

# Unicorn

## Fire & Safety Solutions



Training Prospectus



***Unicorn Fire & Safety Solutions Ltd***

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Unicorn Fire & Safety Ltd is a company limited by guarantee.  
Company Registration 7781200

VAT Registration 224 361239

***Unicorn - Medical***  
*Unicorn fire & safety solutions*



'Unicorn Medical' forms part of Unicorn fire & safety solutions Ltd

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First Aid Fire Fighting	½ day
Managing Fire Safety	½ day
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Personal Emergency Evacuation Plans (PEEP's) for Disabled	½ day
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First Aid Refresher	1 day
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# Skills & experience you can rely on;

## Welcome to Unicorns Training Prospective.

We hope you find what you are looking for, but please do call us if what you want isn't shown, we can develop a course to meet your needs precisely.

## Our Ethics

Unicorn has a very simple business ethic; We are committed to delivering-

- the highest level of professionalism
  - at the lowest possible price, and
  - with the best possible quality of customer service

## Professional Standards

Our friendly Instructional staff are amongst the most experienced and qualified in the UK. All have many years of field experience with Local Authority Fire Brigades, Health & Safety departments, Ambulance Services and as Nurses within busy Hospital Accident & Emergency Departments

We are accredited with;

- ✓ Highfield's Awarding body for Compliance;
- ✓ We are accredited by Qualsafe
- ✓ The Federation of First Aid Training Organisation's
- ✓ The First Aid Industry Board
- ✓ The Institute of Fire Safety Managers
- ✓ The Institution of Fire Engineers
- ✓ The Fire Prevention Association
- ✓ The Institute of Fire Prevention Officers
- ✓ The British Fire Service Association
- ✓ The National Association for Safety & Health in Care Services
- ✓ The International Institute of Arson & Fire Investigators



Our friendly and fully qualified Instructors have years of experience in their training field, and hold the highest professional qualifications. All are Enhanced DBS checked



## Our Guarantee

**So confident are we that you will be delighted with our services, we offer a no-quibble guarantee. If you are genuinely dissatisfied, then we would not expect you to pay!**



# Fire Safety Training



## Fire Safety in the Workplace

The Fire Safety Order 2005 requires that employees receive general fire awareness training on commencing employment and thereafter annually. Unicorn's 'Fire Safety in the Workplace' courses ensure you are fully compliant and that your staff have a solid understanding of what is expected of them to safeguard the workplace from the risks of fire.



### Duration

2 ½ Hours

### Venue

Course can be run in-house at your own workplace.

### Who Should Attend?

This course is suitable for all workplace employees as part of their induction or on-going re-familiarisation training.

### Course Content

- The danger of fire in the workplace and the statutory duties of employers and employees
- The main causes of fire and how they develop and spread
- Basic fire and arson prevention and building fire protection
- Your organisation's own evacuation strategy, i.e. Actions on discovering a fire or hearing the fire alarm
- Full explanation of extinguisher types, their safe uses and limitations

A supplementary hands-on exercise using fire extinguishers on a live-fire can also be included if required.

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification

Upon completion of the course, delegates will receive a certificate in 'Workplace Fire Safety'.

### Resources

All delegates are issued with 'The essentials of fire safety manual'.

## Live Fire Extinguisher Training

The Fire Safety Order 2005 requires that employers ensure their staff are trained in the safe use of Fire Extinguishers when they first join the organisation and thereafter at intervals determined by their risk assessments. Unicorn provides the answer with our 'Practical Fire Extinguisher' course ensuring your legal compliance with the minimum of fuss and cost.



### Duration

1.5 Hours

### Venue

Courses can be provided in-house at your own workplace

### Who Should Attend?

This course is suitable for all workplace employees and managers as part of their induction or on-going re-familiarisation training

### Course Content

- How fire starts and develops (the Triangle of Fire)
- The different types and classification of fire
- The different types of extinguisher and their uses
- Safety when using fire extinguishers
- Hands on practice with fire extinguishers on a small controlled fire

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification

Upon successful completion of the course, delegates will receive a certificate in 'Practical Use of Fire Extinguishers'.

### Resources

All delegates are supplied with full protective clothing for the live fire training and issued with comprehensive training notes.

# 1/2 DAY FIRE WARDENS

## Half Day Fire Warden Course

Unicorns' Fire Warden (or Fire Marshal) course is for staff with a designated fire safety role. It provides them with the skills and confidence necessary to effectively discharge their duties in securing the fire safety of the workplace and assisting with the evacuation in the event of a fire. A more comprehensive full day's course is also available.



### Duration

½ Day

### Venue

Courses can be provided in-house at your own workplace.

