



The Thomas Hardy School
Queens Avenue, Dorchester, DT1 2ET
t: 01305 266 064 f: 01305 250 510
@: kwilliams@thomas-hardye.net

FIRST AID / SAFETY TRAINING BOOKING FORM

CONTACT DETAILS

Title: _____

First Name: _____

Last Name: _____

Workplace: _____

Address: _____

Post Code: _____

Tel. No: _____

E-Mail: _____

DELEGATE NAME(s):

(Please include the contact name above if attending.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

COURSE DETAILS

Course Title: _____

Course Date: _____

Details of any special requirements, disabilities etc.

PAYMENT

The full fee is: _____

Please Invoice - Purchase order: _____

I enclose a cheque payable to 'Thomas Hardy School'.

Please write on the back of the cheque 'TXHES—H&S'.

Please post, fax or e-mail this completed form to:

First Aid Training
Thomas Hardy School
Queens Avenue
Dorchester
DT1 2ET

f: 01305 250 510

@: kwilliams@thomas-hardye.net

Please ensure your booking form is sent at least 14 days prior to the course date.





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PRE COURSE INFORMATION/TERMS

**Thank you for choosing the Thomas Hardy School to provide your training!
We look forward to welcoming you on the course!**

Attendance / Cancellation

All courses start at **0930**. In order to meet the assessment standards of the course, it is essential that candidates attend the entire/all sessions. Failure to attend all or part of a course, without notification, maybe considered a cancellation on your part and a refund not provided. If you need to cancel your booking, this must be made at least 7 working days before the course start date in order to get a refund. In the unlikely event that we need to cancel the course, you will be offered a full refund or be reschedule onto another course at no additional charge.

Certification

All of our courses are accredited through WorkSafe Training Systems. On successful completion of the course, all course paperwork is held by the instructor. Certificates will normally be issued within three weeks of completion of the course. To be eligible to attend an FAW two day re-qualification course, students must present a valid First Aid at Work certificate issued by an approved provider which is 'in date' on the last day of the re-qualification course. We allow a maximum of 28 days from the expiry date of the certificate to complete training and assessment.

Domestic Arrangements

The Thomas Hardy School will provide refreshments and toilet facilities. However candidates should bring lunch with them as this is not provided on the course. Hot beverages will be provided. Car parking is available on site and on roads leading to the school. Parking is at your own risk. The Thomas Hardy School cannot be held responsible for any loss or damage to personal property while attending the course.

Health & Safety

Training can be practical and active. We would normally expect participants to be capable of kneeling, bending, lying down, performing simulated CPR and able to take a full and active part by acting as casualties for both the trainer and each other in first aid sessions. We will not be held liable for any injury or loss occurring during a course unless such can be proved to be due to an error or omission on the part of THS. Please remember that THS is an active school and candidates will be expected to follow all and any instructions given to them by the instructor and will be expected to follow standard safeguarding and health & safety compliance. If you feel uncomfortable in taking part in any activity, please ensure you speak to the instructor prior to the course taking place so we can accommodate for any conditions.

PLEASE BRING WITH YOU...

- Comfortable casual clothing suitable for practical work,
- Packed lunch,
- Pen and paper for note taking should you decide,
- Payment for the course if necessary.

The instructor may take photographs for use in publicity and promotional material. Please inform the instructor if unhappy.

FAW and FAW re-qualification courses are run subject to a minimum number of candidates attending.

If you make a booking on behalf of someone else you should make them aware of these terms and conditions.

Please get in touch with the instructor if you have any questions and we will be happy to assist.

