

one-day **APPOINTED PERSON**
FIRST AID COURSE

“In Company”

9.00 am – 4.30 pm

The Health & Safety (First Aid) Regulations 1981
require employers to make adequate first aid provision for all employees.

Attendance on our **HSE approved** one-day First Aid appointed person course will enable your employees to learn about and understand the procedures for attending to injuries and illnesses most likely to be encountered within the workplace. This enables non-life-threatening occurrences to be dealt with promptly and correctly, thus reducing stress and lost work time.

Areas covered:

- **THE AIMS OF THE FIRST-AIDER**
- **PRIMARY SURVEY**
- **DIAGNOSIS**
- **BASIC LIFE SUPPORT**
- **CARDIO PULMONARY RESUSCITATION**
- **RECOVERY POSITION**
- **WOUNDS / BLEEDING**
- **BANDAGING**
- **REQUIREMENTS FOR FIRST AID EQUIPMENT**



In Company Cost (max 12 people) £495.00 + VAT

Satisfactory completion of this course will result in attendees receiving a **certificate, valid for 3 years**, and course reference material.

Please Call Paul Bennis for further details – 01733 261131

TRAINING BOOKING FORM

To: RHA National Training, National Operations, Roadway House, Bretton Way, Peterborough, PE3 8DD.
Tel: 01733 261456 Fax: 01733 330279 e-mail: training@rha.net web: www.rha.net

FIRST AID COURSE (one day) APPOINTED PERSON

Location	Date	No. Attending	Sub Total (£)
In Company			
£ 495.00 + VAT		VAT @ 17.5%	
		TOTAL	

Delegate Name(s):

Company Name: Contact:

Address:

..... Postcode:

Tel No: Fax No:

e-mail: Membership No (if applicable):

Signed: Dated:

Please advise if you have any special dietary requirements:

Please make cheques payable to 'RHA Limited'.

Payment may be made by credit card/Switch – please complete details below:-

Credit Card Holders Name:

Credit Card No: Expiry Date:

Security No (3 digits next to signature): Type of Card (Visa, Mastercard, etc. AMEX not accepted):

CONDITIONS OF BUSINESS

1. If you wish to cancel it is imperative that you obtain a cancellation number from the Training Department – 01733 261456.
2. Cancellation of agreed joining instructions by a customer 14 days or more prior to the commencement of the course date will incur an administration charge of 25% of the total course fee excluding VAT.
Cancellations within 14 days by a customer prior to the course commencement date will result in the whole course fee being forfeited.
3. Substitution of course delegates will be accepted upon reasonable notice being given and the original joining instructions and fee will be deemed to be accepted.
4. Payment of all course fees must be made prior to the commencement of the course unless other arrangements have been mutually agreed with RHA. **Cheques accompanying bookings should be made payable to "RHA Ltd"**. RHA reserves the right through non-payment by the customer prior to the course to cancel the joining instructions and offer the position elsewhere.
5. Any variations to the joining instructions, course date, time of attendance etc. made by RHA will be notified to the customer. RHA will make every effort to ensure the original instructions are complied with. In the event of course/delegate cancellation made by RHA every endeavour will be made for the delegate to attend the next available course. All incidents and actions including any money refunds are dealt with promptly and fairly within the Company's Quality Management System.
6. Every effort is made to ensure that both the instruction, hand outs/course notes given are true and correct at the time but RHA does not accept any responsibility for any errors or omissions.
7. Any delegate attending RHA's premises including vehicles, are required to adhere to any notices or instructions given to them by RHA staff. RHA does not accept any responsibility for personal belongings or vehicles left on the premises.
8. Unless specific arrangements are made for course refreshments by RHA, refreshments during the course will be the delegate's responsibility.
9. Where external examinations are involved and details have been supplied by the delegate for enrolment, RHA cannot accept any responsibility for the accuracy if a dispute should arise with the examinations body.
10. It is important that adequate provision is made to ensure that drivers attending courses are able to comply with the rest requirements laid down in Drivers Hours regulations.

The above terms and conditions are binding on accepting the joining instructions and no variation may be made without the specific signed agreement of the management of RHA.