLS course content
 - Defibrillation with an AED
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CPR and AED

Duration: 1 day

Valid For: 3 years

Suitable For: For people wishing to fully know how to give CPR and use AED, along with dealing with choking and heart attacks.

Content: The below topics are covered within this course:

- Defibrillation with an AED
- Responsibilities
- Action in an Emergency
- Primary survey
- Secondary assessment
- The respiratory system
- Resuscitation
- Choking
- AED functions
- Paediatric defibrillation
- Safety Measures

Immediate Management of Anaphylaxis

Duration: 1 day

Valid For 3 years

Suitable For: For all first aiders and health professionals in which they work in a high-risk environment where auto-injectors are available.

Content: The below topics are covered within this course:

- What is anaphylaxis and legal position of adrenaline use
 - Triggers
 - Life threatening conditions
 - Calling for help and early recognition
 - Treatment for anaphylaxis
 - Key features of auto-injectors
 - Scene Survey and initial assessment
 - ABCDE approach
 - Cardiopulmonary resuscitation
 - Recognition of anaphylaxis and using an auto-injector
 - Disposal of sharps
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Activity First Aid

Duration: 2 days

Valid For 3 years

Suitable For: For all first aiders who are involved in any form of activity, including sports, leisure and recreation.

Content: The below topics are covered within this course:

- All the Emergency First Aid at Work course content
 - Bones, joints and muscle injuries
 - Head and spinal injuries
 - Chest injuries
 - Eye injuries
 - Anaphylaxis
 - Major illnesses
 - Effects of extreme heat and cold
 - Bites and stings
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FOR ALL FIRST AID COURSES, IF THE CONTENT STATES THAT IT CONTAINS ALL THE CONTENT OF ANOTHER COURSE, THEN SOMEONE MAY ATTEND THAT COURSE WITH OTHERS AND THEN FINISH THEIR FULL COURSE OFF WITHOUT.

EXAMPLE: You need 3 emergency first aiders and 2 first aiders. Therefore, instead of a course for EFAW and then a separate 3-day course for FAW, equalling 4 days. You could instead have everyone attend the first day to get the EFAW, then the other 2 who need the FAW attend for the remaining 2 days. Therefore, only costing 2 days of training.

MENTAL HEALTH FIRST AID

All first aid courses have a maximum attendance of 16 delegates per course

In October 2018, HSE updated their 'First Aid Needs Assessment' regulations, to also include the consideration for having employees trained to be able to identify, support and understand mental health illnesses. All workplaces are now required to take this into consideration and are recommended to have at least one mental health first aider.

Last year 29% of employees have taken time off due to mental health issues/stress. Out of these employees 60% didn't tell their employer of the reason for absence, due to feeling unsupported at work when it came to mental health issues. That's because 82% of all workers in work, believe there is still stigma around mental health.

A case study by HSE has been done in recent years, which showed that employees working for a workplace with mental health first aiders, had less sickness due to mental health illnesses. This means overall it is saving workplaces money as well as creating a better working atmosphere.

Currently there are no set guidelines on how many mental health first aiders are required in a workplace and to what level of training course they should need. However, a recommendation is:

- ❖ All employees to attend an awareness of first aid for mental health course. This is a ½ day course with maximum of 16 people on the course. Therefore it is cost efficient for employers to do this.
- ❖ All employers to have one employee per 10 employees attend a first aid for mental health 1 day course.
- ❖ All employees in a supervising position to attend a 2 day supervising first aid for mental health course.

If you wish to discuss further about requirements for your workplace, please get in touch.

- ❖ All our mental health first aid courses are accredited by First Aid Awards (FAA) who are an OFQUAL awarding body.
- ❖ All equipment for training is provided by us.
- ❖ Every delegate will be issued with handbooks to aid them in re-checking anything they've learnt after the course.
- ❖ Can be delivered at your workplace (Space permitted) or at a venue



Awareness of First Aid for Mental Health

Duration: ½ day (4 hours)

Valid For: 3 years

Suitable For: All employees who wish a better awareness of common mental health illnesses

Content: The below topics are covered within this course:

- What is mental health and why people develop mental health conditions.
- The role of a first aider for mental health.
- How to provide advice and practical support for a person suffering from mental health condition.
- How to recognise and manage stress.
- How to recognise a range of mental health conditions (depression, anxiety, psychosis, eating disorders, suicide and self-harm)

First Aid for Mental Health

Duration: 1 day

Valid For: 3 years

Suitable For: All employees who wish a better awareness of common mental health illnesses and ways to improve the workplace culture.