### Who Should Attend?

This course is suitable for all workplace employees and managers who are identified as workplace Fire Wardens or Marshals, and those with a general health and safety role. It is suitable as part of an induction course or on-going familiarisation training.

### Course Content

- Consequences' The dangers of fire in the workplace
- Statutory obligations for fire safety provision at work
- The prevention and reactive roles of the Fire Warden
- The chemistry of combustion ('The Triangle of Fire')
- Causes of fire and fire spread
- Building fire protection measures and the importance of safeguarding them
- Human behaviour in fire
- Your organisations emergency plan for evacuation, assembly, roll calls and liaison with the emergency services
- Fire Extinguishers - types, their safe use and limitations

Delegates will gain experience using a range of extinguishers on controlled fires.

### Assessment and Resources

Delegates are deemed successful pending continuous assessment by the tutor. Delegates are issued with comprehensive training notes and supplied with full protective clothing for the practical fire extinguisher exercise.

### Qualification

Upon successful completion of the course, delegates will receive a certificate valid for 2 years.

# 1 DAY FIRE WARDENS

## One Day (Level 2) Fire Warden Course

This 1 Day course provides a more comprehensive training for those designated as Fire Wardens and Marshals, ensuring they have the skills and confidence to fulfil their roles. As well as the actions in the event of a fire and includes how they can contribute to reducing the risk of fire in the first instance and ensure safety facilities identified in your fire risk assessment are always maintained. Delegates also gain practical experience using fire extinguishers on a simulated fire.



### Duration

1 Day

### Venue

Courses can be provided in-house at your own workplace

### Who Should Attend?

This course is suitable for anyone designated as a Fire Warden/Marshal or those having a health and safety role.

### Course Content

- 'Consequences' - The dangers of fire in the workplace
- Fire Safety Law and working with the enforcement agencies
- The proactive and reactive roles of the Fire Warden
- The main causes of fire and fire spread and how to reduce the risk
- Preventing Arson
- 'The Triangle of Fire' and the dangers of Flashover and Backdraughts
- Fire Risk Assessments. Fire protection measures and the need to safeguard them
- Your organisations emergency plan and human behaviour in fire
- Personal Emergency Evacuation Plans for people with disabilities
- Fire Extinguishers - types, their safe use and limitations
- Practical exercise using fire fighting equipment on a simulated (LPG) fire.

### Assessment and Resources

Delegates are deemed successful pending continuous assessment by the tutor. Delegates supplied with comprehensive training notes and full protective clothing for the practical fire extinguisher exercise.

### Qualification

The course is accredited to Level 2 (OFQUAL, DCELLS & CCEA) and is part of the Qualifications & Credit Framework.

## First Aid Fire Fighting Training

It is known that over 70% of all fires are dealt with using fire extinguishers before the arrival of the Fire Service. Used promptly and effectively, they can prevent a minor fire from developing into major disaster! The 'First Aid Firefighting Training course' is designed to provide staff with the skills and experience to be able to use extinguishers effectively without putting themselves at risk.



### Duration

1/2 Day

### Venue

Courses can be provided in-house at your own workplace

### Who Should Attend?

This course is suitable for those who have been designated a role as a First Aid Fire-fighter in their workplace or others who want to develop their knowledge of the safe use of fire extinguishers and other portable firefighting equipment.

It is suitable as part of their induction or on-going re-familiarisation training.

### Course Content

- How fire starts and develops (the Triangle of Fire)
- The different classifications of Fire
- The different types of extinguisher and their uses
- Safety issues relating to using fire extinguishers
- Hands on practice with fire extinguishers on a small controlled fire

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification

Upon successful completion of the course, delegates will receive a certificate in 'First Aid Firefighting'.

### Resources

All delegates are supplied with full protective clothing for the live fire training and issued with comprehensive training notes.

## Half Day Managing Fire Safety Course

Unicorns 'Fire Safety for Managers' course is an interactive experience through which managers can gain the knowledge and confidence to ensure the organisations' Fire Safety Policy is complied with, ensuring the workplace is safe from fire and that the organisation meets its statutory obligations.



### Duration

1/2 Day

### Venue

Courses can be provided in-house at your own workplace

### Who Should Attend?

This course is ideal for Owners, managers, supervisors and other members of staff with health & safety responsibilities

### Course Content

- The dangers and cost of fire to industry
- Current fire legislation and the responsibilities of the employer / employee
- Brief overview of how fires start and spread
- Fire Safety Risk Assessments and the approved risk specific guides
- Your organisational fire policies
- Fire protection measures in the workplace and how to safeguard them
- Testing and maintenance of fire protection equipment
- Staff roles –Fire Wardens, Assembly Point Marshals etc
- Staff Training and Fire Drills
- Record Keeping – Fire Logbooks, Training Records, Hot Work Permits, etc.
- Business continuity and damage mitigation strategies
- Where to get further guidance and advice

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification

Delegates will receive a certificate of attendance.

