



Statutory Core Learning & Development Workshops

PLEASE NOTE: Additional programme course dates to be confirmed. Please request a place onto a waiting list, if the date advertised have passed.

Section Contents

Course or Information	Page
Fire Safety	2
Fire Safety Refresher Periods	3
Moving and Handling of People – Level 2 – Induction	3
Moving and Handling Refresher Periods	3
Moving and Handling Train-the-Trainer Refresher	4
Moving and Handling of Loads	5
Equality Diversity and Human Rights e-learning	7
Equality Diversity and Human Rights refresher guidance	8
Autism Awareness	9
First Aid and Life Support	10
HABC Level 2 Award in Emergency First Aid	11
HABC Level 3 Award Full Accredited Emergency First Aid Course for Designated First Aiders	12
Paediatric First Aid	13
Health and Safety	14
Infection Control and Prevention	16
Infection Control and Prevention guideline	17
Food Hygiene – e-learning	19
Food For Life	20

Fire Safety

Duration: 3hrs

Times: 9.30 am – 12.30 pm

Dates: 15 April 2014
11 August 2014
22 September 2014
12 January 2015
9 March 2015

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Fire Safety training is a legal requirement for all staff.

The Fire Safety learning outcomes are taken from the Fire code and provide the generic training needed by all staff without exception.

Relevant Legislation and Guidance

- Health and Safety at Work etc Act 1974
(www.hse.gov.uk/legislation/hswa.htm)
- Management of Health and Safety at Work Regulations 1999
(www.legislation.gov.uk/ukSI/1999/3242/contents/made)
- Fire Safety Order
(www.communities.gov.uk/fire/firesafety/firesafetylaw)
- Fire code – Fire Safety in the NHS
(www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Firecode/index.htm)

Target Audience All Staff

Learning Outcomes

All Staff should:

1. Understand the characteristics of fire, smoke and toxic fumes.
2. Know the fire hazards involved in the working environment.
3. Be aware of the significant findings of relevant fire risk assessments.
4. Practise and promote fire prevention.
5. Know instinctively the right action to take if fire breaks out or if smoke is detected.
6. Be familiar with the evacuation procedures and associated escape routes at their location and at their time of duty.
7. Take part in practical training sessions, which should include evacuation techniques.

Note: In addition, local specific training should be provided for all staff where needed based on localised fire risk assessment, service need, training needs analysis and policy.

Fire Safety Refresher Periods

All staff should receive regular, updated training. The duration and frequency of the training should be determined by a training needs analysis and be periodically reviewed.

Staff who are involved in the direct care of service users, who may need to help evacuate others, should receive training more frequently than those who may only be required to evacuate themselves.

As a minimum, refresher training, either e learning or taught sessions, should be undertaken every 2 years.

Managers need to ensure that their staff are able to transfer knowledge and skills learned into their workplace. This should be assessed each year. If staff cannot demonstrate this in their role they will need to repeat the full training.

If there has been a change in Fire Safety Legislation nationally, an organisation has amended its policy or the fire risk assessment identifies new or changed risk, all staff will need to receive a training update to reflect any changes.

Moving and Handling of People Training: Level 2 Induction

The full day course is aimed at staff with direct service user contact. Attendees are advised to wear sensible clothes and appropriate foot wear as this is a practical session which involves physical movement. Additional training may be required for specific roles, locations or service needs.

PLEASE NOTE:

This training is now being delivered internally within teams in social care (KMBC and PVI sector). Contact your Line Manager for further details.

Moving and Handling Refresher Periods

Refresher periods for Moving and Handling training should be a minimum of 2 years.

If staff can demonstrate through a formal assessment they have retained the knowledge covered by the learning outcomes and can apply them in their role, this will be sufficient for their refresher training. If staff can not demonstrate this they will need to repeat the full induction training.

