



**ActionPoint**  
Training & Consultancy

# Training Solutions for Education & Early Years



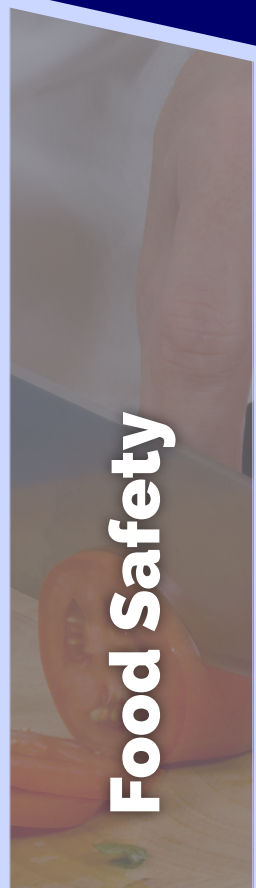
**Manual Handling**



**Health & Safety**



**Mental Health**



**Food Safety**



**Fire Safety**



**First Aid**



# About Us

Action Point Training & Consultancy Ltd is an **approved workplace compliance** training provider.

We provide training in **First Aid, Manual Handling, Mental Health First Aid, Fire Safety, Food Safety and Health & Safety**. We also specialise in education sector specific training courses such as **Positive Handling, Administration of Medicines and Safeguarding**.

Action Point Training was established in 2008. We are approved centres with the prestigious Quasafe Awards, Trusted Accreditation and other organisations to deliver **Ofqual and independently accredited courses**. We offer accredited training from other organisations such as CPD Certification Service, Royal Society for Prevention of Accidents (RoSPA) and Independent Asbestos Training Providers (IATP). We hold a **5 star rating on Google and Trustpilot**

The courses we provide are instructed by **fully qualified, experienced trainers that hold a current DBS certificate**. Our instructors will encourage your staff to understand their responsibilities in your workplace. Great emphasis is placed on understanding your business and helping your staff adopt a proactive approach to health and safety



## Face to Face

Our qualified and experienced trainer will lead your learners through the course in a fun and engaging manner.



## Online e-Learning

Complete the training course via e-learning on any tablet, any smartphone and any PC at time of your choosing



## Blended Learning

Combination of classroom instructor-led training and online e-learning. This may suit those organisations where it is challenging for employees to be 'off shift'.



## Virtual Instructor-led

Training undertaken via Zoom or Microsoft Teams. These courses are instructor-led. This training option may benefit those that are unable to travel



## Contact us:



**0330 133 2165**



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**www.actionpointtraining.com**



# Education Sector

## Early Years, Schools and Higher Education

Action Point Training has worked in the EYFS and education sector for over a decade, giving us a unique insight into the sector and its challenges. We specialise in child-minding, pre-schools, nurseries, childcare centres, schools, colleges, and universities.

### First Aid

Meet Ofsted & EYFS first aid training criteria, train your team in using an AED and be competent in medical conditions.

### Manual Handling

Reduce the chances of injury with our practical based training aimed at childcare and education settings.

### Health & Safety

Meet your legal obligations & improve the safety culture in your setting.

### Mental Health

Become a mental health first aider to give confidence and competence in managing a mental health first aid emergency

### Professional Focus Range

We offer a range of sector specific training such as Positive Handling, GDPR, Prevent, Handling Medicines and Safeguarding.

### Food Safety

Meet food safety standards in your catering operation. We offer Level 1, 2, and 3 accredited courses to suit all job roles.

### Fire Safety

Great for induction level training as well as becoming a qualified fire marshal.

## Site Management Team

Our courses can help you **meet your legal obligations for your team of site managers, caretakers, lunchtime supervisors and cleaners.**

Action Point Training offers a full training package ideal for your site team in courses such as Manual Handling, Risk Assessment, Officer in Charge, Control of Substances Hazardous to Health (COSHH), Working at Height, Asbestos, Legionella, Working Safely and more.



## Meet Ofsted First Aid Training Criteria

Action Point Training offers a full range of paediatric and adult first aid courses that meets these set standards.

Our 12 hour **Level 3 Award in Paediatric First Aid** will meet these obligations by covering the topics designated by Ofsted.



## Positive Handling

Our **Level 2 Award in Positive Handling in Schools** is part theory and part practical.

In the theory aspect we cover the legal obligations of the setting as well as **crucial de-escalation techniques.**

The practical module we cover **authorised safe restraint techniques** with the group to instill confidence if de-escalation was unsuccessful.



## Medical Conditions Training

Browse our range of courses that are designed to give knowledge, skills and confidence in understanding/responding to a wide of medical conditions.