### Resources

Delegates are issued with comprehensive training notes and all relevant literature.

## One Day Fire Risk Assessment Course

The most fundamental part of current fire legislation is the requirement for a suitable and sufficient workplace Fire Risk Assessment. *Unicorn's* one-day course is designed for the smaller and less complex premises and equips the delegate with a good understanding of the principles of Fire Risk Assessments and how to construct a simple template type assessment of their own site.



### Duration

1 Day

### Venue

Courses can be delivered in-house at your own workplace

### Who Should Attend?

This course is suitable for Owners, Managers, Health and Safety Officers and Staff who have responsibility or involvement with your workplace Fire Risk Assessment. It is suitable as part of an induction course or on-going re-familiarisation training.

### Course Content

- Consequences' The dangers of fire in the workplace
- The current fire safety legislation and expectations of the Enforcement Agencies.
- 'Fire', its dangers, its chemistry and how it spreads.
- The Risk Assessment Process (The HSE 'Five Steps' and PAS 79)
- Fire Risk Assessment issues relevant to your type of property
- An explanation of typical control measures used to reduce fire risks
- Prioritising remedial action
- Different ways of recording your assessments

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification

Delegates will receive a certificate of attendance.

### Resources

Delegates are issued with comprehensive training notes, a free Fire Log Book, a guide to Fire Safety Policy and a template Fire Risk Assessment.

## Three Day Fire Risk Assessment Course

The Fire Safety Order requires that all workplaces are provided with a comprehensive *Fire Risk Assessment*. Given the complexity of current legislation` this can be a daunting task and for more complex buildings, the skills needed to achieve this go well beyond those of a layman. This 3-day course is for just such premises.



### Duration

3 Days

### Venue

Courses can be delivered in-house at your own workplace

### Who Should Attend?

This course is suitable for those with Health & Safety responsibility or involvement with workplace Fire Risk Assessments in more complex and higher risk premises.

### Course Content

- 'Consequences' - how and why people die in fires
- The Fire Safety Order 2005 and other legislative requirements
- 'Fire', its chemistry and how it spreads
- Human behaviour in fire
- The Risk Assessment Process (The HSE 'Five Steps' and PAS 79)
- Fire risk assessment structure and layout
- Hazardous substances
- Means of escape principles
- Fire resisting construction & compartmentation
- Fire Alarms & fire detection, Fire signage and Emergency Lighting
- Fire fighting equipment requirements
- Fixed firefighting equipment, sprinklers, automatic roof vents etc
- Plan Drawing - a look at drawing to scale and using plans productively
- Emergency Plans & Staff Training

### Assessment and Resources

Delegate's understanding is monitored continuously by the trainer and a written assessment undertaken on the last day. Delegates are issued with comprehensive training notes, a Fire Log Book, a guide to Fire Safety Policy and a template Fire Risk Assessment.

### Qualification

Successful delegates will be issued with a certificate which is valid for three years.

## Fire Safety and the Law

*Unicorns'* half day 'Fire Legislation' course provides a comprehensive overview of the raft of fire safety related legislative requirements for the workplace. It also clarifies the expectations of the enforcement agencies'.



### Duration

1/2 Day

### Venue

Courses can be provided in-house at your own workplace

### Who Should Attend?

This course is suitable for Owners, Managers and Staff who have responsibility or involvement for fire safety and Health & Safety in the workplace

### Course Content

- Consequences' The dangers of fire in the workplace
- The history of fire safety legislation
- Common Law and 'a duty of care'
- General Health & Safety legislation
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Building Regulations and Approved Document 'B'
- The Licensing Act 2003 / Housing Act 2004 (if of relevance to delegates)
- Corporate Manslaughter & Corporate Homicide Act 2007
- The expectations of the enforcement agencies and record keeping

### Assessment and Resources

There is no formal assessment for this course. Delegates are issued with comprehensive training notes, a free Fire Log Book and a guide to Fire Safety Policy and a template Fire Risk Assessment

### Qualification

Delegates will receive a certificate of attendance.

## hALF Day Personal Emergency Evacuation Plan's (PEEP's)



Building owners, managers and other responsible persons have a legal and moral responsibility to ensure that staff, residents and members of the public can safely evacuate a building in the event of an emergency. This extends to those with disabilities and often special arrangements are necessary to ensure their safety. This course includes scenario based experience and allows delegates to gain knowledge, experience and confidence to develop Personal Emergency Evacuation Plans for their own workplaces.

### Duration

1/2 Day

### Venue

Courses can be provided in-house at your workplace

### Who Should Attend?

This course is suitable for people at work in businesses of all types and sizes who are responsible for planning evacuation strategies to assist people at additional risk due to a disability, impairment or health issue. It is suitable as part of their induction course or on-going re-familiarisation training.

