

Specialist Training for Remote Environments



training expertise



Training Expertise Joining Instructions (Incl. T&Cs) Croft Field Centre, Hungerford

Training Expertise, Expertise House,
9 Cufaude Buisness Park, Cufaude Lane, Bramley, Hants, RG26 5DL

Tel: 01256 886543 Email: info@training-expertise.co.uk
Registered No 04051857. VAT Registered no 0988638735



remote emergency care



ROYAL
LIFE SAVING
SOCIETY UK





Training Expertise

Part of the Expertise Consultancy Group; Training Expertise is a Limited company registered in the UK.

Our Aim

We are a specialist company committed to running quality training programmes. We aim to consistently deliver tailored courses that are effective at transferring knowledge, skills and attitudes to employees.

Our Philosophy

We are committed to building long-term partnerships with our clients to enable us to deliver tailored training solutions. To achieve this we invest time and energy in finding the right training for the group and designing an effective training package.

To meet our clients' needs, we aspire to integrate training into their systems to support the wider goals of Safety, Health and Environment policies within their organisation.

What we do

Since 1998, Training Expertise has been working with organisations and people who operate in outdoor or remote environments, designing training courses in the fields of first aid, field safety, defensive driver training and field leadership.

Over the years we have built a network of elite trainers to deliver a range of tailor made programmes. These include doctors, paramedics, nurses, field trip leaders, mountain rescue personnel and crisis management experts. We pride ourselves on the quality of training, adaptation to the operating conditions and recommendations of practical solutions.

We continue to strive to provide the best training available and welcome suggestions for new courses which will enable us to make operating in remote environments as safe as possible.

Please do not hesitate to get in touch to discuss your training needs

Office: 01256 886543 (option 3)
Email: info@training-expertise.co.uk
Web: www.training-expertise.co.uk
LinkedIn: training-expertise
Facebook: trainingexpertise
Twitter: @trainexpertise

Course Details – The Croft Field Centre, Hungerford, RG17 0HY

Thank you for choosing a Training Expertise Course. The information below should give you enough detail to enable you to prepare for the course. Should you have any further questions however please do get contact with the office.

Course Timings

The course will run between **09:00 to 18:00** each day. Please ensure you arrive for a prompt start at 09:00. There will be several breaks for refreshments and lunch will be at approx. 12:30 each day.

The Venue:

The course will be held at our Field Training Venue, The Croft Field Centre, Hungerford, Berkshire. This venue provides a grass field campsite with facilities as well as access to the surrounding canals, rivers and meadows for practical outdoor scenarios. Directions are below.

The Trainers:

We use only the highest quality trainers. They come from a variety of backgrounds: from Accident and Emergency Doctors to Nurses and Paramedics, Mountain Rescue and Expedition Leaders. Their experience in the remote pre-hospital setting is extensive and this combined with innovative training techniques ensure learning is optimal and fun.

Lunch and Refreshments:

Coffee, tea and refreshments will be provided as part of the course.

However, please bring a packed lunch each day or money to purchase lunch as this is NOT included in the course fee.

There are a number of local shops on the High Street, including a couple of bakeries, tea rooms, coffee shops, a Co-op and a Tesco all within an easy 5 minute walk.

The Equipment:

The cost of the course includes course notes as well as all the necessary practice materials (tape, bandages, syringes, etc). However, please bring a supply of paper, pens, highlighters etc to make your own notes.

Clothing:

The course involves practical scenarios outside on potentially rough and uneven ground, therefore appropriate warm, comfortable outdoor clothing, waterproofs and footwear are required.

Your Health and Safety:

1. Most of Training Expertise's courses involve practical elements, whether bending and lifting, active first aid or working outside on rough or uneven terrain. Clients are reminded of the importance of operating within their abilities and taking care of their health and safety. Please inform us of any medical or other issues that may affect your active participation.
2. Clients are reminded that all outdoor activities are potentially hazardous and that they are obligated to abide by any safety instructions provided on the course.
3. Please speak to your instructor should you have any issues during the course.

We very much look forward to meeting you on the day. Until then if you have any further questions regarding the course please don't hesitate to contact us.