- **Epilepsy and Using Rescue Medication**
- **Diabetes**
- **Asthma**
- **Anaphylaxis and the Auto-Injector EpiPen**



## Handling & Administration of Medicines

Most settings are unaware that training must be provided for those members of staff that administer and even handling medication. Paediatric First Aid training, for example, is not sufficient to train your team in the handling and administration of medicines. Our **Level 2 Award in Safe Handling & Administration of Medicines** will help you meet these important standards.



## Safeguarding

Action Point Training will provide updated working knowledge around Child Protection and Safeguarding issues and acts as a foundation and a springboard for further learning about the complexity of these issues.

See our professional focus to see our full range





# Education Focus



## Browse our range of courses....

### Level 2 Award in Positive Handling in Schools

This course is for Teachers, Learning & Support Assistants, Deputy Heads, Head Teachers, Governors that require training in positive handling to help de-escalate behaviour that challenges in an education setting.

| Learning Options  | Duration                     | Max               | Certificate     | Cost    |
|---|------------------------------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Blended Learning</li></ul> | Option of 4 or 6 hour Course | Up to 12 learners | 2 year validity | £600.00 |

### Level 2 Award in Safe Handling & Administration of Medicines

This award is suitable for learners that require the information to ensure the safe handling and administration of medications in a healthcare or education setting. Suitable for job roles that require training under The Medicines Act. This course is also suitable for those that complete controlled drug schedules.

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-Learning</li></ul> | 3 hours  | Up to 12 learners | 3 year validity | £325.00<br>£35 per person |

### Level 2 Award in General Data Protection Regulations

This award is suitable for anyone who requires training under the General Data Protection Regulations for their workplace or volunteer role. The course aims to enable the learner to familiarise themselves with the new legislation, adhere to the new regulations and how to apply it to their workplace

| Learning Options   | Duration | Max               | Certificate     | Cost                         |
|--|----------|-------------------|-----------------|------------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-Learning</li></ul> | 3 hours  | Up to 12 learners | 3 year validity | £325.00 or<br>£35 per person |

### Level 2 Award in Child Protection

This training would be suitable for those who currently work or intend to work in childcare. The course provides an updated working knowledge around Child Protection and Safeguarding issues and acts as a foundation and a springboard for further learning about the complexity of these issues. It also provides an insight into how Child Protection fits into the broader context of Safeguarding Children.

| Learning Options   | Duration | Max               | Certificate     | Cost                         |
|--|----------|-------------------|-----------------|------------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li></ul> | 6 hours  | Up to 12 learners | 1 year validity | £495.00 or<br>£35 per person |

### Level 2 Award in Anaphylaxis & the Auto-Injector

This qualification has been designed for those who have a specific responsibility at work, at home or in voluntary and community activities, to provide basic life support and manage anaphylaxis. Course includes the use of all the prescribed auto-injectors on the market including 'EpiPen', 'Jext' & 'Emerade'

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-Learning</li></ul> | 1 hour   | Up to 14 learners | 3 year validity | £200.00 |

### Level 2 Award in Epilepsy Awareness

This award is designed for employees, volunteers and community members working and/or supporting an individual with epilepsy or someone who wishes to gain a greater understanding of the condition. The course will enable the learner to identify the correct ways to support an individual who is having an epileptic seizure.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-Learning</li></ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 |

### Level 2 Award in Epilepsy & Using Rescue Medication

Specifically designed for those learners that are currently working, or intending to work, with individuals who are prescribed Buccal Midazolam or Rectal Diazepam rescue medication. This course has also been designed to ensure that staff are provided with current relevant theoretical knowledge and practical skills to administer rescue medication

| Learning Options  | Duration | Max               | Certificate     | Cost    |
|---|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Blended Learning</li></ul> | 3½ hours | Up to 14 learners | 3 year validity | £450.00 |

### Level 2 Award in Diabetes Awareness

This qualification is for people who have a specific responsibility at work, or in voluntary and community activities, to provide basic first aid to people in a range of emergency first aid situations. Learners will develop the skills and knowledge needed to administer emergency first aid in a range of emergency situations.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-Learning</li></ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 |



# First Aid

## THE FIRST AID TRAINING EXPERTS

Action Point Training has achieved awarding centre status for the previous 16 years to provide regulated first aid training. To achieve this we are **subject to external audits** and trainer observations in addition to our own **robust quality assurance programme**. Our customers can be assured that you are receiving up to date high quality first aid courses which are under constant quality review. All our first aid courses are practical based with **high quality training equipment** in a fun and motivating setting.