### Course Content

- Introduction to legislation; Fire Safety Order, Disability Discrimination Act, Etc
- Understanding the problem (Practical exercise)
- Fire hazards and Fire Risk Assessments
- What is a Personal Emergency Evacuation Plan. When might it be necessary?
- Completing a PEEP (workshop)
- Methods of evacuation, Manual Handling issues, refuges, Evac-Chairs, etc
- What additional assistance is available to assist you in managing your PEEP's

### Assessment

There is no formal assessment, but the delegates understanding is monitored by the trainer throughout the course.

### Qualification and Resources

Delegates will receive a certificate of attendance and will be supplied with comprehensive training notes, a Fire Log Book, a guide to Fire Safety Policy and a template Fire Risk Assessment.

## Half Day Arson Prevention Course

You may think that it won't happen to you, but annually as many as 30,000 buildings are deliberately set alight often with dire outcomes for business or property owners. *Unicorns* 'Arson Prevention' course explains the simple precautions you can take to avoid your workplace becoming a victim to the arsonist and how you can minimise the potential consequences.



### Duration

1/2 Day.

### Venue

Courses can be provided in-house at your own workplace or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This course is suitable for Owners, Managers, Health and Safety Officers, Security Staff and employees who have some responsibility or involvement with your workplace Fire Safety. It is suitable as part of their induction course or as on-going re-familiarisation training.

### Course Content

- Consequences' The dangers of fire in the workplace
- The cost of Arson to industry
- Legal standpoint (the Fire Safety Order & the Criminal Damage Act)
- Profile of an arsonist
- Arson prevention 'The 24 Point Check List'.
- Where to get additional assistance

### Assessment

There is no formal assessment for this course.

### Qualification

Delegates will receive a certificate of attendance.

### Resources

Delegates are issued with comprehensive training notes and other relevant literature



# First Aid Training



## Basic Life Support Course



This course is designed to enable the delegate to respond promptly, safely and effectively in the event of an emergency. It can be adapted to suit a variety of audiences, from the complete novice to those who are skilled but feel their resuscitation skills need updating.

### Duration

Half day

### Venue

Courses can be provided in-house at your own workplace.

### Who Should Attend?

Audiences range from parents, school staff and other first aiders through to dentists, nurses and other healthcare professionals. In fact, anyone who has an interest in First Aid. It may also be suitable for workplaces with a low level of risk. Resuscitation training normally includes the necessary theory followed by lots of “hands-on” practice to build confidence.

### Course Content

Subjects covered by the course include

- Situation assessment in an emergency
- First aid for the unconscious casualty
- How to perform Cardio-Pulmonary Resuscitation
- Introduction to Automatic External Defibrillators (AED)
- Recovery Position
- Control of wounds and bleeding
- Treatment of someone in shock
- Treatment of seizures

The training is in line with the Resuscitation Council (UK) Guidelines 2015 and can be adapted to suit the client's own needs.

### Assessment

There is no formal assessment for this course.

### Qualification & Resources

Delegates will receive a certificate of attendance and are supplied with a First Aid manual.

## 1-Day Emergency First Aid Course

This course can be adapted to suit any audience and is ideal for lower risk businesses needing to comply with the Health and Safety (First Aid) Regulations. The course includes both theory and practical sessions and is run in a relaxed atmosphere designed to boost delegates' confidence.



### Duration

1 Day; usually. May be spread over a longer period if required.

### Venue

Courses can be provided in-house at your own workplace.

### Who Should Attend?

Employees who are required to be First Aiders in the workplace in compliance with the Health and Safety at Work Act 1974.

### Course Content

Subjects covered in First Aid at Work include:

- First Aid Priorities
- Managing Incidents
- Basic Life Support and examination of a casualty Incidents
- Cardio Pulmonary Resuscitation & the safe use of an Automatic External Defibrillator
- Unconsciousness
- Control of bleeding and the use of dressings
- Fractures
- Burns and scalds
- Recording and reporting
- Regulations and Legislation
- First Aid Kits

### Assessment

Certification is achieved through continuous assessment by the tutor. There is no written examination.

### Qualification & Resources

Subject to reaching the required standards, delegates receive a certificate of attendance which is valid for three years. All delegates are supplied with a First Aid manual.

## Three Day First Aid at Work Course

This is the statutory Health and Safety Executive (HSE) approved First Aid at Work course in compliance with the Health and Safety (First Aid) Regulations 1981. These courses can be adapted by Unicorn Medical to suit any audience, for example, people in clerical, engineering or high-risk employment.



