**Specification of Requirements – Appendix A**

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| **SECTION 1: GENERAL INFORMATION (to be completed by Purchasing Body)** | |
| **PURCHASING BODY:** | Cheshire East Council |
| **REF NO:** | 20 103 |
| **CONTRACT TITLE:** | Health and Safety Training Courses |
| **COMMENCEMENT DATE:** | January 2021 |
| **TERM:** | 3 years + 1 year |
| **MINI-COMPETITION OR DIRECT AWARD:** | Mini Competition |
| **sECTION 2: COURSE INFORMATION** | |
| **Location of course:** | A blended offering of virtual via MS Teams and face to face training where appropriately across the geographical area of Cheshire East, mainly in Council buildings or appropriately sized external venues. |
| **outline of course required AND COnsiderations:** | See Appendix 1.  The provision of health and safety and first aid training across the organisation. |
| Attendees could be from any level across the organisation, including our schools and our wholly owned companies.  All training material, equipment and learning resources required to deliver the training courses included as part of this contract should be provided by the training provider. This includes for the certificated courses, the production, enveloping, and postage of certificates to all individual delegates who have attended and passed training courses.  This is a public sector organisation so examples and application should be appropriately situated.  Any e-learning would need to be in a package that we can host on our own VLE. |
| **Social Value:** | In accordance with the Public Services (Social Value) Act 2012, the Council has a duty to ensure that it considers how services can improve the social, economic and environmental well-being of the area and consider, then demonstrate, that some degree of social value has been sought and achieved where possible in contracts.  The Council wishes to seek commitment to delivering Social Value within its area and is interested to see what bidders will be prepared to offer should they be successful.  Please note, your response will not be factored in to the evaluation, but acknowledgement of social value will be considered should there be equal quality offers between providers. |
| **number of delegates:** | As per schedule 4 in the response document. |
| **number of courses required:** | As and when depending on demand. |