## ARE YOU MEETING YOUR LEGAL OBLIGATIONS FOR BOTH PAEDIATRIC & ADULT FIRST AID TRAINING CRITERIA?

Primary schools, pre-schools and nurseries are unique in the sense that they have both adults and children in their workplace. Your organisation would need to satisfy first aid training legal obligations for both Ofsted (for children) and Health & Safety Executive (for their adult employees). First aid treatment is slightly different depending on age so the organisation would require both adult and paediatric first aid provision. Follow the guide below to help meet your legal obligations:

### If you are a Primary School/Pre-School/Nursery and wish to cover both adults and paediatrics...

Book either:

- Level 3 Combined Award in First Aid at Work & Paediatric First Aid (3 day course)
- Level 3 Award in Paediatric First Aid (2 day course to cover paediatrics) and also Level 3 Award in Emergency First Aid at Work (1 day course to cover adults)

### If you are a secondary school...

Book either:

- Level 3 Combined Award in First Aid at Work & Paediatric First Aid (3 day course)
- Level 3 Award in First Aid at Work Requalifying (2 day course – if completed First Aid at Work within last 3 years)
- Level 3 Award in Emergency First Aid at Work (1 day course)

## 'EVERYONE, EVERYTIME' AED TRAINING PROMISE

We ensure that **ALL learners** have a go undertaking cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) with no-one missing out. You can be assured that attendees are **assessed as competent** in the use of a defibrillator.



### Qualified & DBS verified trainers

All our trainers are experienced and have passed a vetting process



### Approved content

All our courses are mapped to national standards



### Practical based first aid training

We have earned a reputation for 'learn by doing' practical based first aid courses



### 5 Star Reviews

See our Google and Trustpilot Pages for verified reviews

## First Aid Course Suite



### Level 3 Combined Award in First Aid at Work & Paediatric First Aid

EYFS settings and primary schools are unique in that they must meet first aid training under Ofsted (for children) and the Health & Safety Executive (as an employer of adult employees). This course is suitable for those that wish to meet both these obligations by combining two courses into 3 longer days.

| Learning Options           | Duration | Max         | Certificate     | Cost     |
|----------------------------|----------|-------------|-----------------|----------|
| • Classroom Instructor-Led | 21 hours | Up to       | 3 year validity | £1595.00 |
| • Blended Learning         | (3 days) | 12 learners |                 |          |

### Level 3 Award in Paediatric First Aid

Enables learners to attain the knowledge and practical competencies needed to deal with a range of paediatric first aid situations and paediatric illness, injuries and emergencies. Learners will be able to demonstrate the practical administration of safe, prompt, effective first aid in situations which can arise when looking after children. This course meets first aid training requirements under Ofsted.

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 12 hours | Up to       | 3 year validity | £720.00 |
| • Blended Learning         | (2 days) | 12 learners |                 |         |

### Level 3 Award in Emergency Paediatric First Aid

This award has been designed in-line with the current Early Years Foundation Stage (EYFS) requirements and wish to be included in a supporting role for the the staff to child ratios to comply with the EYFS requirements. This course is also ideal for anyone who cares for infants and children, such as parents, guardians, grandparents

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 6 hours  | Up to       | 3 year validity | £480.00 |
| • Blended Learning         | (1 day)  | 12 learners |                 |         |

### Level 3 Award in First Aid at Work

People who have a specific responsibility at work, or in voluntary and community activities, to provide first aid when dealing with an emergency situation. Learners will be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider. This award allows successful candidates to be designated a qualified first aider.

| Learning Options           | Duration | Max         | Certificate     | Cost     |
|----------------------------|----------|-------------|-----------------|----------|
| • Classroom Instructor-Led | 18 hours | Up to       | 3 year validity | £1295.00 |
| • Blended Learning         | (3 days) | 12 learners |                 |          |

### Level 3 Award in Emergency First Aid at Work

This qualification is for people who have a specific responsibility at work, or in voluntary and community activities, to provide basic first aid to people in a range of emergency first aid situations. Learners will develop the skills and knowledge needed to administer emergency first aid in a range of emergency situations.

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 6 hours  | Up to       | 3 year validity | £480.00 |
| • Blended Learning         | (1 day)  | 12 learners |                 |         |



## Level 3 Award in First Aid at Work Requalifying

Learners that wish to requalify their current in-date First Aid at Work certificate for a further 3 years. Learners will be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider. This qualification allows successful candidates to be designated a qualified first aider.

| Learning Options   | Duration             | Max                  | Certificate     | Cost    |
|--|----------------------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Blended Learning</li> </ul> | 12 hours<br>(2 days) | Up to<br>12 learners | 3 year validity | £795.00 |

## Level 2 Award in Basic Life Support

Those that have a specific responsibility at work, or in voluntary and community activities to provide basic life support for adults and children. It is also ideal for those who are qualified in providing first aid and are looking to refresh or develop their existing first aid knowledge and skills further.