Course confirmation & payment:

The issuance of these joining instructions along with an invoice, represent confirmation of the booking. Payment of the full course fee is required in advance to secure the booking.

Refunds in case of client cancellation:

More than one month prior to the course Training Expertise is able to provide a 50% refund.

Less than a month before no refund is possible.

Full terms and conditions are below for your information.

Background Reading for First Aid Courses

Basic Level First Aid course:

- **NOLS Wilderness Medicine.** Tod Schimelpfenig (ISBN-10: 0811733068)
- **First Aid at Work - Health & Safety (first aid).** Regulations 1981 and Guidance HSE Publication, PO Box 1999, Sudbury, Suffolk CO10 6FS. Outlines correct protocols and legal situations.
- **First Aid Manual, Eighth Edition.** A.K. Marsden, Dorling Kindersley Publishers (ISBN 0-75133-704-8). Basic Urban First Aid Manual.

For Advanced First Aid and Wilderness First Responder :

- **Practice Guidelines for Wilderness Emergency Care.** William W Forgey: Wilderness Medical (ISBN-10: 0762741023)
- **Wilderness Medicine – Beyond First Aid.** William W Forgey (ISBN-10: 076270490X)
- **Field Guide to Wilderness Medicine.** Paul S Auerbach: (ISBN-10: 0323018947)
- **Expedition Health and Safety, Course Notes.** Expedition Advisory Centre, 1 Kensington Gore, London, SW7 2AR
- **Expedition Medicine.** Royal Geographical Society, 2nd Edition (ISBN 1-86197-434-5)
- **Oxford Handbook of Clinical Medicine.** Third Edition, R.A. Hope, Oxford University Press (ISBN 0-19-262988-3)
- **Wilderness and Rural Life Support Guidelines.** R.J. Koester, DBS Publications (ISBN 1-879471-02-7)



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Accommodation near The Croft Field Centre

The Three Swans (0.2 miles), 117 High St, Hungerford, West Berkshire RG17 0LZ
Tel: 01488 682721

The Sun Inn (0.3 miles), 36 Charnham Street, Hungerford, RG17 0EJ
Tel: 01622 884221

The Bear Hotel (0.4 miles), 41 Charnham St, Hungerford, West Berkshire RG17 0EL
Tel: 01488 682512

Honeybone's B&B (0.6 miles), 33 Bourne Vale, Hungerford, W. Berkshire, RG17 0LL
Tel: 01488 683228

The Pelican Inn (3.0 miles), Bath Road, Hungerford, SN8 3JY
Tel: 01488 682479

The Dundas Arms (3.5 miles), 53 Station Rd, Kintbury, Hungerford, W. Berkshire RG17 9UT
Tel: 01488 658263

The Pheasant Inn (4.0 miles), Ermin Street, Hungerford, RG17 7AA
01488 648284

Camping

The Croft Field Centre (0 miles), The Croft, Hungerford, West Berkshire, RG17 0HY

- Camping is available on the field behind the training building.
- Please pack your tent away during the day, to not obstruct the course.
- If you arrive the night before the course, please note that the building, including facilities toilets & showers, will not be opened until around 8am the morning of the training.

To camp here, please contact Training Expertise on info@training-expertise.co.uk

Comments to info@training-expertise.co.uk please.

Directions to The Croft Field Centre:

The Croft Field Centre, The Croft, Hungerford, West Berkshire, RG17 0HY

By Google:

We have had a few delegates becoming lost on the way and ending up at Croft Lane, Kintbury, Hungerford. This is a little village nearby. If you use Google to identify where the course is being held please just use the postcode. 'RG17 0HY' this will get you there. Likewise if you are using SatNav, please make sure that the destination is indeed in Hungerford and not Kintbury. - Thanks

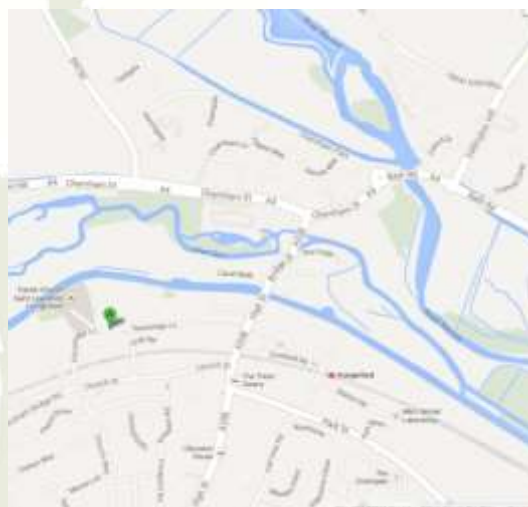
By Car:

Just 3.4 miles south of Junction 14 on the M4.



