



DIRECT
TRAINING G.B. LTD



HSE & CITB APPROVED

DIRECT TRAINING MEETING ALL YOUR TRAINING NEEDS



HIGH QUALITY TRAINING AT AFFORDABLE PRICES

Choose Direct Training (GB) Limited with total confidence

As did

Sportsworld



George Wimpey

BASSETLAW BASSETLAW
DISTRICT COUNCIL



George Wimpey plc

George Wimpey plc



Faircloughs Builders
Faircloughs Builders

Southern Cross Healthcare



Banner Jones Middleton Solicitors

and numerous schools and nurseries in
Derbyshire, Nottinghamshire and South Yorkshire



Health and Safety Executive Approved Training

C.I.T.B Approved Training

**Direct Training (GB) Ltd
Suite 5, Rotherside Court
Eckington Business Park
Rotherside Road
Eckington
Derbyshire
S21 4HL**

**Tel: 01246 432984
Fax: 01246 432978
Email: training@dtgb.co.uk
Visit us at: www.dtgb.co.uk**

Dear Sir/Madam

Introduction to Direct Training

Choosing your training provider has never been more important. Here are just some of the reasons you should choose **Direct Training (GB) Limited**.

Quality

We strive to be perceived by our Customers as a company whose service and support consistently exceed those of our competitors.

Training

Our instructors are highly qualified with hands on experience in their field. This experience combined with excellent teaching skills ensures the best methods are used to teach our students.

Flexibility

We offer bespoke training courses to suit a company's needs. These can be held at our excellent training centre, or on your own premises if they are suitable. Dates and times can be chosen to suit your organisation. First Aid courses can be split over 2 to 4 weeks limiting the impact of reduced staff levels.

Support

Each student receives a Manual, relevant to the course, complete with notes and illustrations covering everything that has been taught. On course completion, and the passing of the assessment, if required, each student will receive a Certificate.

Aftercare

We encourage attendees to contact us if they require additional support. We also remind you in advance, when any Certificate is due for renewal. Helping to ensure that your HSE requirements do not lapse.

Funding

We are a registered company with the CITB, therefore you may be able to claim funding for any training. If you are a CITB registered company.

When courses are run from our own training centre in Eckington, we include a buffet lunch and refreshments for the full day courses.

CONTENTS

Advertisements	1
Introduction to Direct Training.....	2
CONTENTS.....	3
4-DAY FIRST AID AT WORK COURSE	4
FIRST AID AT WORK	5
REFRESHER COURSE	5
APPOINTED PERSONS.....	6
EMERGENCY FIRST AID COURSE	6
LIFESAVER, BABY & INFANT.....	7
EMERGENCY FIRST AID COURSE	7
MOVING AND HANDLING COURSE.....	8
PATIENT HANDLING	9
FIRE MARSHAL TRAINING	10
FIRE SAFETY TRAINING.....	11
FIRE RISK ASSESSMENT	12
CIEH HEALTH & SAFETY IN THE WORKPLACE.....	13
CIEH FOUNDATION FOOD HYGIENE.....	14
INFECTION CONTROL.....	15
CONFLICT MANAGEMENT	16
AED - AUTOMATED EXTERNAL DEFIBRILLATOR	17
TERMS & CONDITIONS	18
How to find us.....	19