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 2½ hours | Up to<br>12 learners | 3 year validity | £295.00 |

## Level 2 Award in Basic Life Support inc Anaphylaxis

Those that have a specific responsibility at work, or in voluntary and community activities to provide basic life support for adults and children. It is also ideal for those who are qualified in providing first aid and are looking to refresh or develop their existing first aid knowledge and skills further. This includes the anaphylaxis bolt on where we also cover the use of an auto-injector epipen.

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to<br>12 learners | 3 year validity | £330.00 |

## Level 2 Award in First Aid Essentials

Learners that wish to increase their awareness of basic first aid skills and how to react when faced with a sudden first aid emergency.

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to<br>12 learners | 3 year validity | £295.00 |

## Recommended training in First Aid Annual Refresher

The Health and Safety Executive (HSE) strongly recommend annual first aid training to keep skill levels high. This annual refresher is designed to refresh skills levels in a convenient half day format.

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to<br>12 learners | 3 year validity | £295.00 |

## Level 2 Award in CPR & Automated External Defibrillation

The course is designed for people who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid and/or use an AED when dealing with an emergency situation. Learners will be able to demonstrate the practical administration of safe, prompt, effective CPR and use of an AED in emergency situations

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to<br>14 learners | 1 year validity | £350.00 |

## Level 2 Award in Anaphylaxis & the Auto-Injector

This qualification has been designed for those who have a specific responsibility at work, at home or in voluntary and community activities, to provide basic life support and manage anaphylaxis. Course includes the use of all the prescribed auto-injectors on the market including 'EpiPen', 'Jext' & 'Emerade'

| Learning Options  | Duration | Max                  | Certificate     | Cost    |
|---|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 1 hour   | Up to<br>14 learners | 3 year validity | £200.00 |

## Level 2 Award in Epilepsy Awareness

This award is designed for employees, volunteers and community members working and/or supporting an individual with epilepsy or someone who wishes to gain a greater understanding of the condition. The course will enable the learner to identify the correct ways to support an individual who is having an epileptic seizure.

| Learning Options  | Duration | Max                  | Certificate     | Cost    |
|---|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to<br>14 learners | 3 year validity | £325.00 |

## Level 2 Award in Epilepsy & Using Rescue Medication

Specifically designed for those learners that are currently working, or intending to work, with individuals who are prescribed Buccal Midazolam or Rectal Diazepam rescue medication. This course has also been designed to ensure that staff are provided with current relevant theoretical knowledge and practical skills to administer rescue medication

| Learning Options   | Duration | Max                  | Certificate     | Cost    |
|--|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Blended Learning</li> </ul> | 3½ hours | Up to<br>14 learners | 3 year validity | £450.00 |

## Level 2 Award in Diabetes Awareness

This qualification is for people who have a specific responsibility at work, or in voluntary and community activities, to provide basic first aid to people in a range of emergency first aid situations. Learners will develop the skills and knowledge needed to administer emergency first aid in a range of emergency situations.

| Learning Options  | Duration | Max                  | Certificate     | Cost    |
|---|----------|----------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to<br>14 learners | 3 year validity | £325.00 |



# Mental Health

## WHY IS THERE A NEED FOR MENTAL HEALTH FIRST AIDERS?

2024 Health and Safety Executive statistics identified that for the **1.7 million that suffered from work related ill-health - the highest cause was stress, depression or anxiety (49%)**. How does the employer manage this issue effectively? How can the organisation be proactive in helping their employees through short or long term mental health issues?

Training their team in mental health first aid to create a team of mental health first aiders is an incredibly positive and proactive way of ensuring a positive and upbeat culture in your organisation. This approach will **reduce the number of sick days from stress, depression and anxiety**.



## WHAT DOES A MENTAL HEALTH FIRST AIDER ACTUALLY DO?

### Identify warning signs

The mental health first aider would look for warning signs such as anxiety, trauma, depression and suicide

### Signposting to professionals

The mental health first aider would signpost the person to professional services such as therapy, self help or professional services

### Methods of approaching

Training will cover how to speak to someone of concern and be a non-judgemental active listener

### Promoting positive mental health

Being a force for good in the workplace by reducing stigma and being positive at work

## REGULATED TRAINING

Action Point Training has achieved awarding centre status to issue regulated Mental Health First Aid Training courses. To achieve this we are **subject to external audits** and trainer observations in addition to our own **robust quality assurance programme**.