### Duration

3 Days. May be spread over a longer period if required.

### Venue

Courses can be provided in-house at your own venue.

### Who Should Attend?

Employees who are required to be First Aiders in the workplace in compliance with the Health and Safety at Work Act 1974.

### Course Content

Subjects covered in First Aid at Work include:

- Regulations & legislation
- First Aid Priorities and managing incidents
- Basic Life Support and examination of a casualty
- Cardio Pulmonary Resuscitation & the safe use of an Automatic External Defibrillator
- Unconsciousness
- Control of bleeding and use of dressings
- Fractures
- Burns and scalds
- Common illnesses
- Heart attacks
- Eye injuries
- Recording and reporting
- First Aid Kits

### Assessment

Successful completion of the course requires a certain standard of competence both in knowledge and practical ability. There is an independent assessment on the final afternoon of the course. Under the current guidelines, it is strongly recommended that first aid trained staff attend a half-day update every twelve months.

### Qualification & Resources

Subject to reaching the required standards, delegates receive a certificate of competence which is valid for three years. All delegates receive a Comprehensive First Aid at Work manual.

## ½-Day First Aid at Work Refresher

This is an ideal course to help keep your first aiders updated. It also satisfies the revised First Aid Guidance issued on 1st October 2009 which strongly recommends that those who have completed either the three-day First Aid at Work or the one-day Emergency First Aid at Work course undertake an annual half-day refresher.



### Duration

1/2 day. May be spread over a longer period if required.

### Venue

Courses can be provided in-house at your own workplace.

### Who Should Attend?

Those who want to top-up their first aid knowledge and Staff who have completed the three-day First Aid at Work or the one-day Emergency First Aid at Work courses.

### Course Content

Subjects covered in First Aid at Work refresher course include:

- First Aid Priorities
- Managing incidents
- Basic Life Support
- Cardio Pulmonary Resuscitation & the safe use of an Automatic External Defibrillator
- Examination of a casualty
- Unconsciousness
- Control of bleeding
- Use of dressings
- Treatment of shock

### Assessment

Certification is achieved through continuous assessment by the tutor. There is no written assessment.

### Qualification

Delegates receive a certificate of attendance

### Resources

A First Aid at Work manual is supplied to all delegates.

# First Aid at Work Requalification

This course is run over two-days and allows for requalification of First Aid at Work qualified staff.

## Duration

2 days. May be spread over a longer period if required.

## Venue

Courses can be provided in-house at your own workplace.

## Who Should Attend?

Employees who are required to renew their qualification as First Aiders in the workplace in line with the Health and Safety at Work Act 1974. Candidates attending this course must be in possession of a valid (not out of date by more than 28 days) First Aid at Work certificate.

## Course Content

Subjects covered by the course include:

- First Aid Priorities
- Managing incidents
- Basic Life Support and the examination of a casualty
- Cardio Pulmonary Resuscitation & the safe use of an Automatic External Defibrillator
- Unconsciousness
- Control of bleeding and use of dressings
- Fractures
- Burns and scalds
- Common illnesses
- Heart Attacks
- Eye injuries
- Recording and reporting
- Regulations and Legislation
- First Aid Kits

## Assessment

Successful renewal of the certificate requires a certain standard of competence both in knowledge and practical ability. There is an independent assessment on the final afternoon of the course.

## Qualification & Resources

Subject to reaching the required standards, delegates receive a certificate of competence which is valid for three years. Delegates are supplied with a First Aid at Work manual.



## Parents Paediatric First Aid Course

This course is designed for parents and others who want to increase their confidence in the event they encounter a medical emergency involving a child.

### Duration

Duration is three hours and includes tuition and hands on practice with baby/child mannequins.

### Venue

Courses can be delivered at your home or at a venue to be arranged near you, at a time to suit you, such as evenings or weekends.

### Who Should Attend?

Parents, grandparents and anyone who wants to be able to deal with serious conditions and incidents involving children.

### Course Content

Subjects covered by the course include:

- Basic life support (CPR) for children/infants
- Treatment of a choking child and baby
- Treatment of wounds and severe bleeding
- Burns and scalds
- Childhood illness, e.g., Meningitis, Asthma, febrile convulsions
- Anaphylaxis (allergy, stings etc.)
- Scene assessment, protecting yourself and the casualty

### Assessment

There is no formal examination.

### Qualification

All delegates receive a certificate of attendance.

### Resources

Delegates are supplied with a Paediatric First Aid manual.



## One-Day Paediatric First Aid Course

This course is suitable for baby sitters, Nannies wishing to join the Voluntary part of the OFSTED Childcare Register (OCR) and others who may have limited responsibility for babies and children. The course includes both theory and practical sessions.

This forms day 1 of the OFSTED Child Register and PFAA 2-day qualification course.