4-DAY FIRST AID AT WORK COURSE

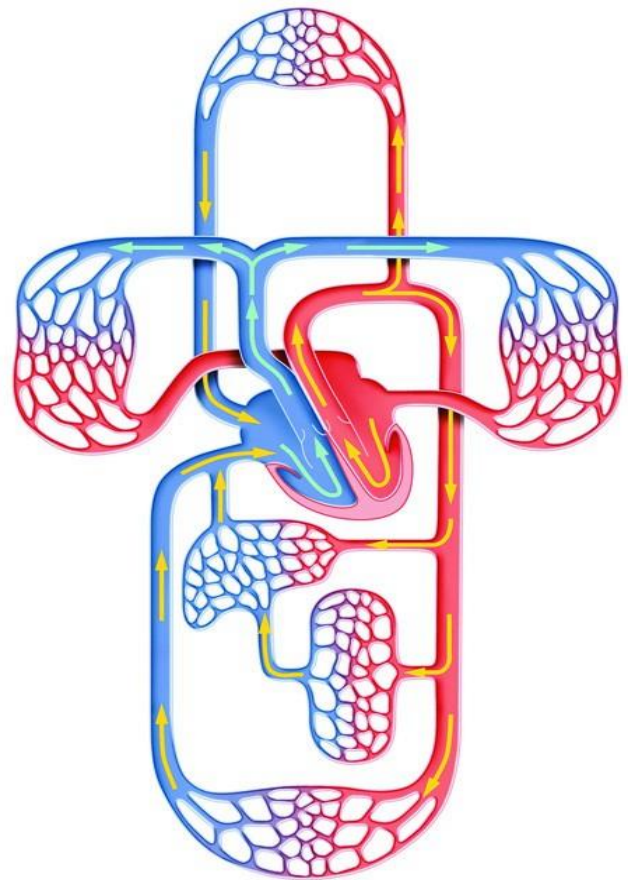
A Health & Safety Executive Approved course, that complies with the Health and Safety (First-Aid) Regulations 1981. This is an in-depth course that will take you through a wide range of injuries and illnesses that can occur in the home, street or workplace.

Who Should Attend?

- People that are in high-risk work environments.
- Nominees by an employer who deems that their business requires a First Aider

Course Content

- Health & Safety
- Using a First Aid Kit
- Incident Management
- Resuscitation/CPR – Adult, Child, Baby
- Recovery Position
- Choking – Adult, Child, Baby
- Burns & Scalds
- Poisoning including Anaphylaxis
- Epilepsy
- Shock
- Bleeding & Nose Bleeds
- Asthma
- Head Injuries
- Fractures, Sprains & Strains
- Many Other Specific Conditions



Course Duration

4 Days

Assessment / Certification

Independent qualified assessors carry out the assessments. Each delegate, that passes, will receive a Certificate valid for 3 years.

Cost

Which includes refreshments and a buffet lunch is detailed at the back of this brochure.

FIRST AID AT WORK REFRESHER COURSE

A Health & Safety Executive Approved course, that complies with the Health and Safety (First-Aid) Regulations 1981. This is a refresher course for those that have attended, and passed the 4 - Day First Aid at Work Course.

Who Should Attend?

- People who hold a valid First Aid At Work Certificate.

Course Content

- Health & Safety
- Using a First Aid Kit
- Incident Management
- Resuscitation/CPR – Adult, Child, Baby
- Recovery Position
- Choking – Adult, Child, Baby
- Burns & Scalds
- Poisoning including Anaphylaxis
- Epilepsy
- Shock
- Bleeding & Nose Bleeds
- Asthma
- Head Injuries
- Fractures, Sprains & Strains
- Many Other Specific Conditions

Skelly ! still
holds a First
Aid Certificate



Course Duration

2 Days

Assessment / Certification

Independent qualified assessors carry out the assessments. Each delegate, that passes, will receive a Certificate valid for a further 3 years.

NB – training can take place 3 months in advance of the Certificate expiry date. The new Certificate will be dated from the expiry date of the “old” Certificate.

Cost

Which includes refreshments and a buffet lunch is detailed at the back of this brochure.

APPOINTED PERSONS **EMERGENCY FIRST AID COURSE**

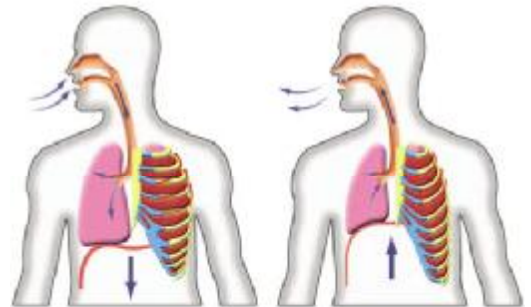
This Course is ideal for smaller work places for persons in a medium - low risk work environment.