Training in this potentially sensitive issue is delivered in a positive upbeat style focusing on proactive signposting to help employees in a mental health first aid emergency.



### Qualified & DBS verified trainers

All our trainers are experienced and have passed a vetting process



### Approved content

All our courses are mapped to national standards



### Positive & motivating training

Mental Health First Aid training should be productive and benefit your workplace



### 5 Star Reviews

See our Google and Trustpilot Pages for verified reviews

## Mental Health Course Suite

Level 3 Award in

### Mental Health First Aid in the Workplace

The Level 3 Award in Mental Health First Aid in the Workplace is a regulated and nationally recognised qualification that has been specifically designed for those who would like to become a Mental Health First Aider in their workplace. This qualification raises learners' awareness of mental health, develops an understanding on how to support, reassure and signpost fellow colleagues to professional support.

| Learning Options           | Duration | Max         | Certificate     | Cost        |
|----------------------------|----------|-------------|-----------------|-------------|
| • Classroom Instructor-Led | 14 hours | Up to       | 3 year validity | £1850.00 or |
| • Virtual Learning         | (2 days) | 14 learners |                 | £200 pp     |

Level 2 Award in

### Understanding Mental Health in the Workplace

Specifically designed to raise awareness of the signs and symptoms of common mental health conditions in the workplace and how best to offer support and guidance to colleagues. Learners will develop an understanding on the importance of positive mental health and wellbeing in the workplace and the role that everyone plays in recognising mental health issues at work

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 7 hours  | Up to       | 3 year validity | £550.00 |
| • Blended Learning         | (1 day)  | 14 learners |                 |         |

Level 1 Award in

### Introduction to Mental Health First Aid in the Workplace

This course is for people who wish to raise their awareness of mental health and improve their mindfulness in work and everyday life. The qualification would be suitable for an individual or a group of up to 25 colleagues within a business

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 3 hours  | Up to       | 3 year validity | £350.00 |
|                            |          | 14 learners |                 |         |

Online Training in

### Developing A Workplace Mental Health Policy

This course teaches people how to provide support and guidance to someone who may be experiencing a mental health issue

| Learning Options    | Duration | Max | Certificate | Cost           |
|---------------------|----------|-----|-------------|----------------|
| • Online e-Learning | 20 mins  | n/a | n/a         | £35 per person |

Online Training in

### Mental Health First Aid

Mental Health First Aid teaches participants how to notice and support individuals who may be experiencing mental health issues or exhibiting the signs of substance use in a work environment. They are also taught how to connect those people with appropriate help from fellow employees, community resources or healthcare professionals.

| Learning Options    | Duration | Max | Certificate | Cost           |
|---------------------|----------|-----|-------------|----------------|
| • Online e-Learning | 90 mins  | n/a | n/a         | £35 per person |



# Health & Safety

## TRAINING MAPPED TO NATIONAL STANDARDS

Action Point Training is an **approved awarding centre with a range of Ofqual and independent awarding bodies** to provide quality health and safety training. We are subject to external audits and trainer observations so our customers can be assured that you are receiving up to date high quality health and safety courses.

Keep the skill level of the team high and 'up to date' with changes in legislation, guidance and practices.



## FANCY A 6 PACK?

Action Point Training offers bundles of 6 online e-Learning courses for £180.00. Our accredited online training courses that are ideal for inducting new members of staff or for ongoing staff training to maintain a high standard. Choose 6 of your choice. An example of 6 is below.

- |                              |   |
|------------------------------|---|
| 1. <b>Manual Handling</b>    | 4. <b>Working at Height</b>             |
| 2. <b>Asbestos Awareness</b> | 5. <b>COSHH</b>                         |
| 3. <b>Working Safely</b>     | 6. <b>Personal Protective Equipment</b> |

## EMPLOYER LEGAL OBLIGATIONS....

### Provide instructions to your team

Write down the standards you expect in easy to understand policies and procedures so that the people that work for you are in no doubt of the standard they should be working to.