### Duration

1 day. May be spread over a longer period if required.

### Venue

Courses can be provided in-house at your own venue.

### Who Should Attend?

Au-Pairs, Babysitters, teaching assistants, Nannies, Parents and anyone who cares for children and needs a basic first aid course.

### Course Content

Subjects covered by the course include:

- First Aid Priorities
- Dealing with an emergency
- Choking - child and baby
- Resuscitation (CPR) - child and baby
- Anaphylaxis
- Bleeding and shock
- Burns and scalds
- Eye and ear injuries
- Fractures
- Childhood illnesses including Meningitis and Febrile Convulsions

### Assessment

Certification is dependent on continuous assessment by the tutor, there is no final examination.

### Qualification & Resources

Subject to reaching the required standards, delegates receive a certificate of competence which is valid for three years. Delegates are supplied with a Paediatric First Aid manual.

## Two-Day Paediatric First Aid Course

This course aims to train delegates up to OFSTED and PFAA standards for First Aid for Babies and Young Children, qualifying delegates for registration with the OFSTED Childcare Register (OCR). The course includes both theory and practical sessions.

### Duration

2 days; May be spread over a longer period if required.

### Venue

Courses can be provided in-house at your own venue

### Who Should Attend?

This course is intended for Nursery Nurses Teachers, Welfare Assistants, Care Assistants, Midday Supervisors, Play Leaders/Assistants and people in charge of or working with babies and young children.

### Course Content

- The principles of First Aid and Emergency Actions
- Unconscious casualties
- Non-breathing casualties
- A casualty whose heart has stopped
- Severe and minor bleeding
- Trauma
- Shock
- Burns & scalds
- Poisoning
- Bone, joint and muscle injuries
- Effects of temperature
- Childhood ailments and medical emergencies
- Administration of medication and record keeping
- Dressings and First Aid Kit

### Assessment

Delegates will be assessed throughout the course and the resulting evidence can be used for NVQ Assessment in Early Years Care and Education.

### Qualification & Resources

Subject to reaching the required standards, delegates will receive a First Aid Certificate for Child-Minders & Providers of Early Years Care. Delegates are supplied with a Paediatric First Aid manual



## Cardiopulmonary Resuscitation & Automated External Defibrillation



In the UK, one person suffers a heart attack every two minutes! The majority could be saved if their heart was promptly shocked back into rhythm. This course teaches the essential skills required by an AED operator and gives students the confidence to know what to do in this kind of emergency.

### Duration

Half day

### Venue

Courses can be provided in-house at your own venue.

### Who Should Attend?

No previous first aid knowledge is necessary to attend an AED course. This course is suitable for anyone interested in furthering their emergency first aid skills or is involved in an organised first aid scheme. This course serves as a basic module for health care workers.

### Course Content

Subjects covered by the course include:

- Treatment of an unconscious casualty
- Resuscitation
- Heart attacks
- Getting to know the AED (any type)
- Operating the AED safely

The training is in line with the Resuscitation Council (UK) Guidelines 2010 and can be adapted to suit the client in respect to the age group (i.e. babies, children or adults) that they may be resuscitating.

### Assessment

Certification is achieved through continuous assessment by the tutor. There is no written assessment.

### Qualification & Resources

Delegates will receive a certificate of attendance. Delegates are supplied with a First Aid manual.

## Oxygen Therapy Course

This comprehensive 3-hour Oxygen Therapy course is designed for qualified First Aiders and Emergency First Aiders to be able to administer oxygen safely and effectively. This course is often combined with the Automated External Defibrillation module as a 1-day course.



### Duration

1/2 day

### Venue

Courses can be provided in-house at your own venue.

### Who Should Attend?

This course is ideal for first aiders working in nursing homes, companies with emergency oxygen for first aid purposes or industries where there is a risk of dangerous fume inhalation etc.

### Course Content

Subjects covered by the course include:

- The Respiratory system
- Dangers and safety in oxygen therapy
- Indications and contra-indications of oxygen use
- Oxygen therapy practical scenarios
- British Thoracic Society Oxygen Therapy Guidelines
- Pulse Oximetry
- Methods of oxygen therapy

### Assessment

Students are continuously assessed throughout the course.

### Qualification & Resources

Oxygen Therapy certificates are valid for one year and we will send an automatic reminder to both the customer and the student three months prior to the expiry date of the certificate. Certificates can be renewed by attending a refresher course.



# Health & Safety Courses



## Introduction to Health & Safety

29 million working days are lost each year due to work-related injury or illness. Health & Safety training is essential so staff understand their duties and responsibilities. This half day course is a quick and cost effective way of training staff in the basic health and safety issues in the workplace. A more detailed one day 'Health & Safety in the Workplace' (Level 2) course is also available.