Content: The below topics are covered within this course:

- All the Awareness of First Aid for Mental Health topics.
- Understanding impact of substance abuse on mental health.
- How to implement a first aid action plan for mental health.
- Implementing a positive mental health culture in the workplace.

Supervising First Aid for Mental Health

Duration: 2 days

Valid For: 3 years

Suitable For: For employees in a supervising position.

Content: The below topics are covered within this course:

- All the First Aid for Mental Health topics.
- Understand further mental health conditions (PTSD, personality disorders, bipolar, schizophrenia, self-harm)
- Be able to signpost to the correct professional healthcare providers.

LIFT TRUCK TRAINING

All lift truck courses have a different maximum attendance per course. Please contact us for further information.

It is important for all employers to ensure that lift-truck operators are trained to the standards that are outlined in the L117 ACOP. This is a requirement and not a voluntary law.

At MHE Services we offer fully accredited lift truck courses on a variety of different trucks. Our accrediting body for all lift truck courses is AITT who are a founding member of the ABA (accrediting bodies association).

Please see below for the full range of trucks that we offer training on, length of training varies per truck, depending on experience. Please contact us to discuss your full requirements:

- ❖ Counterbalance
- ❖ Pallet Movers
- ❖ Reach
- ❖ Side loader
- ❖ MEWP
- ❖ Telehandlers
- ❖ Order pickers
- ❖ Overhead cranes
- ❖ Slinger signalling
- ❖ Combi lift
- ❖ Pump truck
- ❖ Lorry mounted crane
- ❖ Pivot
- ❖ Transportable lift truck
- ❖ Pallet stackers

All courses can be delivered on your site or on one of our available sites. It is recommended for training to occur at your site to give the learners a chance to practice in their own working environment.

Most of our courses are conducted using digital software instead of paperwork in our attempt to become paperless in support of the environment. This also means that more time is spent on the trucks than our instructor filling in paperwork.

If the truck you require training on is not listed, please give us a call as not all trucks are listed due to the vast majority that we're able to train on.



MANUAL HANDLING

Our manual handling course has a maximum attendance of 12 people.

Manual handling relates to the moving of items either by lifting, lowering, pushing, carrying or pulling. Regulation 3 of the Management of Health and Safety at Work Regulations 1999, requires all employees to assess the risks to the health and safety of their employees. Further to this regulation, as part of the MHOR 1992, employers are required to avoid manual handling as far as reasonably practicable, and if it is not to provide sufficient training and knowledge to employees.

In 2017/18, 469,000 workers suffered from work related musculoskeletal disorders and 6.6 million working days were lost. Therefore it is in the employers interest to ensure that sufficient training has been provided, the best way to do this is through a manual handling course.

All our courses are done either at your workplace or one of our venues. It is possible to complete manual handling courses online, however evidence has shown that employees completing courses online, don't actually take in any of the content and it turns into more of a tick box task.

Our Manual Handling course covers the following:

- ❖ What is manual handling
- ❖ Legislation
- ❖ Statistics
- ❖ Functions of the spine
- ❖ Movement of Loads
- ❖ Injuries
- ❖ White goods, pallets etc
- ❖ Lifting Aids

The course is ½ day (4 hours) and is accredited through First Aid Awards (FAA).

BANKSMAN

Our banksman course has a maximum attendance of 3 people.

Banksman training is vital to ensure the safety of your employees and your assets when it comes to reversing of vehicles within the workplace. This course aims to raise awareness of the dangers that are caused when large vehicles such as HGV's are reversing. After the course, learners will be able to guide large good vehicles using the HSE approved code of signals.

Reversing manoeuvres are very common and done everyday, however they're dangerous. The cost of ensuring your employees are trained correctly to aid with reversing vehicles outweighs the cost of a claim from an injured employee or damaged assets.

Our banksman course is a 1 day course and accredited through AITT. All courses are conducted on your own site.