### Provide information to your team

Additional information such as risk assessments, posters and more information should be provided to your team to enable them to complete their

### Train your team to a high standard

Training will cover how to speak to someone of concern and be a non-judgemental active listener

### Supervise and check your high standards

You could have the best policies, the best risk assessments and the best training but it is not guarantee that this high standard is being conducted 'at the coal face'. Employers are expected to proactively audit and check to ensure that employees are safe



### Qualified & DBS verified trainers

All our trainers are experienced and have passed a vetting process



### Approved content

All our courses are mapped to national standards



### Meet your legal obligations

Training designed to help you meet your legal obligations



### 5 Star Reviews

See our Google and Trustpilot Pages for verified reviews

## Health & Safety Course Suite



### Level 2 Award in Health & Safety in the Workplace

This award provides learners with the opportunity to develop their awareness of health and safety, including the role that everyone plays in maintaining a safe working environment. Learners will develop a greater understanding of health and safety issues, including: health and safety laws, risk assessments and risk control hierarchy, identifying and controlling risks from common workplace hazards and more

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 6 hours  | Up to       | 3 year validity | £480.00 |
| • Blended Learning         | (1 day)  | 14 learners |                 |         |

### Level 2 Award in Principles of Health & Safety

This qualification provides learners with a greater awareness of health & safety in the workplace and the measures that can be taken to ensure a safe working environment. Ideal for induction level training as well as those workplaces that require refresher training.

| Learning Options           | Duration | Max         | Certificate     | Cost           |
|----------------------------|----------|-------------|-----------------|----------------|
| • Classroom Instructor-Led | 3 hours  | Up to       | 3 year validity | £325.00 or     |
| • Online e-Learning        |          | 14 learners |                 | £35 per person |

### Level 3 Award in Risk Assessment

Specifically designed to raise awareness of the signs and symptoms of common mental health conditions in the workplace and how best to offer support and guidance to colleagues. Learners will develop an understanding on the importance of positive mental health and wellbeing in the workplace and the role that everyone plays in recognising mental health issues at work

| Learning Options           | Duration | Max         | Certificate     | Cost    |
|----------------------------|----------|-------------|-----------------|---------|
| • Classroom Instructor-Led | 6 hours  | Up to       | 3 year validity | £480.00 |
| • Blended Learning         | (1 day)  | 14 learners |                 |         |

### Level 2 Award in Principles of Risk Assessment

Ideal for those learners who require a basic introduction into the principles of risk assessment. Learners will gain a greater awareness of risks in the workplace and the measures that can be taken to control them.

| Learning Options           | Duration | Max         | Certificate     | Cost           |
|----------------------------|----------|-------------|-----------------|----------------|
| • Classroom Instructor-Led | 3 hours  | Up to       | 3 year validity | £325.00 or     |
| • Online e-Learning        |          | 14 learners |                 | £35 per person |

### Level 2 Award in Working Safely

Enables the learner to understand the importance of working safely and the basics of health & safety in the workplace. The course covers the consequences of unsafe practices. Ideal for induction and refresher training.

| Learning Options           | Duration | Max         | Certificate     | Cost           |
|----------------------------|----------|-------------|-----------------|----------------|
| • Classroom Instructor-Led | 2½ hours | Up to       | 3 year validity | £325.00 or     |
| • Online e-Learning        |          | 14 learners |                 | £65 per person |



## Level 2 Award in Asbestos Awareness

Suitable for workplaces that work in or supervise areas that contain asbestos and requires awareness training to highlight the dangers. Ideal for anyone that could disturb the fabric of the building and expose them to asbestos.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3½ hour  | Up to 14 learners | 3 year validity | £480.00 or £35 per person |

## Level 2 Award in Safe Working at Height

This award is specifically designed to provide learners with a greater awareness in the use of ladders, step ladders, harnesses and a variety of other equipment that is used when working at height. Ideal for those who work, or are aspiring to work in environments that involve safe working at height

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £380.00 or £35 per person |

## Level 2 Award in Legionella Awareness

Specifically designed to raise awareness of the signs and symptoms of common mental health conditions in the workplace and how best to offer support and guidance to colleagues. Learners will develop an understanding on the importance of positive mental health and wellbeing in the workplace and the role that everyone plays in recognising mental health issues at work

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £380.00 or £65 per person |

## Level 2 Award in Control of Substances Hazardous to Health

This award has been specifically designed to develop learners' knowledge of COSHH Regulations and requirements. This course is suitable for all employees, and specifically those who wish to work in an environment with hazardous substances, such as: healthcare, manufacturing, cleaning, transport, utilities and office environments.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £380.00 or £35 per person |

## Level 2 Award in Using Abrasive Wheels Safely

Learners who use abrasive wheels or other grinding and cutting tools, including basic handheld or bench tools, or people who need a complete introduction to the equipment. This training course is designed to meet requirements under the Provision and Use of Work Equipment Regulations 1998.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £480.00 or £35 per person |

## Level 2 Award in Lone Working Safely

Workplaces that have members of staff that are considered to be lone workers. This award highlights the dangers of lone working and measures to needed maintain the safety of those individuals.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 or £35 per person |