1. Take the Hungerford exit heading South along the A338 (Eddington Hill) to the roundabout with the A4, turn right taking the Town centre, Marlborough A4 (Salisbury A338) exit.
2. At the next roundabout follow the Town centre, Marlborough A4 (Salisbury A338) signs taking the first exit, Charnham St.

3. At this third roundabout follow the Town centre, Salisbury



A338 exit, left, Bridge St. Head straight over the canal, up the High Street and under the railway line.

4. Turn right at this next roundabout down Church St, taking the second exit) signposted Toilets & Library.

5. Turn Right down Croft Road, follow left and the entrance to The Croft Field Centre is down the little lane in front of you, **behind the Nursery School**.

Nursery School

Croft Field Centre Drive



By Train:

There is a train station in Hungerford (shown on above map) which is on the GWR Paddington, Reading, Exeter St David's, Plymouth line, which is approximately 0.3 miles, 7 minutes walk, from The Croft Field Centre.

Training Expertise Ltd - Terms & Conditions

1 Interpretation

- "Activities" means activities for organisations, corporate groups and schools, first aid courses and other activity schemes details of which are more particularly described in Schedule 1 Part 2;
- "Client" means the individual, firm or company doing business with the Company and acting on behalf of the Participants and whose details are given in Schedule 1 Part 1;
- "Company" means Training Expertise Ltd (registered No. 04051857) of Registered Office; Expertise House, 9 Cufaudd Business Park, Cufaudd Lane, Bramley, Hants, RG26 5DL;
- "Conditions" means the terms and conditions set out in this document including the Schedule;
- "Participants" means persons taking part in the Activities, whose details are given in Schedule 1 Part 1;

2 Application of terms and conditions

- 2.1 Any application by a Client to take part in the Activities provided by the Company shall be accepted entirely at the discretion of the Company and if so accepted will only be accepted upon these Conditions.
- 2.2 No modification of the Conditions shall be binding on the Company unless in writing and signed by a director of the Company.
- 2.3 The Client acknowledges that there are no representations outside the Conditions, which have induced it to enter into this contract with the Company.
- 2.4 Any typographical, clerical or other error or omission in any sales literature, quotation, price list, acceptance of offer, invoice or other document or information issued by the Company shall be subject to correction without any liability on the part of the Company.

3 Payment

- 3.1 Payment by the Client for the Activities shall be made as set out in Schedule 1 Part 3.
- 3.2 The total cost of the Activities as detailed in the Schedule shall cover all aspects of the Activities provided by the Company except those specifically excluded in the Schedule.

4 Cancellation charges

- 4.1 Cancellation charges for Activities shall be as set out in Schedule 1 Part 5.

5 Failure to pay on time

- 5.1 The amount of each payment shall become due and payable at the expiry of the relevant periods referred to in Schedule 1 Part 3. Where the Client falls outside the definition of "small business" under the Late Payment of Commercial Debts (Interest) Act ("the Act"), the Company shall be entitled to charge the Client interest on the amount unpaid at the statutory rate provided by the Act and in other cases charge the Client interest (before as well as after judgment) on the amount unpaid at the rate of 4% over the base rate of Lloyds Bank plc from time to time and compounded quarterly.
- 5.2 Time of payment shall be of the essence of the contract and the failure of the Client to pay any part of any invoice in due time shall entitle the Company to cancel the Activities and to recover damages for breach of contract by the Client. Such damages shall include, without limitation, any bank charges or other costs or expenses incurred directly or indirectly in connection with the Client's failure to pay on the due date. The Company shall have authority to re-allocate the Activities without prejudice to any of its other remedies.
- 5.3 The Client waives all and any future claims and rights of set off against any payment due by the Client under these Conditions and agrees to pay any amounts due regardless of any equity, set off or cross-claim on the part of the Client against the Company.
- 5.4 The rights of the Company under this Clause 5 are cumulative and not alternative and any waiver by the Company of any of its rights shall be without prejudice to any other rights hereunder.