### Duration

1/2 Day

### Venue

Courses can be provided in-house at your own workplace or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This Health and Safety course is ideal for all staff who need a basic overview of the main principles of health and safety. It can be utilised as part of a new employee's induction training or re-familiarisation training.

### Course Content

Subjects covered by the course include:

- Accidents
- Slips, trips and falls
- Protective clothing
- Fire Safety
- Electricity
- Manual handling
- Work at height
- Safety signs
- Hazardous substances/COSHH
- Machinery and vehicles
- Stress

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Upon completion of the course, delegates will receive a certificate in 'Health & Safety Awareness'. All delegates are issued with comprehensive training notes.

## Level 2 Health & Safety

1.2 million people at work are suffering from an illness caused, or made worse by their work. Health and Safety training is essential so staff understand their duties and responsibilities and meets the requirements of the Health & Safety Executive. This 1 day course provides an accredited qualification and gives all staff a full overview of the key health and safety issues in the workplace.



### Duration

1 Day

### Venue

Courses can be provided in-house at your own venue or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This qualification is suitable for both private and public sectors and is ideal for managers and all staff who need an understanding of the main principles of health and safety. It increases their awareness of their own safety, the safety of customers, contractors and the public. It can be utilised as part of a new employee's induction training or re-familiarisation training.

### Course Content

Subjects included in this course include those covered by the half day course, plus:

- Health and Safety law
- Health, safety and welfare principles
- The workplace and workplace equipment
- Risk assessment
- Noise and vibration
- Ergonomics and workstation design
- Transport and vehicles

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Upon completion of the course, delegates will receive a certificate in 'Health & Safety Awareness'. All delegates are issued with comprehensive training notes.

## 3-hour Safe Manual Handling Course

This 'Safe Manual Handling Techniques' course provides workers with the skills they need to decrease the risk of manual handling injuries, encouraging them to take responsibility for their own comfort and safety. This approach will help reduce sickness and absenteeism, lower healthcare costs, insurance premiums and compensation claims and improve the productivity of the workforce.



### Duration

3 Hours

### Venue

Courses can be provided in-house at your own workplace or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This course is suitable for anyone whose job involves manual handling including employees and the self-employed and any persons responsible for managing manual handling in the workplace.

### Course Content

Subjects covered by the course include:

- Introduction and background to manual handling
- Risks associated with manual handling
- Manual handling operations
- Lifting and handling injuries
- Safe systems of work
- Lifting in action

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Delegates will receive a certificate of attendance and be supplied with Safe Manual Handling training notes.

## Safe Manual Handling Course (level 2)

The Health and Safety at Work Act 1974 require that employees are provided with information and training on manual handling.

This course is accredited to Level 2 (OFQUAL, DCELLS and CCEA) and is part of the Qualifications and Credit Framework providing a comprehensive understanding on how to manage the safe handling of objects in the workplace and encouraging staff to take responsibility for their own safety.

This seeks to reduce sickness and absenteeism, lower healthcare costs, insurance premiums and compensation claims and improve the productivity of the workforce.



### Duration

1 Day

### Venue

Courses can be provided in-house at your own workplace or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This course is suitable for anyone whose job involves manual handling including employees and the self-employed and any persons responsible for managing manual handling in the workplace. It can be utilised as part of a new employee's induction or re-familiarisation training.

### Course Content

Subjects covered by the course include:

- Introduction and background to manual handling
- Manual Handling legal aspects
- Manual Handling Hazards and High Risk activities
- Assessing Manual Handling activities
- Reducing the Manual Handling risk and preventing Muscular-Skeletal Disorders
- Practical Manual Handling techniques
- Reporting of injuries

### Assessment

This qualification is assessed through continuous monitoring by the tutor, followed by a 15-question (30 minutes) multiple-choice question examination.

### Qualification & Resources

Pending successful completion of the course, delegates will receive a Level 2 Certificate in Safe Manual Handling. All delegates are supplied with a Safe Manual Handling training booklet.

## Asbestos Awareness

Following a recent change in the Control of Asbestos Regulations 2006, there is now an explicit asbestos awareness training requirement for employees engaged in refurbishment, demolition, general building or maintenance work, where there is risk of disturbing asbestos as a result of their activities.



**Duration**  
1/2 Day

### Venue

Course can be delivered in-house at your own workplace or on a public course at our training venues in Shrewsbury and Telford (see program).

### Who Should Attend?

This course is suitable for anyone whose job may expose them to the risk presented by Asbestos such as those working on the fabric of buildings, for example: general maintenance staff, electricians, plumbers, gas fitters, painters & decorators, joiners, plasterers, demolition workers, construction workers, roofers, heating and ventilation engineers, telecommunication engineers, burglar and fire alarm installers, computer installers, architects, building surveyors, shop fitters, other such professionals and their supervisors. It can be utilised as part of a new employee's induction training or re-familiarisation training.