Who Should Attend?

Any member of an organisation who would find themselves in charge, or who has been appointed to take charge of first aid during a first aid emergency in the absence of a qualified First Aider.

Course Content

- Health & Safety
- First Aid Kit
- Resuscitation/CPR – Adult, Child, Baby
- Recovery Position
- Choking – Adult, Child, Baby
- Burns & Scalds
- Poisoning including Anaphylaxis
- Epilepsy
- Shock
- Bleeding & Nose Bleeds
- Asthma
- Head Injuries
- Breaks, Sprains & Strains
- Specific Conditions (Heart Attack)



Course Duration

6 hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a Certificate valid for 3 years.

Cost

Which includes refreshments and a buffet lunch is detailed at the back of this brochure.

LIFESAVER, BABY & INFANT EMERGENCY FIRST AID COURSE

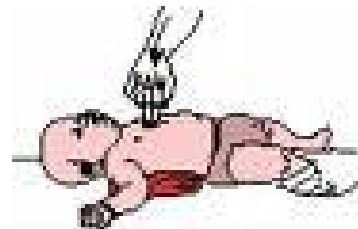
Our Paediatric First Aid Courses are designed specifically to deal with emergencies on baby's and young children. You will be taken through emergency procedures with our fully qualified instructors.

Who Should Attend?

- Teachers
- Classroom Assistants
- Playgroup Assistants
- Nursery Nurses

Course Content

- Health & Safety
- First Aid Kit
- Resuscitation/CPR – Adult, Child, Baby
- Recovery Position
- Choking – Adult, Child, Baby
- Burns & Scalds
- Poisoning including Anaphylaxis
- Infantile Convulsions
- Shock
- Bleeding & Nose Bleeds
- Asthma
- Head Injuries
- Breaks, Sprains & Strains
- Childhood Diseases



Course Duration

6 or 12 hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a Certificate valid for 3 years.

Cost

See price list at the end of the brochure

MOVING AND HANDLING COURSE

Every business has a responsibility to ensure that it's workforce know the correct handling and lifting procedures. Back problems are one of the major causes of absenteeism in the workplace. Over one million people are affected every year.

Who Should Attend?

- All Managers and employees

Course Content

- Health & Safety
- Causes of back pain
- Anatomy & Physiology
- Risk Assessment
- Correct Lifting and Carrying Procedures
- Alternative Lifts
- Record Keeping

Course Duration

3 Hours

Assessment/Certification

Assessment is carried out during the course and each delegate will receive a Certificate valid for 3 years.

Cost

See price list at the end of the brochure



PATIENT HANDLING

The care industry has a high risk for staff absenteeism due to back injuries. This course is ideal for teaching staff the correct techniques for moving, lifting and handling people therefore minimising injuries to Carers.

Who Should Attend?

- People in Healthcare whose work involves moving, lifting and handling people.

There's a wrong way



Course Content

- Health & Safety
- Causes of back pain
- Anatomy & Physiology
- Risk Assessment
- Principles of moving patients in a care situation
- Moving a person in bed
- Using a hoist
- Using wheelchairs
- Record Keeping

...and a right way

Course Duration

4 Hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a Certificate valid for 3 years.



Cost

See price list at the end of the brochure

FIRE MARSHAL TRAINING

Fire is always a potential danger to lives and property. This course will make people more aware of evacuation procedures and use of fire fighting equipment i.e. extinguishers, hose reels and blankets.

Who Should Attend?

- Those responsible for formulating and instigating workplace fire procedures.

Course Content

- Aims of Fire Safety
- Methods of Evacuation
- Fire Prevention
- What is Fire
- Actions on Discovering a Fire
- Growth & Spread of Fire
- Fire Extinguishers
- Hose Reels & Blankets
- Fire Fighting
- Fire Beyond Your Control
- How To Protect Yourself



Course Duration

4 Hours

Certification

Each delegate will receive a Certificate valid for 3 years.