6 Changes to bookings

- 6.1 The Company will use reasonable endeavours to avoid having to change the Activities but the Company reserves the right to alter or omit or make changes for any reason which the Company in its absolute discretion shall consider to be just and reasonable.
- 6.2 In the unlikely event of political unrest, hostilities or other event beyond the control of the Company in an area to be visited, advice will be taken by the Company from The Foreign Office on the advisability to travel.
- 6.3 In the event that the number of Participants taking part in the Activities falls below the minimum number required by the Company to operate the Activities, then the Company reserves the right by written notification to the Client to terminate the contract for Activities at which time the Company will refund within a reasonable time to the Client all payments (including the deposit) referred to in Schedule 1 Part 3.
- 6.4 Cancellation by the Company of part of the Activities shall not entitle the Client to cancel any other part of the Activities. The Company shall reimburse or give credit to the Client for the cost of any part of the Activities so cancelled.

7 Finishing times

- 7.1 Events organised by the Company as part of the Activities are required to finish at the time agreed by the Company and extensions to this time will not be possible unless agreed to in writing by a director of the Company.

8 Notification of participant

- 8.1 The amount payable by the Client shall be calculated by reference to the number of Participants (unless otherwise stated to be a lump sum) indicated at Schedule 1 Part 1 but where the number actually participating is greater the Client shall be liable to pay an additional amount per Participant as specified in Schedule 1 Part 3 and invoiced by the Company.



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9 Refusal of admission

- 9.1 The Client shall use its best endeavours to ensure that all Participants read and study in advance, any information made available to the Client or Participants by the Company regarding preparations for the Activities to be provided. The Client shall use its best endeavours to make Participants aware that they are expected to follow the instructions given in such advance information.
- 9.2 If the Company in its absolute discretion considers the conduct or dress of any Participant seeking admission to or participation in the whole or part of the Activities is likely to cause risk to the welfare, safety or conduct of that Participant or any other Participant, then the Company shall have the right in its absolute discretion to refuse such admission or participation by such participant without having to give detailed reasons.
- 9.3 If a Participant's conduct whilst participating in the whole or part of the Activities is such that in its absolute discretion the Company believes it is likely to cause risk to the welfare, safety or conduct of others participating in the whole or part of the Activities, then the Company may require the Participant to retire from the Activities provided and in such circumstances the Client will be responsible for any additional costs incurred by the Company in returning the Participant to the UK return point.
- 9.4 The client shall ensure that Medical form and Parental consent forms are completed and presented to the Course Director prior to the start time. The Company shall have the right in its absolute discretion to refuse such admission or participation by such participant that do not have appropriate permission or medical forms.

10 Force Majeure

- 10.1 The Company shall not be liable to the Client for any loss suffered by the Client if the provision of the activities is prevented, restricted, hindered or delayed by reason of any circumstances outside the control of the Company including weather and without limitation labour disputes, strike, lock-out or shortage of materials or labour. In such circumstances non-performance, part-performance or delay in performance of the obligations of the Company shall not entitle the Client to claim damages of any kind whether direct, indirect or consequential.