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| **DEFINITIONS** | Health and safety is defined as health and safety and first aid training. The specific courses included as part of this contract are listed below.  Training is defined as ‘face-to-face’ or ‘virtual delivery’ taught sessions by an approved and accredited health and safety training provider. Further details of this are provided below. |
| **INTRODUCTION** | The Workforce Development Team (WFD) at Cheshire East Council commissions training and talent management programmes across the organisation and beyond across a wide variety of subject areas.  Cheshire East have received a RoSPA Gold Medal for six consecutive Gold Awards, have since received their seventh consecutive RoSPA Gold Award and are working towards their next award for 2020. These awards give an opportunity to prove the Council’s ongoing commitment to raising health and safety standards.  An integral part of this is to ensure a robust training programme is offered across our corporate training programme as well as to our schools, wholly owned companies and provider organisations.  WFD is now seeking a training provider for the delivery of this specific health and safety training to all of the audiences highlighted for a three year contracted period, with an optional one further year extension. |
| **SCOPE** | Cheshire East Council has approximately 3,570 FTE staff (Oct 2020) across three directorates; People, Places and Corporate. The Council also has a number of wholly owned companies or Alternative Service Delivery Vehicles (ASDVs) and schools.  During 2016-2020 on our current contract, we offered approximately 188 face-to-face health and safety training courses to 1787 delegates. This was for the delivery of the following courses (content detailed in Appendix One):   1. First Aid at Work 2. First Aid at Work Re-Qualification 3. Emergency First Aid at Work 4. First Aid annual Refresher (incl. Defib refresher) 5. Basic First Aid 6. Paediatric First Aid 7. Paediatric First Aid accredited 8. Combined Paediatric First Aid and First Aid at Work 9. IOSH Managing Safely 10. IOSH Managing Safely Refresher 11. IOSH Leading Safely 12. Basic Health & Safety for workers in schools / Caretaker’s Course 13. Manual Handling 14. Risk Assessment 15. Basic Health & Safety Awareness 16. Safe Handling of Medicines   A training provider is being sought to continue to offer the training listed directly above, as well as the additional courses listed below:   1. Qualsafe Level 2 Health & Safety 2. COSHH training   These courses are all offered throughout the year, dependant on demand.  The provider might also be asked to provide any additional health and safety training that may be required in line with legislation. |
| **BACKGROUND** | The current contract Cheshire East Council has in place for the delivery of face to face training of health and safety courses comes to an end on 31st December 2020. This contract has been in place for the last three years. |
| **STATEMENT OF REQUIREMENTS** | A list of the expected learning outcomes and length of each training course included in this specification is attached as Appendix One.  The delivery of the health and safety courses included within this specification will be delivered virtually by Microsoft Teams where appropriately and in various locations throughout Cheshire East.    These locations will have been selected, booked and paid for by the Workforce Development Team at Cheshire East Council. The selected provider would be expected to travel to any of these locations to deliver these specified courses, at no additional cost to the Council.  All learning material and equipment to be used in delivering these courses is to be provided by the selected training provider.  The training provider will be expected to complete a delegate sheet that must be returned to the Workforce Development Team within 24 hours after the completion of each training course. The training provider will also be expected to be compliant with our procedure for the evaluation of our training courses, which involves the completion of evaluation forms by the delegates who have attended training sessions. It is the trainer’s responsibility to send out the certificates to the delegates.  All training courses must be charged per course and not per delegate. Total costs for delivering each course, including all the learning material as detailed above should be included in tender submissions.  The training provider must be able to demonstrate their ability to make reasonable adjustments to accommodate the needs of learners with communication difficulties and must also demonstrate that they could make reasonable adjustments during training for learners with disabilities. |
| **Quality Requirements** | As part of the process in selecting a provider, Cheshire East Council will seek reassurance that:  1. All trainers and assessors used to deliver the courses can demonstrate they are fully qualified in both the subject area and they hold a training/assessing qualification. This will be demonstrated by:  1.1. A current, valid FAW certificate; or  1.2. Being registered and licensed as a doctor with the General Medical Council; or  1.3. Current registration as a nurse with the Nursing and Midwifery Council; or  1.4. Current registration as a paramedic with the Health and Care Professions Council; and  1.5. A knowledge and competence in training and/or assessing, demonstrated by holding a training/assessing qualification (acceptable list detailed in Appendix Three).  All trainers and assessors used to deliver courses should also hold an acceptable training/assessing qualification. A list of acceptable qualifications is attached as Appendix Two.  In order to certificate first aid training, the successful provider should also be able to demonstrate they have knowledge in assessing and verifying qualifications, as demonstrated by:  • an assessing qualification such as those listed in the table in Appendix Two;  • a verifying qualification such as those listed in the table below.   |  | | --- | | **Qualification (Various Awarding Bodies)** | | D34 – internally verify the assessment process | | D35 – externally verify the assessment process | | V1 – conduct internal quality assurance of the assessment process | | V2 – conduct external quality assurance of the assessment process | | Level 4 Award in the internal quality assurance of assessment processes and practice | | Level 4 Award in the external quality assurance of assessment processes and practice | | Level 4 Certificate in leading the internal quality assurance of assessment processes and practice | | Level 4 Certificate in leading the external quality assurance of assessment processes and practice | |
| **Security** | All training providers should be able to demonstrate appropriate regard to data protection. |

**Appendix One**

1. **First Aid at Work (3 day)**

**Aim**

To be familiar with the principles of First Aid and able to recognise and deal with a wide range of conditions.

**Content (as a minimum)**

* Legislation
* Record keeping
* First aid equipment
* Priorities at the scene of an emergency
* Unconsciousness
* Cardiac arrest and cardiopulmonary resuscitation
* Use of the automated external defibrillator
* Choking procedures
* Asthma
* Fainting
* Anaphylaxis
* Wounds, bleeding & hypovolemic shock
* Heart conditions
* Stroke
* Head injuries
* Epilepsy
* Diabetes
* Poisoning
* Injury to bone, muscle and joint
* Scalds and burns
* Extremes of temperature – hypo and hyperthermia

Includes a theoretical and practical assessment.

1. **First Aid at Work Re-Qualification (2 day)**

**Aim**

To update the first aid skills for people who need to renew their statutory First Aid at Work certificate

**Content**

All First Aiders attending this course must be able to provide evidence that their previous certificate is no more than 28 days past its expiry date.  Please note, during this 28 day period, the First Aider cannot be considered competent to act as a First Aider in the workplace.  It is recommended they re-qualify prior to their certificate expiring.