Cost

See price list at the end of the brochure



FIRE SAFETY TRAINING

This Fire Safety Course is essential to minimise the risk of fire occurring and could save lives and also minimise damage to the company.

Who Should Attend?

- All employers and employees.

Course Content

- Aims of Fire Safety
- Principles of Combustion
- Fire Prevention
- Actions on Discovering Fire
- Human Behaviour in Fire
- Fire Growth & Spread
- Fire Fighting

Course Duration

3 Hours

Certification

Each delegate will receive a Certificate valid for 3 years.

Cost

See price list at the end of the brochure



A little Training could
have saved this!!!



FIRE RISK ASSESSMENT

To comply with the law, every employer must carry out a fire risk assessment of his or her workplace in order to minimise the risk of fire.

You must consider the safety of:-

- Your employees
- Visitors
- Customers
- And any other persons who could be affected by a fire

If you employ more than 4 persons the risk assessment must be recorded.

During 2006 the new Fire Safety Order 2005 will come into force, placing further duties on the responsible person.

Why not let us take this worry off your shoulders? In every case we will work with you and ensure that you:-

- Are safe from fire
- Comply with the law
- Are getting value for money from your fire expenditure without waste
- Have provisions appropriate for your business needs

***Fire Precautions (workplace) Regulations 1997 (as amended) and from 2006 the Regulatory Reform (Fire Safety) Order 2005.**

OUR COST EFFECTIVE FIRE RISK ASSESSMENTS WILL HELP YOU FIND THE RIGHT BALANCE BETWEEN SAFETY AND COST

The cost is dependant on the size of the premises involved, i.e. small, medium or large. To find out – please ring for a quote.

CIEH HEALTH & SAFETY IN THE WORKPLACE

This training programme has been designed to provide essential knowledge and understanding of Health & Safety for employees working in any sector of business.

Who Should Attend?

- Employers & Employees

Course Content

- Health & Safety At Work Act 1974
- Health & Safety At Work
- Accidents & ILL Health
- Risk Assessment
- First Aid At Work
- Workplace Safety
- Work Equipment
- Electricity
- Fire Prevention
- Occupational Health
- Hazardous Substances
- Ergonomics & Workstation Design



Course Duration

6-7 Hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a CIEH Certificate valid for 3 years.

Cost

See price list at the end of the brochure

CIEH FOUNDATION FOOD HYGIENE TRAINING

The course aims to enable delegates to meet the requirements of The Food Safety Act 1990 and The Food Safety Regulations 1995.

Who Should Attend?

- People involved in food preparation.

Course Content

- Food Safety (General Food Hygiene) Regulations 1995
- General Introduction
- Food Poisoning
- Bacteriology
- Prevention of Contamination & Food Poisoning
- Personal Hygiene
- Premises, Equipment & Pest Control
- Cleaning & Disinfection
- Legislation

Course Duration

6-7 Hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a CIEH Certificate valid for 3 years.

Cost

See price list at the end of the brochure



INFECTION CONTROL

The course aims to enable delegates to meet the requirements of Infection Control.

Who Should Attend?

- All employers and employees

Course Content

- Hand Washing - Antisepsis
- Diarrhoea and Vomiting
- Influenza
- MRSA
- Scabies
- Outbreak Recognition
- Statutory Requirements & Standards
- Precautions



Course Duration

2 – 3 Hours

Assessment / Certification

Assessment is carried out during the course and each delegate will receive a Certificate valid for 3 years.

Cost

See price list at the end of the brochure

CONFLICT MANAGEMENT

Conflict Management can be very difficult. This course is designed to prepare you and your staff to defuse and avoid the possibility of violence and abuse that often accompanies minor conflict. Our course will give you tools and skills that will enable you to avoid conflict in a much more confident and knowledgeable way.

Who Should Attend?

Any member of an organisation who is likely to find himself or herself in a position that conflict can arise.