11 Limitation of liability

- 11.1 In arranging for any part of the Activities to be delivered by a third party the Company acts as the agent of the Client and no liability to any third party or to the Client of any kind whatsoever shall attach to the Company in connection with or arising from the arrangements between the Client and the third party. The Client shall indemnify the Company against any claim made by such third party.
- 11.2 In respect of Activities provided by a third party under the Conditions the Company shall, at the request of the Client, give reasonable assistance to the Client to pursue any claim against such third party, save that the Company shall not be obliged to pursue any third party if this involves legal or other professional expenses, court or arbitration proceedings, unless the Client agrees to fully and effectively indemnify the Company against all costs and expenses in respect thereof including the cost of the Company of involvement of Company staff in connection with pursuing a claim.
- 11.3 Except in respect of death or personal injury caused by the negligence of the Company the Liability of the Company to the Client for any consequential (whether direct or indirect) loss or damage, costs, expenses or other claims for consequential compensation whatsoever (and whether caused by the negligence of the Company, its employees or agents or otherwise) which arises out of or in connection with the provision of the Activities, shall be limited to the amount that the Company has charged for the part of the Activities in relation to the particular event giving rise to the liability.
- 11.4 The Client shall be responsible and shall fully indemnify the Company for any damage intentionally or negligently caused by the Client, its sub-contractors, agents, guests or the Participants to any property of the Company or venue being used by the Client. Should any such damage occur the Company will specify, in writing, the damage and cost of repairs and the Client shall, within 7 days of the date of the Company's letter, pay to the Company the sum required to rectify the damage caused.
- 11.5 If the Client or a Participant is not satisfied with the Activities provided by the Company, such dissatisfaction must be communicated without delay in writing to the Company's place of business or if this is not practical to the employee or third party appointed by the Company to provide the Activities and the Company will take all steps reasonable in the circumstances to remedy the situation. If provision of the Activities has been completed complaints must be communicated to the Company in writing to the Company's place of business within 14 days of completion of the Activities.

12 Amendment

- 12.1 No relaxation or indulgence, which, the Company may from time to time or at any time extend to the Client, shall in any way prejudice or act as a waiver of the Company's rights hereunder.

13 Notices

- 13.1 Any notice to be given by either party to the other under these Conditions shall be in writing addressed to that other party at its principal place of business or registered office or such other address as has been notified to the party giving the notice and shall be deemed to be duly served on the day after being posted if being sent by first class pre-paid post or on the day received if given by facsimile or other means of telecommunication in permanent written form.

14 General

- 14.1 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provisions in question shall not be affected thereby.
- 14.2 The Company is registered as a Data User under the Data Protection Act 1984 as amended by Data Protection Act 1998 and complies with the principles set down by the legislation.
- 14.3 The Company holds the right to use any photographic material taken during the course for general marketing purposes.

15 Law



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15.1 These Conditions shall be governed by and interpreted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

Schedule 1

Part 1 - Client Details

Client Name: Open Course Client as per Invoice
Address: Open Course Client as per Invoice
Tel: Open Course Client as per Invoice
Participants' Details: Open Course Client as per Invoice

Part 2 - Description of Activities

Course Title: Open Course as per Course Information Pack &/ or Invoice
Course Content: Open Course as per Course Information Pack &/ or Invoice
Course Description: Open Course as per Course Information Pack &/ or Invoice

Part 3 - Costs

Venue Hire - Per course costs: £ Open Course as per Invoice
Activity Costs - Per course costs: £ Open Course as per Invoice
Certification Costs - Per person costs: £ Open Course as per Invoice
Specialist Kit Hire - Per item cost: £ Open Course as per Invoice

Part 4 - Payment Terms

Pre-course Charges: On receipt of a *Pre-course Invoice* - if applicable; the full cost of the Activity must be paid to the Company by the Client a minimum of 7 days before the start of the Activity.
Post-course Charges: On receipt of a *Post-course Invoice* - if applicable; from the Company; all other costs must be paid to the Company by the Client immediately on completion of the Activity, on receipt of an invoice from the Company.

Part 5 - Cancellation Charges

Advanced Notice: Should the Client cancel the Activities one calendar month (or more) prior to the first date on which any of the Activities are due to be provided; the Client shall remain liable for the 50% of the costs, as agreed at point of sale.
Limited Notice: Should the Activities be cancelled by the Client in whole or in part less than one calendar month prior to the first date on which any of the Activities are due to be provided; the Client shall remain liable for the entire costs, as agreed at point of sale.
Individual: Should individual participants cancel before or during the Activities; the client will be held liable to pay the Company, all Costs as detailed in Schedule 1 Part 3 that may already have been incurred by the individual.

Regards,

Richard Mayon-White

Director - Training Expertise Ltd.

info@training-expertise.co.uk - 01256 886543 (opt. 3)