* Legislation
* Record keeping
* First aid equipment
* Priorities at the scene of an emergency
* Unconsciousness
* Cardiac arrest and cardiopulmonary resuscitation
* Use of the automated external defibrillator
* Choking procedures
* Asthma
* Fainting
* Anaphylaxis
* Wounds, bleeding & hypovolemic shock
* Heart conditions
* Stroke
* Head Injuries
* Epilepsy
* Diabetes
* Poisoning
* Injury to bone, muscle and joint
* Scalds and burns
* Extremes of temperature – hypo and hyperthermia

Includes a theoretical (multiple choice) and assessment.

* 1. **Emergency First Aid at Work (1 day)**

**Aim**

To be familiar with the principles of first aid, able to deal with a first aid emergency effectively until help arrives and to assist the qualified First Aider (if appropriate).

**Content**

* Legislation
* Record Keeping
* First Aid equipment
* Priorities at the scene of an emergency
* Unconsciousness
* Cardiac arrest and Cardiopulmonary Resuscitation
* Choking procedures
* Minor and major blood loss, circulatory shock
* Minor scalds and burns
* Seizures
  1. **First Aid annual Refresher (incl. Defib refresher)** (**Half day)**

**Aim**

This course is suitable for Corporate First Aiders who hold a current FAW certificate.

The HSE (Health & Safety Executive) strongly recommend that all personnel acting as first aiders in the workplace (both Emergency and Fully Qualified) should attend an annual half day refresher in order to refresh their skills.

• Refresher on the use of the Automated External Defibrillator

• Unconscious casualty and / or in seizure

• Managing a bleeding casualty and / or in shock

It will help first aiders keep up their basic skills and learn of any new changes to first aid procedures.

* 1. **Basic First Aid (half day)**

**Aim**

The course aims to refresh delegates’ basic skills as follows:

* Managing an emergency;
* Unconscious casualty and / or in seizure;
* Managing a bleeding casualty and / or in shock.

This course will consist of mainly practical work along with any new information. There will also be opportunity to ask questions and learn/refresh skills. Delegates will be assessed in the practical elements by the trainer.

* 1. **Paediatric First Aid – not accredited (2 day)**

**Aim**

An in-depth course covering all aspects of First Aid for Child Carers as recommended by the National Childminding Association and Pre-School Learning Alliance.

**The course covers the following topics which comply with the OFSTED agenda:**

* Legal framework / record keeping
* Managing an emergency; use of equipment / first aid box; managing an unconscious casualty and or in seizure; choking - adult, baby and child; managing a bleeding casualty/shock; anaphylaxis; minor injuries; injury to bone, muscle or joint; head injury; burns/scalds; childhood conditions/chronic illnesses; major illnesses - asthma, diabetes, allergies, seizures; bites and stings; electric shock; extremes of temperature.

Evidence can be provided by a qualified NVQ Assessor for those working towards an NVQ in Childcare and Education.

* 1. **Paediatric First Aid – accredited (2 day)**

**Aim**

An accredited course which covers the roles and responsibilities of the paediatric first aider, and will be equipped with the necessary skills to administer safe and effective treatment when dealing with a range of paediatric first aid situations.

**Content**

The roles and responsibilities of a paediatric first aider

Assessing an emergency situation

Dealing with an unresponsive infant or child

Recovery Position

CPR and defibrillation

Choking

Head, neck and back injuries

Fractures

Anaphylaxis and allergic reactions

Meningitis

Asthma

Febrile Convulsions

Seizures

Diabetic Emergencies

Poisoning

Burns and scalds

Electric Shock

External Bleeding

Hypovolaemic Shock

Eye, ear and nose conditions

Bites and stings

Minor Injuries

Treatment for hot and cold body temperatures

* 1. **Combined Paediatric First Aid and First Aid at Work (3 day extended course)**

**Aim**

This course enables candidates to gain skills and knowledge needed to provide both adult and paediatric first aid, whilst minimising the number of training days required to achieve both qualifications.

**Content**

Candidates will cover a range of topics needed to provide effective first aid for adults, children and infants including CPR and defibrillation, choking, stroke, head injuries, asthma etc.