Moving, Handling and Risk Assessment (Train the Trainer Refresher)

Duration: 9.30 – 4.30 pm

Dates: 13 October 2014
9 February 2015

Additional dates to be confirmed via weekly update sheet

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

Senior staff who will have continued to train staff in house within their teams following completion of the Train the Trainer course. Please note: Refresher periods for renewing our In house Moving and Handling Trainers certificate is 2 years

Relevant Legislation and Guidance

- Health and Safety at Work etc Act 1974
(www.hse.gov.uk/legislation/hswa.htm)
- The Manual Handling Operations Regulations 1992
(www.legislation.gov.uk/ukxi/1992/2793/contents/made)
- Management of Health and Safety at Work Regulations 1999
(www.legislation.gov.uk/ukxi/1999/3242/contents/made)
- The Health and Safety Executive (HSE)
(www.hse.gov.uk)
- The National Back Exchange
(www.nationalbackexchange.org)

Course Outcomes

1. Be able to demonstrate a sound knowledge of relevant legislation that affects you, your job, your employer and employees.
2. Understand the workings of the spine and how to reduce the risks of spinal injury.
3. Be able to demonstrate an appreciation of the principles of biomechanics.
4. Be able to demonstrate an appreciation of ergonomics.
5. Be able to demonstrate a sound knowledge of risk assessment.
6. Be able to demonstrate a sound knowledge of ‘controversial techniques’.
7. Be able to demonstrate a sound knowledge of up to date practical skills in the moving and handling of clients in a care setting.

Be able to demonstrate the skills and confidence to convey manual handling knowledge and skills to others.

Moving and Handling of Loads

Duration: 3hrs

Dates: 14 October 2014
13 January 2015

Additional dates to be confirmed via weekly update sheet

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

All Staff with **no** service user contact

Moving and Handling training is a legal requirement for all staff.

Moving and Handling activities represent one of the biggest risks to employee health; it is the second largest cause of occupation illness. Within Health and Social Care sectors the level of injuries are much greater than in the wider workforce. Safer Moving and Handling is an integral part of service user care.

The learning outcomes for Moving and Handling in the Learning & Development Guide have been divided into 2 levels

1. Level 1 is aimed at all staff and reflects a basic standard, providing a general awareness of Moving and Handling, which should underpin all levels of training.

Dependent on role and location, the learning outcomes given here should be supplemented by specific job and site training as deemed necessary by individual teams based on local risk assessment, training needs analysis and policy.

Relevant Legislation and Guidance

- Health and Safety at Work etc Act 1974 (www.hse.gov.uk/legislation/hswa.htm)
- The Manual Handling Operations Regulations 1992 (www.legislation.gov.uk/ukSI/1992/2793/contents/made)
- Management of Health and Safety at Work Regulations 1999 (www.legislation.gov.uk/ukSI/1999/3242/contents/made)
- The Health and Safety Executive (HSE) (www.hse.gov.uk)
- The National Back Exchange (www.nationalbackexchange.org)

Learning Outcomes

All Staff should be able to:

- a) Describe employers and employees responsibilities under relevant national Health & Safety legislation including most recent versions of the Moving and Handling Regulations.
- b) Describe responsibilities under local Policies for Moving and Handling.
- c) Identify where additional advice and information can be sought relating to Moving and Handling issues if necessary.

Demonstrate competence to conduct 'on the spot' risk assessments prior to moving inanimate loads.

Describe:

- a) An ergonomic approach to manual handling and other work tasks leading to improved working posture.
- b) Good back care to promote general muscular-skeletal health.
- c) Principles of safer handling.

Identify local risk management processes and safe systems of work within your organisation.

Describe the importance of good team communication of all risk assessments conducted in safer handling.

Identify appropriate risk control strategies, resources and support channels available following a risk assessment.

Describe and demonstrate the processes involved in object handling with the best quality care using appropriate, safe and dignified moving and handling procedures (where appropriate).

Equality, Diversity and Human Rights

Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense. The following learning outcomes reflect the basic standard which should be incorporated into equality and diversity training for all staff. Dependent on role and location, the learning outcomes given here should be supplemented by specific job and site training as deemed necessary by the organisation based on local policy and training needs analysis.

Also look at our workshops on Carers awareness, autism awareness and learning disability awareness.

Relevant Legislation and Guidance

- Equality Act 2010
(www.equalities.gov.uk/equality_act_2010.aspx)

Target Audience

All Staff

Note: Additional training may be required for specific roles or service needs. In addition, local specific training should be provided for all staff where needed based on localised risk assessment, training needs analysis and policy.

LEARNING OUTCOMES

All Staff should be able to:

- Explain how legislation, policies and processes can enable staff members to act appropriately and understand people's rights
- Describe individual role and responsibilities in supporting equality and diversity.
- Explain how to challenge behaviours that undermine equality and diversity, including bullying and harassment.
- Describe how to treat everyone with dignity, courtesy and respect and value people as individuals.
- Demonstrate how to take account of own behavior and its effect on others.