## Level 2 Award in Confined Spaces Safety

This award is suitable for those workplaces/learners that require training to highlight the dangers working in a confined space and how to maintain a high personal safety standard in these environments.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £380.00 or £35 per person |

## Level 2 Award in Display Screen Equipment

Workplaces that wish to ensure their employees can set up their own workstations in an ergonomic way and adhere to good posture while at work. This course highlights the dangers of prolonged incorrect posture and the affect on the body.

| Learning Options  | Duration | Max               | Certificate     | Cost                     |
|---|----------|-------------------|-----------------|--------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £25.00 or £35 per person |

## Level 2 Award in Assessing Display Screen Equipment

To provide the learner with knowledge and skills to complete a Display Screen Equipment/Visual Display Unit Assessment at their workplace. Ideal for supervisors and team leaders whose responsibility it is to oversee the safety of the team.

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Blended Learning</li> </ul> | 4 hours  | Up to 14 learners | 3 year validity | £380.00 or £35 per person |

## Online Training in Lifting Operations and Lifting Equipment Regulations (LOLER)

Learners who use abrasive wheels or other grinding and cutting tools, including basic handheld or bench tools, or people who need a complete introduction to the equipment. This training course is designed to meet requirements under the Provision and Use of Work Equipment Regulations 1998.

| Learning Options  | Duration | Max | Certificate | Cost           |
|---|----------|-----|-------------|----------------|
| <ul style="list-style-type: none"> <li>Online e-Learning</li> </ul> | 28 mins  | n/a | n/a         | £35 per person |



# Manual Handling

## MANUAL HANDLING TRAINING EXPERTS

We make our manual handling training **fun and engaging** and based around practical activity. Our customers can be assured that you are receiving up to date **high quality manual handling** courses which, as an accredited centre, are under constant quality review.



## MANUAL HANDLING LEGAL REQUIREMENTS....

Employers are expected to adhere to Manua with all aspects of manual handling activity. The Regulations define manual handling as: “...**any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force**”.

The load can be an object, person or animal. The **Manual Handling Operations Regulations 1992** set out a clear ranking of measures for dealing with risks from manual handling, these are:

| First Step   | Second Step   | Third Step   |
|--|---|--|
| Avoid hazardous manual handling operations so far as is reasonably practicable | Assess any hazardous manual handling operations that cannot be avoided; | Reduce the risk of injury so far as is reasonably practicable. |

# Objects

## Level 2 Award in Manual Handling

Workplaces that wish to meet their training obligations for manual handling activity in the workplace. Provides learners with the opportunity to develop their understanding of the principles of safer manual handling and unsafe practices. It is also ideal for those who might have to carry out manual handling as part of their job such as handling deliveries, parcel, boxes and other objects.

| Learning Options  | Duration | Max               | Certificate     | Cost                      |
|---|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> <li>Online e-Learning</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 or £35 per person |

## Level 2 Award in Safe Moving & Handling

This course is for those working in a variety of environments including warehouses and shops. Learners will learn the key principles of manual handling and how to apply these to their workplace. They will also practise a wide range of techniques, ensuring that they leave the course confident and proficient in moving and handling.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 6 hours  | Up to 14 learners | 3 year validity | £480.00 |

# People

## Level 2 Award in Moving People Safely

Learners will develop the knowledge and skills relevant to manual handling of objects and the safe moving and handling of people. Emphasis is placed on the confidence, dignity and safety of the individual being transferred. Ideal for people whose roles involve moving people safely from chairs, beds and wheelchairs in a health and social care setting.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 |

## Level 2 Award in Moving & Hoisting People Safely

This course is designed to provide the learner with skills & knowledge to move, assist and hoist the person they are supporting in a safe and secure manner. Great emphasis is placed on the privacy, security and comfort of the person being supported. Ideal for people whose roles involve moving people safely from chairs, beds, wheelchairs, slide sheets and portable/ceiling hoists in a health & social care setting.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 6 hours  | Up to 14 learners | 3 year validity | £495.00 |

## Level 2 Award in Manual Handling in Childcare

This award is aimed at childcare settings and designed so that these workplaces can fulfil their legal obligations for manual handling in the workplace. The course aims to ensure the learner knows the difference between safe and unsafe manual handling practices. Includes specific moving and handling techniques of infants and children.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 |

# Wheelchairs

## Level 2 Award in Using Wheelchairs Safely

Training in how to check, transport and operate a wheelchair in a safe manner. Ideal for employees, volunteers or community members who use wheelchairs to transport the person as part of their role. Aims to ensure that the employee will use the best techniques to protect their bodies whilst meeting a high standard of care.

| Learning Options   | Duration | Max               | Certificate     | Cost    |
|--|----------|-------------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>Classroom Instructor-Led</li> </ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 |



# Fire Safety

## INDUCTION LEVEL TO ADVANCED FIRE MARSHAL TRAINING

Action Point Training provides a full range of fire safety training from basic induction level fire safety training to fire marshal certification. The Regulatory Reform (Fire Safety) Order 2005 requires a nominated person to co-ordinate risk assessments to identify, manage and reduce the risk of fire.

