



APMS Ambulance
Service Ltd

bookings@apmsambulance.co.uk

Training Request



Providing Quality Care When And Where You Need It

Ambulance & Transport Services, Event Medical Cover, First Aid & Medical Training Courses.

**Registered Office: Unit 8 Stapledon Road | Orton Southgate | Peterborough | PE2 6TB
Company No: 7632185 | CQC Registered.**



Training Request Form

Instructions

- **Please complete the form below** as we need accurate information to generate a personalised quotation for your required training course.
- If you require our staff to perform training away from the APMS site, we will need details of potential risks
- **Qualifications:** All our first aid staff hold a United Kingdom first aid qualification and our ambulance crews hold an Emergency Medical Technician qualification (Advanced First Aid). Our Paramedics, Doctors and Nursing staff are all currently registered with the relevant regulatory body. Our staff are required to participate in continual personal development and training. Everybody that has patient contact has undertaken appropriate safeguarding training and has an enhanced CRB disclosure. We are CQC registered.
- **Insurance:** APMS holds: medical indemnity, vehicle and public liability insurance. Evidence of insurance is available on request.
- **Help with this form:** If you are uncertain about any part of this form then please contact our Head Office in Peterborough by telephone on 01733 567222 or Email: bookings@apmsambulanceservice.co.uk
- **Program:** If you would like to identify APMS Ambulance Service in your program may we suggest you use the following wording: Ambulance and first aid provided by APMS Ambulance Service Ltd. We aim to help save lives by providing ambulance and first aid cover at local events, and by teaching first aid skills within the community. Please visit our website for further information: www.apmsambulanceservice.co.uk

Confirmation of booking

- Please note that verbal bookings can be made, but they **must be confirmed in writing by completing the form below**. Ideally, we would like confirmation of bookings at least one month prior to the event. However, we are pre-booked up to a year in advance for some events, especially in the summer months, so please contact us as soon as you have dates and we will be able to advise you of our availability.
- You will receive confirmation of receipt of your request by email within 14 days. If you do not hear from us by then please re-contact us as soon as possible, in case your documents did not reach us. We aim to confirm or refuse a booking as soon as we can, depending on staff availabilities. Following confirmation, we will check with you approximately one week before the event that it is still going ahead and clarify any other details. If for any reason, you have to cancel your event, please let us know as soon as possible so we may offer the date to other organizations. **NOTE YOU MAY BE SUBJECT TO APMS CANCELTION FEES**
- APMS rely on you as organizers to read your insurance requirements and health and safety guidelines. Please make sure when booking medical cover this is the correct requirement for your event. **NO** responsibility will be taken by APMS for the lack of medical cover in the event of legal proceedings being taken against you as an organizer.

Payment

- We aim to keep our prices competitive and we therefore request not only is our pre-event request form completed, however we may choose to complete our own site inspection. A member of our operations team will discuss with you a personalised medical cover and pricing plan, APMS will require payment (in full) before the event commences, this is in order to maintain our service; invoices will be produced prior to the event. Full payment for our services is expected no later than **8 weeks prior to the event date. Any variations on our standard agreement will have been discussed with you in full.**
- Should an event be cancelled by the organizer, then the following tariff MAY apply?

Notice Given for Cancellation of Events and % of Payable Cost by Customer			
12+ Months' notice of Cancellation	26 Weeks to 52 Weeks' notice of Cancellation	8 Weeks to 26 Weeks' notice of Cancellation	8 weeks up to and including day of event
100% Refunded Excluding £50 admin fee	75% Refunded Excluding £50 admin fee	50% Refunded Excluding £50 admin fee	0% Refunded

Patient Confidentiality

APMS Ambulance Service Ltd is required by law to comply with the Data Protection Act, 1998, to ensure the confidentiality of any patient records held by the company. Details can only be disclosed to third parties with the consent of the individual or by virtue of some overriding lawful authority. An event incident report, omitting all personal details, may be made available to the event organisers on request. APMS Ambulance Service retains patient records in secured and locked storage for 7-25 years, depending on age. We will however provide the mandatory data set required to enable organisers to provide the information required in accordance with The Health and Safety at Work Act 1974 and the regulations of their sport governing bodies. Please provide us with your organisations documentation if you require us to complete this on your behalf.

Where an occasion arises APMS are duty bound to raise any safeguarding concerns to the local authority safeguarding team

PLEASE NOTE THIS FORM IS FOR QUOTATIONS AND ADVICE ONLY AND IN NO WAY, CONSTITUTES CONFIRMATION OF ANY BOOKING



Training Request Form

Additional Information/imposed terms etc.

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Training Request Form

1. Booking Details (Please use a separate form for each course required)

Name of requesting person	
Organisation Name –include Registered charity number, company number if applicable	
Organiser Details: Name/Address /Phone/e-mail	
Date of request	
Training Required Moving and Handling for ambulance crew First Aid at Work First Aid (adult) First Aid (children) Defibulator Training First Response Emergency Care (FREC 3) First Response Emergency Care (FREC 4)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Preferred start time	
Preferred finish time	
Preferred Date for Training	
Number of attendees	

2. Venue Details

On site contact	
Event location / address please include post code /directions /Grid Reference	
Main on site landline telephone number	
On site contacts and telephone/mobile contact numbers	
Event Organiser Contact name and number on the day	
Please can you provide a site map of the venue with this booking form, as this is required as part of our risk assessment	

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3. Off Site Emergency Plans and Procedures

Details of potential risks	Outcome
<p>We may require a copy of any relevant risk assessments before we can confirm attendance at your off site training course. If you have not completed a risk assessment you can find an example at www.hse.gov.uk/risk/fivesteps.htm (accessed December 2011)</p>	

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4. Invoicing details

Organisation	
Contact Name	
Purchase Order No <i>if applicable</i>	
Address	
Main telephone number	
FAX number	
E-mail address	

Please email this document back to:

bookings@apmsambulanceservice.co.uk

Or post to:

APMS Ambulance Service Ltd
Unit 8 Stapledon Road, Orton Southgate, Peterborough PE2 6TB
TEL: 01733 567222 FAX: 01733 557070

Official use:

Event Liaison?	
Date Quote issued?	
Amount quoted?	
Variations in cancellations tariff	
Variations in pre-payment	
Quotation agreed by Director	
Quote signed by Director	
Form received from Client	
Entered on to online calendar	

16 weeks prior to event

Date invoice Issued	Date invoice returned/paid
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8 weeks prior to event

Payment to have been received	
Has Director been informed of payment/non	
Has appropriate acknowledgement been sent	

14 days prior to event

Confirm details with client	
Issue post event questionnaire	

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