Course Content

- The Law and what it means to you.
- The circles of conflict resolution.
- Physiological Signs and Symptoms.
- Understanding your antagonist.
- You in a conflict situation
- Defusing situations.



Course Duration

3 – 4 Hours

Assessment / Certification

Each delegate receives a handbook, to support the course, which provides further information and contacts for future use. Delegates also have a three-month contact period in which they can call to ask any questions regarding conflict situations. A certificate is also issued at the end of course.

Cost

See price list at the end of the brochure

AED - AUTOMATED EXTERNAL DEFIBRILLATOR

Training in the use of an Automatic External Defibrillator to improve the chances of surviving cardiac arrest.

Important factors to consider when assessing the risk of cardiac arrest will include the number of people using a facility and the risk of cardiac arrest occurring at the site. Current international resuscitation guidelines advise that evidence supports the establishment of public access defibrillation programmes (with the installation of an AED) when:

- The frequency of cardiac arrest is such that there is a reasonable probability of the use of an AED at least once in 2 years
- The time from call out of the conventional ambulance service to delivery of a shock cannot reliably be achieved within 5 minutes. (For practical purposes, this means almost the entire UK.)
- The time from collapse of a victim at the site until an AED can be brought is less than 5 minutes.
- If cardiac arrest occurs, a patient's chance of survival drops by 10% for every minute that goes by.
- It is a national statistic that the overall chance of survival from cardiac arrest is 5%. Where there is an AED in place, and there are trained personal to use it, this can increase up to 35%.

Who Should Attend?

- Holders of a current First Aid At Work Certificate.

Course Content

- To outline the assessment and management of the collapsed patient
- To Learn CPR skills
- To discuss the technology of AEDs
- To practice management of the patient in cardiac arrest with CPR and early defibrillation

Course Duration

4 Hours.

Assessment / Certification

Assessment is carried out at the end of the course and each delegate that passes will receive a Certificate.