We will work with you to ensure that our training will go hand in hand with your own evacuation plan.

### Practical Fire Extinguisher Training

All our fire marshal courses include the practical use of a fire extinguisher so that your team can familiarise themselves with the way the equipment works



## Level 3 Award in Fire Safety & the Fire Marshal

This course is designed for learners to build an understanding of fire safety management and the specific roles and responsibilities related to fire safety in the workplace. This award is suitable for anyone who has a specific responsibility for fire safety in the workplace, such as designated fire wardens/fire marshals.

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-learning</li></ul> | 3½ hour  | Up to 14 learners | 3 year validity | £450.00 or £35 per person |

## Level 1 Award in Fire Safety Awareness

This qualification is designed for those who want to increase their awareness of fire safety in the workplace. The course provides the learners with the opportunity to develop their fire safety awareness to help ensure that they are keeping themselves and others safe at all times in the workplace.

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-learning</li></ul> | 2½ hour  | Up to 14 learners | 3 year validity | £325.00 or £35 per person |

## Level 2 Award in Fire Extinguisher Practical

Workplaces that wish to become proficient in using an extinguisher in a practical session as part of their fire safety training for their members of staff, volunteers or community members. Learners will have the opportunity to activate a fire extinguisher to gain confidence

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-learning</li></ul> | 2½ hour  | Up to 14 learners | 3 year validity | £200.00 or £25 per person |

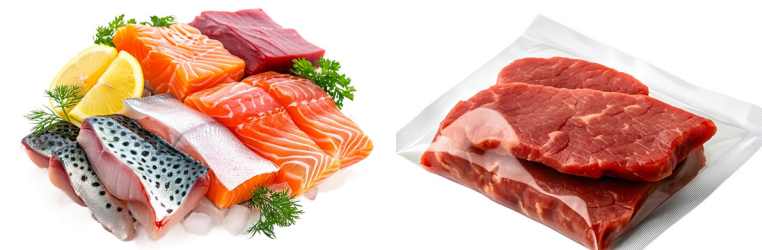
# Food Safety

## ACCREDITED FOOD SAFETY TRAINING

Action Point Training offers food safety training online and face to face in the classroom. Our training courses are accredited to Levels 1, 2 and 3 specific to catering, manufacturing or retail. Book a food safety training course to meet your legal obligations.

### Accredited Training

Our food safety training is accredited and meets food safety inspection standards. Training is accredited on the regulated qualifications framework. (RQF). We also offer online training in achieving food hygiene level 5.



## Level 2 Award in Food Safety in Catering, Manufacturing or Retail

This qualification designed for those working, or planning to work, in the food industry in catering, retail or manufacturing. It is also ideal for those who come into contact with food handling areas due to the nature of their work, such as pest control officers and delivery personnel. Learners will build an understanding on the importance of safe food handling practices and keeping foods safe.

| Learning Options   | Duration        | Max               | Certificate     | Cost                      |
|--|-----------------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-learning</li></ul> | 6 hours (1 day) | Up to 14 learners | 3 year validity | £495.00 or £25 per person |

## Level 1 Award in Food Safety in Catering, Manufacturing or Retail

Suitable for those transporting food and not involved in the re-heating or preparation of food. Kitchen porters would be a typical job role where this course would be suited.

| Learning Options   | Duration | Max               | Certificate     | Cost                      |
|--|----------|-------------------|-----------------|---------------------------|
| <ul style="list-style-type: none"><li>Classroom Instructor-Led</li><li>Online e-learning</li></ul> | 3 hours  | Up to 14 learners | 3 year validity | £325.00 or £15 per person |

## Online Training in Achieving Food Hygiene Level

This course is intended to give you an overview of how the National Food Hygiene Rating Scheme works, what the scoring criteria are and how these are assessed by the inspectors, the appeals process, the Safer Food Better Business management system, E-Coli and concludes with some practical advice for ensuring your premises gets the best score possible.

| Learning Options  | Duration | Max               | Certificate     | Cost           |
|---|----------|-------------------|-----------------|----------------|
| <ul style="list-style-type: none"><li>Online e-learning</li></ul> | 50 mins  | Up to 14 learners | 3 year validity | £35 per person |





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