Note: In addition, local specific training should be provided for all staff where needed based on localised risk assessment, training needs analysis and policy.

To access this training log into the learning pool

www.learningpool.com/knowsley

Equality, Diversity and Human Rights Refresher Periods

It is recommended that all staff should undertake refresher training for Equality, Diversity and Human Rights at least once every 3 years.

If staff can demonstrate through a formal assessment they have retained the knowledge covered by the learning outcomes and can apply them in their role, this will be sufficient for their refresher training. If staff can not demonstrate this they will need to repeat the full training.

If there has been a change in Equality, Diversity and Human Rights Legislation nationally or an organisation has amended its policy locally, all staff will need to receive an update to reflect any changes.

Autism Awareness

Duration: 3hrs.

Time: 9.30 am – 12.30 am

Dates: 18 June 2014
23 September 2014
05 November 2014
10 December 2014
25 March 2015

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Relevant legislation & guidance

It is essential to staff roles that autism awareness training is available to everyone working in health or social care, including staff carrying out community care assessments and those working within the criminal justice sector. Autism awareness should also be part of the core training curricula for doctors, nurses and other clinicians.

Target Audience

All front-line staff

Learning Outcomes

- Explain what is meant by autism as a spectrum and the complexity of diagnosis
- List the facts and key characteristics of autism
- Discuss the experiences of a person who has autism
- Explain how you can sign post or refer onwards and explain professionals who may become involved in the diagnosis and care of the person.

Note: In addition, local specific training should be provided for all staff where needed based on local risk assessment, individual or service need, training needs analysis and policy.

Refresher Period

Every three years or when there is a policy or strategy change.

First Aid and Life support.

All social care organisations should ensure that staff members receive training and regular updates for maintaining a level of competence in Basic First Aid appropriate to their role.

The learning outcomes for First Aid in the guide have been broken down into a number of levels to take account of various staff roles, their range of responsibilities.

The levels are intended to be progressive; therefore someone who is trained at Level 2 must also be trained at Level 1.

Dependent on role and location, the learning outcomes given here should be supplemented by specific job and site training as deemed necessary by the teams based on local risk assessment and training needs analysis.

Relevant Legislation and Guidance

- Resuscitation Council (UK)
(www.resus.org.uk)
- The Resuscitation Guidelines 2010
(www.resus.org.uk/pages/GL2010.pdf)
- Cardiopulmonary Resuscitation - Standards for clinical practice and training
(www.resus.org.uk/pages/standard.pdf)

HABC Level 2 Award in Emergency First Aid

Duration: Full Day

Time: 9.30 am – 4.30 pm

Dates: 28 April 2014
12 May 2014
23 June 2014
29 September 2014
6 October 2014
10 November 2014
8 December 2014
20 January 2015
17 February 2015
17 March 2015

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

Basic Knowledge for All Staff.

Learning Outcomes

All Staff should be able to:

- Understand the role and responsibilities of a first aider.
- Be able to assess an incident.
- Be able to manage an unresponsive casualty who is breathing normally.
- Be able to manage an unresponsive casualty who is not breathing normally.
- Know how to recognise and assist a casualty who is choking.
- Be able to manage a casualty with external bleeding.
- Be able to manage a casualty who is in shock.
- Be able to manage a casualty with a minor injury.

First Aid Refresher Periods

Refresher periods for First Aid training should be a minimum of:

- On induction and every 3 years

HABC Level 3 Award Full Accredited Emergency First Aid Course for Designated First Aiders

Duration: 3 day course

Times: 9.30am – 4.30pm

Dates: 7, 8, 9 July 2014
8, 9, 10 October 2014

Please note: further dates may be scheduled following this, subject to demand.

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

Senior staff with First Aider responsibility. The qualification is aimed at learners already working or preparing to work in industry that is identified within the company's risk assessment of First Aid. The qualification has a recommended course duration of 3 days; however the course duration may be increased to meet additional learning needs if required but not reduced.