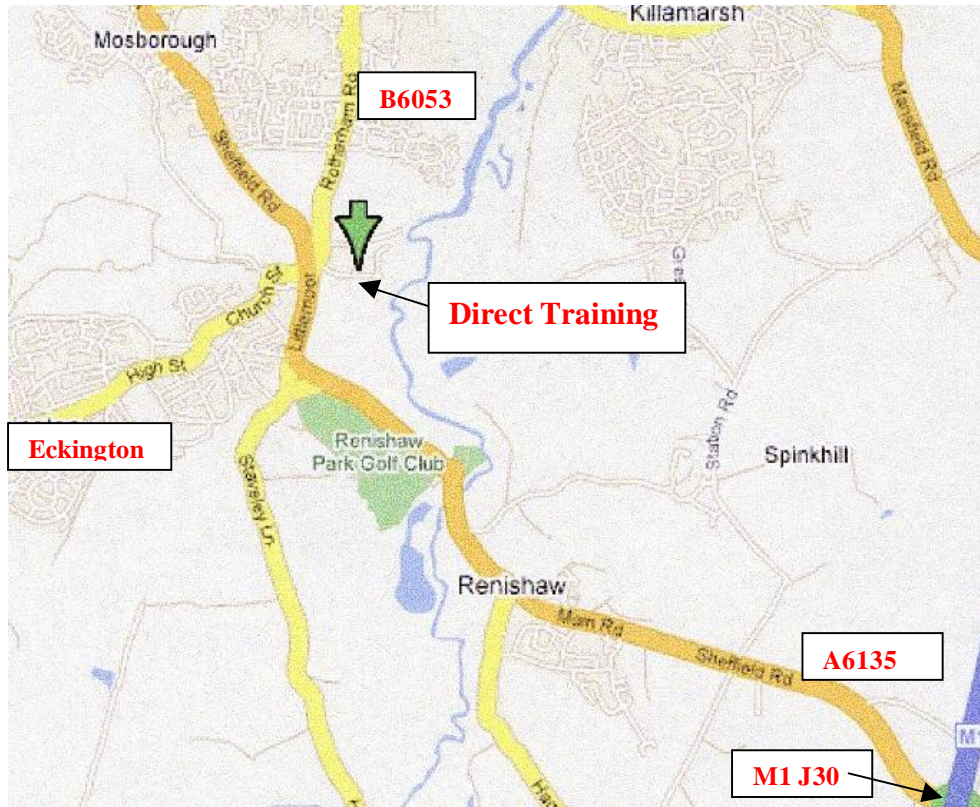
Cost

See price list at the end of the brochure

TERMS & CONDITIONS

1. These terms and conditions are between DIRECT TRAINING (GB) LTD and the Customer. They replace any previous terms and conditions of DIRECT TRAINING (GB) LTD and are the complete and only terms and conditions between the parties. All dealings between DIRECT TRAINING (GB) LTD and the Customer shall be governed by these terms and conditions that shall prevail over any others. DIRECT TRAINING (GB) LIMITED is a trading name of DIRECT TRAINING (GB) LIMITED.
2. These terms and conditions and any contract formed pursuant to them may be varied provided that DIRECT TRAINING (GB) LTD confirm the variation in writing.
3. A copy of these terms and conditions will be included with invoices and in the case of the provision of a training course, with the booking confirmation letter sent by DIRECT TRAINING (GB) LTD. If the Customer has not had prior sight of them and reasonably objects to any of these terms and conditions, the Customer shall be entitled to notify such objection to DIRECT TRAINING (GB) LTD within 7 days of first sight, (failing which, these terms and conditions will be deemed to have been accepted). If a solution to the objection cannot be reached between the parties it will be deemed by Direct Training that the contract has been terminated without penalty to either party.
4. A binding contract will be formed when DIRECT TRAINING (GB) LTD accept a Customer's order (the "**Contract**"). A confirmation letter will be dispatched to the Customer along with an invoice that must be paid prior to the commencement of the course.
5. Certificates to prove completion of the course may be withheld by DIRECT TRAINING (GB) LTD until payment is made in full. No refund shall be given should a delegate fail any course provided by DIRECT TRAINING (GB) LTD and DIRECT TRAINING (GB) LTD make no guarantee as to a delegate successfully passing any course.
6. DIRECT TRAINING (GB) Ltd will levy a charge of £10, payable in advance, for any replacement certificate that is requested by the Customer.
- 7.a If the Customer notifies DIRECT TRAINING (GB) LTD in writing of an intention to cancel any course booking, provided the full course fee **HAS** been paid, more than 2 weeks prior to the commencement date a full refund shall be given. Within 1-2 weeks of the commencement date a refund of 45% shall be given. Less than 1 week prior to the commencement date of the course no refund shall be given. No refund shall be given if a delegate does not attend.
- 7.b If the Customer notifies DIRECT TRAINING (GB) LTD in writing of an intention to cancel any course booking, and the full course fee has **NOT** been paid, more than 2 weeks prior to the commencement date no charge will be made. Within 1-2 weeks of the commencement date a charge of 55% shall be made. Less than 1 week prior to the commencement date the full course fee will be charged. Should a delegate not attend, without notifying Direct Training (GB) Ltd the full course fee will be payable.
8. Unless specified, Value Added Tax will not be included in any price and will be charged at the rate in force at the time of quotation.
9. Interest on invoices overdue for more than 21 Days will be charged at 8% per week, at the discretion of Direct Training (GB) Ltd. The Customer will pay any reasonable expenses incurred by DIRECT TRAINING (GB) LTD in pursuing any outstanding debt or debts due from the Customer. Where relevant interest shall be charged pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.
10. Confirmation & Invoices for services will be submitted to the Customer. DIRECT TRAINING (GB) LTD shall incur no liability for any errors not corrected by the Customer. The Customer shall notify DIRECT TRAINING (GB) LTD in writing within 7 days stating any inconsistencies. If the Customer does not notify DIRECT TRAINING (GB) LTD within this period, it will be deemed that the terms have been accepted.
11. **Force Majeure** DIRECT TRAINING (GB) LTD shall not be liable to the Customer for any failure to perform DIRECT TRAINING (GB) LTD's obligations under the Contract if the failure is due to any cause beyond DIRECT TRAINING (GB) LTD's reasonable control. DIRECT TRAINING (GB) LTD shall not be liable for any loss suffered by the Customer (except in respect of death or personal injury caused by DIRECT TRAINING (GB) LTD's negligence) including loss of profits arising out of performance of the Contract by DIRECT TRAINING (GB) LTD (or its servants or agents).
12. DIRECT TRAINING (GB) LTD reserve the right to cancel and/or amend course dates, times, contents and venues. Every effort will be made to give the Customer as much notice as possible and offer a reasonable alternative. If these are not satisfactory, DIRECT TRAINING (GB) LTD shall refund in full the price of the course. No further compensation will be given.
13. The Customer shall indemnify DIRECT TRAINING (GB) LTD for any loss or expenses caused as a result of providing inaccurate information to DIRECT TRAINING (GB) LTD, e.g. mistakes contained within the Customer's order, changes requested by the Customer to the Contract, cancellation of the Contract by the Customer or breach of the Contract by the Customer, (subject to DIRECT TRAINING (GB) LTD using all reasonable endeavors to minimize such loss).
14. The Customer shall not be entitled to set-off or deduct any amount from any invoice unless otherwise agreed by DIRECT TRAINING (GB) LTD.
15. If the Customer becomes bankrupt or enters into liquidation administration or administrative receivership or has a receiver of any of its assets appointed (or ceases or threatens to cease carrying on business) DIRECT TRAINING (GB) LTD shall be entitled to cancel any outstanding Contract(s) and/or suspend further services without liability to the Customer and any sums outstanding shall become immediately due.
16. Any dispute which cannot be resolved between the parties should be referred to the decision of a sole arbitrator to be agreed between the parties or, in default or agreement, appointed at the request of either party by the President of the Chartered Institute of Arbitrators. Arbitration shall take place in accordance with the Arbitration Act 1996.
17. Any written notice given under these terms and conditions shall be served either by registered post, facsimile or by email to the relevant party's registered/principal office or last known address.
18. The terms and conditions shall be governed and construed in accordance with English law and the parties submit to the exclusive jurisdiction of the English Courts. In the event that one or more clauses of these terms and conditions becomes invalid, illegal or unenforceable, the enforceability of the remaining provisions shall not be affected.
19. DIRECT TRAINING (GB) LTD reserves the right to increase the prices quoted at their discretion.