* Roles and responsibilities of both first aiders and paediatric first aiders
* Assessing an incident
* Casualty assessment
* Managing an unresponsive casualty
* Recovery position
* CPR and defibrillation
* Heart attack and Angina
* Stroke
* Choking
* Epilepsy
* Asthma
* Meningitis
* Diabetes
* Anaphylaxis
* Shock
* Seizures
* Febrile convulsions
* Head, neck & spinal injuries
* Wounds, bleeding and hypovolaemic shock
* Chest injuries
* Fractures
* Dislocations, sprains and strains
* Burns and scalds
* Hypoxia
* Hyperventilation
* Minor injuries
* Eye, nose and ear injuries
* Poisoning
* Electric shock
* Incident reporting
  1. **IOSH Managing Safely (4 day)**

**Aim**

To give managers & supervisors practical knowledge and skills to manage Health and Safety within their own departments.

**Content**

* Introduction to Managing Safely
* Assessing Risk
* Controlling Risk
* Understanding your Responsibility
* Identifying Hazards
* Investigating accidents and incidents
* Measuring Performance

Delegates have to complete a short formal written text and a written project at the end of the course in order to gain their IOSH qualification.

* 1. **IOSH Managing Safely Refresher (1 day)**

**Aim**

To revise key elements from the Managing Safely course including updates of any relevant legislation.

**Course Objectives**

* To be able to state the reasons why managing health and safety is important and how it is part of a manager’s role.
* To understand and be able to define key elements within a risk assessment and to be able to apply this knowledge.
* To understand how to apply suitable controls to risks, using the hierarchy of risk control “so far as is reasonably practicable”.
* To remember the demands of the law and how it affects them as a manager; and to be aware of any recent changes to legislation.
* To be able to recall and state the different elements of a Health and Safety Management system and to understand how the system works.
* To recap over some of the main hazards in the workplace appropriate to their environment.
* To understand the accident investigation process and be able to identify the main causes of accidents.
* To be able to describe how to measure performance and the limitations of using only one type of measurement.

**Assessment Methods**

* Ongoing delegate feedback
* Participation in quizzes, games, activities
* Trainer observation
* Multi-choice written assessment at the end of the course
  1. **IOSH Leading Safely (6 hours)**

**Aim**

To develop a strategic understanding of the value of safety and health and the importance of leadership, and to be able to apply this within your organisation.  The course is interactive and is based around facilitated discussion, exercises, case studies and self-evaluation.

**Attendees will:**

* Understand good practice from leading global organisations
* Understand where they want to position their organisation’s safety performance against other organisations
* Plan for implementation
* Understand their operational responsibilities and the opportunities of good performance, as well as the consequences of poor performance
* Be able to summarise behaviours for successful safety leadership and the qualities and role of an effective leader
* Describe a leader’s role in different approaches which an organisation can take towards Occupational safety and health
* Describe how an organisation can become more effective at managing Occupational safety and health
  1. **Basic Health & Safety for workers in schools / Caretaker’s Course (I day)**

**Aim**

To achieve a better understanding and awareness of the health and safety issues facing school workers in order to improve risk management.

**Course topics:**

* Introduction to the Health and Safety etc at Work Act 1974 and associated regulations - why it is important to manage safely / employer and employee responsibilities?
* Basic principles of carrying out a risk assessment
* Manual Handling - what the risks are, statistics highlighting the risks, explanation of the spinal column, principles of manual handling, practical work
* Overview of:
* COSHH - including classification of dangerous chemicals, how poisons enter the body, how to protect ourselves in the workplace, Safety Data sheets, PPE / Hygiene implications associated with your colour codings
* Working at Height - what the risks are, statistics highlighting the risk, how to work with ladders, ladder inspections and keeping records
* Lone working / security awareness - what the risks are, how to take precautions, emergency procedures
* Quiz to recap on all topics (time permitting)

This will include a walk around the school to demonstrate topics covered.

* 1. **Manual Handling (half day)**

**Aim**

This course will provide delegates with the knowledge and skills required to safely handle objects in their particular setting. Current Legislation Manual Handling Operations Regulations 1992 (as amended 2002).