Learning Outcomes

- Be able to conduct a secondary survey
- Be able to administer first aid to a casualty with injuries to bones, muscles and joints
- Be able to administer First Aid to a casualty with suspected head and spinal injuries
- Be able to administer First Aid to a casualty with suspected chest injuries
- Be able to administer First Aid to a casualty with burns and scalds
- Be able to administer First Aid to a casualty with an eye injury
- Be able to administer First Aid to a casualty with sudden poisoning
- Be able to administer First Aid to a casualty with anaphylaxis
- Be able to provide First Aid to a casualty with suspected major illness.

First Aid Refresher Periods

Refresher periods for this training should be a minimum of:

- On Induction then every three years

If staff can not demonstrate this they will need to repeat the training.

Paediatric First Aid

Duration: Full Day

Dates: 24 & 25 September 2014
12 & 13 February 2015

Times: 9.30am – 4.30pm

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience:

All staff with direct service user contact

***Please note:** Practitioners who's work involves meeting the Early Years Foundation Stage Framework (EYFS 2012) should refer to the latest EYFS guidance around Paediatric First Aid Training.*

Learning Outcomes

Staff with direct service user contact should be able to:

- Demonstrate an awareness of current legislation, local policies and procedures.
- Recognise a person who is seriously ill / in distress / unconscious / unresponsive.
- Initiate an appropriate emergency response.
- Initiate and maintain effective chest compression in accordance with current Resuscitation Council guidelines.
- Initiate and maintain effective lung ventilations in accordance with Resuscitation Council guidelines.
- Provide effective airway management and respiratory support to a person with a threatened airway (unconscious person, choking and respiratory arrest).
- Facilitate the person in the recovery position.
- Demonstrate an awareness of the responsibility to accurately report and record details of an emergency event.
- Articulate their individual role and responsibilities within the team in responding to emergency situations.

First Aid Refresher Periods

Refresher periods for this training should be a minimum of:

- On Induction then every three years

If staff can not demonstrate this they will need to repeat the training.

If there has been a change in Resuscitation legislation nationally or an organisation has amended its policy locally, staff will need to receive an update to reflect any changes.

Health and Safety

Dates: 24 July 2014
19 August 2014
16 September 2014
23 October 2014
18 November 2014
15 January 2015
19 February 2015
3rd March 2015

Duration: 3hrs.

Times: 9.30am – 12.30pm

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Health and Safety training is a legal requirement for all staff. Everyone within an organisation needs to know how to work safely and without risks to health. The following learning outcomes have been mapped against the relevant legislation. They reflect the minimum standard that should be incorporated into health and safety training.

Dependent on role and location, the learning outcomes given here should be supplemented by specific job and site training as deemed necessary by the organisation based on local risk assessment, training needs analysis and policy.

Relevant Legislation and Guidance

- The Health and Safety Executive (HSE) (www.hse.gov.uk)
- Health and Safety at Work etc Act 1974 (www.hse.gov.uk/legislation/hswa.htm)
- Management of Health and Safety at Work Regulations 1999(www.legislation.gov.uk/ukxi/1999/3242/contents/made)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (www.legislation.gov.uk/ukxi/1995/3163/contents/made)

Target Audience

All Staff. Additional training may be required for specific roles or service needs.

Learning Outcomes

All Staff should be able to:

- Describe where additional information about health and safety, including relevant national legislation or guidance and local policies, may be found.
- Recognise work place hazards and/or incidents and the need for preventative and appropriate remedial action. Understand and promote safe working practices.

- Demonstrate the importance of acting in ways that are consistent with legislation, policies and procedures for maintaining own and others' health, safety and security.
- Demonstrate how to report any issues at work that may put health, safety and security at risk.
- Identify and assess the potential risks involved in work activities and processes for self and others.
- Identify individual responsibilities in reporting incidents and describe details of the policies and processes in place for reporting such incidents.
- Demonstrate an understanding of the need to co-operate with their employer on health & safety matters and correctly use work items provided by their employer. For example, this may include the use of personal protective equipment in accordance with the appropriate training and/or instructions.
- Demonstrate an understanding that individuals must not misuse anything provided for their and others' health, safety or welfare.

Health and Safety Refresher Periods

It is recommended that all staff should undertake refresher training for Health and Safety at least once every 3 years.

If staff can demonstrate through a formal assessment they have retained the knowledge covered by the learning outcomes and can apply them in their role, this will be sufficient for their refresher training. If staff can not demonstrate this they will need to repeat the full training.