How to find us



From M1 – Leave the motorway at junction 30 take the exit signposted A6135 – Sheffield. Follow the A6135 for approx’ 2 miles you will pass the Sitwell Arms then the Renishaw Golf club on the right hand side. At the next set of traffic lights take the right hand lane. Turn right, then immediately right again into Rotherside road, NEDDC Depot on the left hand side. Rotherside Court is situated about 400yds on the right. Direct Training is across the car park in the left hand corner.

From Eckington –

Follow the High Street down hill into Church Street continue along Church St until you reach the traffic lights at the crossroads with the A6135. Go across the traffic lights then immediately turn right into Rotherside road, NEDDC Depot on the left hand side. Rotherside Court is situated about 400yds on the right. Direct Training is across the car park in the left hand corner.

From Sheffield – Halfway

Follow the B6053 past the Halfway Park & Ride Tram terminus on the left, stay on the B6053 past Morrison’s Super Market on the left. Through a set of traffic lights, down a steep hill. At the bottom of the hill, **before the traffic lights**, turn left into Rotherside Road NEDDC Depot on the left hand side. Rotherside Court is situated about 400yds on the right. Direct Training is across the car park in the left hand corner.

**DIRECT TRAINING GB Ltd, Suite 5, ECKINGTON BUSINESS PARK,
ROTHERSIDE COURT, ROTHERSIDE ROAD, ECKINGTON S21 4HL
Tel: 01246 432984**