### Course Content

Subjects covered by the course include:

- What is asbestos?
- The main properties of asbestos and its effects on health
- The types and likely occurrences of asbestos in premises and plant
- General procedures to be followed in the event of an emergency
- How to avoid the risks from asbestos
- Emergency procedures

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Upon successful completion of the course, delegates will receive a certificate in 'Asbestos Awareness'. All delegates are issued with comprehensive training notes.

## Control of Substances Hazardous to Health Awareness Course

This half day course serves as an introduction to the hazards and risks involved in the use of hazardous substances. It enables delegates to understand the purpose and meaning of a COSHH assessment and assists employees to develop safe techniques for the use of hazardous substances and an appreciation of the controls necessary in their use.



### Duration

1/2 Day

### Venue

Courses can be delivered in-house at your own workplace.

### Who Should Attend?

This course is aimed at people who use hazardous substances as part of their work and who require a better understanding of the regulations relating to their use. It can be utilised as part of a new employee's induction training or for re-familiarisation.

### Course Content

Subjects covered by the course include:

- Responsibilities imposed by the COSHH Regulations
- Definition and types of hazardous substances found in the workplace
- Health effects of hazardous substances and their causes
- Routes of entry and possible exposures
- Personal Protective Equipment
- COSHH assessment and control options

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Upon successful completion of the course, delegates will receive a certificate in 'COSHH Awareness'. All delegates are issued with comprehensive training notes.



Disabled  
Evacuation



## Evacuation Device Operator' Course

Some business managers wrongly think that it is the task of the emergency services to ensure evacuate people with disabilities. Such an assumption would be wrong!

Current Fire Safety and Disability legislation places a firm obligation on managers to ensure everyone can quickly and safely vacate a building including those with disabilities from their buildings in the event of a fire.

Evacuation Devices have become vital tools in achieving that requirement



### Duration

1 ½ hour and ½ day

### Venue

Course are delivered in-house

### Who Should Attend?

The courses are suitable for anyone may be required to operate or assist in the use of an Evacuation Device. The basic course could form initial training, but we would advise it as refresher for those who have undergone previous and more comprehensive ½ day course.

### Course Content

Subjects covered by the course include: *\*1/2 day course only*

- \*Background and relevant legislation
- \*Evacuation strategies and Personal and Generic Emergency Evacuation Plans
- \*Expectations of the Operator
- \*Risk Assessments including manual handling issues
- \*Basic care and maintenance
- \*Technical specification and limitations of the chair or mattress
- Setting up and deploying the evacuation device(s)
- Practical work. Delegates gain experience as 'Operator', 'User' and 'assistant'

### Assessment

Delegates are deemed successful pending continuous assessment by the tutor.

### Qualification & Resources

Delegates will receive a certificate of attendance and high-quality training notes.

## Terms & Conditions

- a. Bookings can be made by writing, email or by phoning our main office (see below). Receipt of a written booking, an email or phone order will be considered as a confirmed booking.
- b. Course cancellations must be communicated to Unicorn Fire & Safety as soon as possible. Those cancelled fourteen working days or less prior to the course date may be charged at 50% unless, at the discretion of Unicorn Fire & Safety, an alternative booking is made. Courses cancelled within five working days of the course date will be charged at the full rate.
- c. Unicorn Fire & Safety reserves the right to cancel a course or reschedule training dates when necessary. This will only be done where unavoidable.
- d. In such cases, Unicorn Fire & Safety will not be held liable for any direct or indirect expenses or for any loss of time, earnings or business, should we have to cancel or postpone any training course.
- e. An invoice will be supplied upon completion of the training.
- f. Provided payment has been received, certificates will be dispatched within 14 working days.



## For Course Bookings or More Information;

- **Phone;-** 0845 519 9039 Mobile - 07828 190515 and speak to our friendly staff
- **Email;-** info@unicornsafety.co.uk
- **Or write to;-** Unicorn Fire & Safety Solutions Ltd  
Unicorn House  
6 Salendine  
Shrewsbury  
Shropshire SY1 3XJ

Please supply the following information;
<b><i>Your name and organisation;</i></b>
<b><i>Address and Post Code;</i></b>
<b><i>Phone Number we can contact you on;</i></b>
<b><i>Email address;</i></b>
<b><i>The course you want to book (or are interested in);</i></b>
<b><i>Dates preferred;</i></b>
<b><i>Number of places required</i></b>

For more information on other services we provide, visit our website at [www.unicornsafety.co.uk](http://www.unicornsafety.co.uk) and [www.unicornmedical.co.uk](http://www.unicornmedical.co.uk)