If there has been a change in Health and Safety Legislation nationally or an organisation has amended its policy locally, all staff will need to receive an update to reflect any changes.

For e-learning relating to Health and Safety log into
www.learningpool.com/knowsley

Infection Control & Prevention

Infection Control and Prevention is everyone's business.

All social care organisations need to put Infection Control and Prevention at the heart of good management to ensure effective protection of the public's health and to minimise the risk of infection.

- This training is aimed at All Staff and reflects a basic standard which should be incorporated into Infection Control and Prevention training for all levels.

Dependent on role and location, the learning outcomes given here should be supplemented by specific job and site training as deemed necessary by the organisation based on local risk assessment and training needs analysis. It is the responsibility of the organisation to determine how the training should be delivered, and provide the assurance that it meets the Learning Outcomes provided here.

Relevant Legislation and Guidance

- The Health Act 2009
(www.dh.gov.uk/en/Publicationsandstatistics/Legislation/Actsandbills/DH_093280)
- The Health & Social Care Act 2008
(www.dh.gov.uk/en/Publicationsandstatistics/Legislation/Actsandbills/HealthandSocialCareBill/index.htm)
- The Infection Prevention Society
(www.ips.uk.net)

Infection Control & Prevention

Duration: 1.5 hrs.

Times: 2.00 pm – 3.30 pm

Dates: 30 April 2014
25 June 2014
24 September 2014
26 November 2014
25 February 2015
15th October 2014

18th March 2015: 10.00 am – 11.30 Noon

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

Mandatory for all staff

Learning Outcomes All Staff should be able to:

- Describe where additional information about Infection Control and Prevention, including relevant national legislation or guidance and local policies, may be found.
- Describe the basic infrastructure and your role in Infection Control and Prevention. For example this can include relevant contact numbers, role of occupational health, out of office contacts and reporting infrastructure. It may also include:
 - Management of accidental splash or sharps injuries.
 - Management of blood and body fluid spillages.
 - Maintenance of environmental cleanliness and impact on infection control.
 - Basic Hand Hygiene & Viruses.
- Describe the role of hand hygiene in the prevention of transmission of infection and demonstrate an understanding of hand hygiene techniques.
- Demonstrate an understanding of the general principles of Infection Control and Prevention.
- Give examples of how individuals, (for example, staff, patients & visitors) can contribute to Infection Control and Prevention.
- Define Healthcare Associated Infections and develop an understanding of why this is important (where appropriate).
- Identify factors which may increase an individual's susceptibility to infection (where appropriate).

We recommend the following refresher periods for Infection Control and Prevention training: Clinical staff should have an update every year, non-clinical every 2 years.

If staff can demonstrate through a formal assessment they have retained the knowledge covered by the learning outcomes and can apply them in their role, this will be sufficient for their refresher training. If staff can not demonstrate this they will need to repeat the full training.

If there has been a change in Infection Control and Prevention Legislation nationally or an organisation has amended its policy locally, staff will need to receive an update to reflect any changes.

Food Hygiene

This e learning module gives a basic introduction to food and drink hygiene.

Depending on your role you may have to attend the active learning workshop or may need accredited training. In the first instance ask your Line Manager.

Should you need further advice contact the Learning and Development Team.

This e learning module provides a great basic awareness.

For e-learning relating to Health and Safety including Food Hygiene log into

www.learningpool.com/knowsley

Food for Life – Incorporating Food Hygiene, Health & Safety, Infection Control, Fire Safety, Nutrition & Hydration. All in one active learning workshop.

Duration: Full Day

Times: 9.30 am – 4.30 pm

Dates: 23 May 2014
19 September 2014
13 October 2014
24 November 2014
19 January 2015
12 February 2015
16th March 2015

Venue: New Hutte Neighbourhood Centre, Lichfield Road, Halewood, L26 1TT

Target Audience

All staff involved in the handling, preparation and storage of food in their role. This includes awareness of the routines to be followed to avoid any potential hazards to the health of others.

Learning Outcomes

- Health & Safety overview
- Food safety overview and safe practices
- Infection control overview
- Fire Safety overview
- Develop basic meal menu and produce the meal taking into account healthy eating, planning and hydration.

Pre- requisite

- Learners will be given a choice of meal/ ingredients to make and learners will advise tutor prior to the session of the meal choice to ensure appropriate ingredients are in the kitchen for the session.