**Content**

* Current Legislation Manual Handling Operations Regulations 1992
* Risk assessment and itsprocess
* Injuries that can be sustained during manual handling tasks
* Anatomy of the spine; biomechanics of body movement
* Ergonomic assessments
* Manual handling demonstrations
* Equipment issues
* Problem solving
* Demonstration of manual handling skills
* Practical participation
* Theoretical, practical assessment

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* 1. **Risk Assessment Training (half day)**

**Aim**

All attendees leave the course with the confidence to be able to carry out a Risk assessment, or be part of the process of someone else carrying out a risk assessment.

Course objectives:

* To understand the purpose of carrying out a risk assessment (ie. How this fits into an overall management system)
* To understand the definition of ‘risk’ and ‘hazard’
* To be able to spot common hazards in the workplace
* To understand the HSE ‘5 steps to Risk assessment’
* To be able to put into practice the 5 steps including assigning High, Medium and Low risk levels to hazards identified in their assessment
* How to assign controls to a risk assessment, and how to consequently lower the risk levels
* Completion of a risk assessment in teams of 3 or 4 using a practical example
* Q&A
  1. **Basic Health & Safety Awareness (half day)**

Aimed at more technical operatives that perhaps deal with workplace hazards such as COSHH, electrical safety and risk assessments.

Objectives

• Legislation

• Health

• Safety

• Welfare

• The workplace and work equipment

• Risk assessment

• Manual Handling

• Hazardous substances

• Ergonomics and workstation design

• Transport and vehicles

• Noise and vibration

* 1. **Safe Handling of Medicines (half day)**

**Content**

* Identify the routes of administration and discuss the advantages and disadvantages of the administering medicine in the different forms.
* Describe the MAR chart (as per Royal Pharmaceutical Society), when and how it should be written on and the importance of accurate record keeping and reporting.
* Discuss in detail the process of administrating medicines using the “6 rights” check list.
* Apply your new knowledge by practicing the process of administration.

For this contract we would like the following two courses added to our offering:

1. **Qualsafe Level 2 Health & Safety (1 day)**

**Aim**

To gain an accredited certificate in Health & Safety, this is aimed at more technical operatives that perhaps deal with workplace hazards such as COSHH, Electrical Safety and risk assessments.

**Content**

• Legislation

• Health

• Safety

• Welfare

• The workplace and work equipment

• Risk assessment

• Manual handling

• Hazardous substances

• Ergonomics and workstation design

• Transport and vehicles

• Noise and vibration

1. **COSHH training (half day)**

**Aim**

To gain knowledge on how to identify hazardous substances in the workplace and understand the ill-health effects that hazardous substances can cause. To understand COSHH legal regulations, including the responsibilities of employers and employees, know what to consider when carrying out a COSHH risk assessment and to gain understanding of the importance of health surveillance for employees who work with hazardous substances.

**Content**

• Introduction to COSHH

• COSHH Legal Regulations

• Ill-health and Hazardous Substances

• Identifying Hazardous Substances

• COSHH Risk Assessment and Control Measures

**Appendix Two – Acceptable Training/Assessing Qualifications (Various Awarding Bodies)**

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| **Qualification** | **Train** | **Assess** |
| A1 (D32/33) – Assess candidates using a range of methods | - |  |
| A2 (D32) – Assess candidates’ performance through observation | - |  |
| Cert Ed, PGCE, B Ed, M Ed |  |  |
| CTLLS/DTLLS |  |  |
| English National Board 998 |  |  |
| Further and Adult Education Teacher’s Certificate |  |  |
| IHCD Instructional Methods |  |  |
| IHCD Instructor Certificate |  |  |
| Learning and Development Unit 9D – Assess workplace competence using direct and indirect methods | - |  |
| Learning and Development Unit 9D1 – Assess workplace competence using direct and indirect methods | - |  |
| Nursing mentorship qualifications |  |  |
| PTLLS |  | - |
| PTLLS with unit ‘Principles and Practice of Assessment’ |  |  |
| QCF Qualifications based on the Learning and Development NOS for assessors | - |  |
| S/NVQ level 3 in training and development |  |  |
| S/NVQ level 4 in training and development |  |  |
| TQFE (Teaching Qualification for Further Education) |  |  |
| Training Group A22, B22, C21, C23, C24 |  | - |
| Level 3 Award in Education & Training |  |  |
| Level 4 Certificate in Education & Training |  |  |
| Level 5 Diploma in Education & Training |  |  |