

CAREXTRA STAFFING

STATUTORY & MANDATORY TRAINING

Carextra Staffing

Statutory & Mandatory Training Handbook

Effective Date: 22/02/2025

This handbook provides guidance on the statutory and mandatory training requirements for all healthcare workers employed by Carextra Staffing in England and Wales.

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1. Introduction

Carextra Staffing is committed to ensuring that all healthcare workers receive the statutory and mandatory training they need to perform their roles safely, effectively, and in compliance with UK laws and regulations.

2. Regulatory Compliance

All Carextra Staffing employees must adhere to the following regulations:

- Care Quality Commission (CQC) Standards
- Health and Social Care Act 2008
- NHS Employers Mandatory Training Framework
- UK GDPR & Data Protection Act 2018
- Equality Act 2010
- Health & Safety at Work Act 1974

3. Mandatory Training Requirements

All healthcare staff must complete the following statutory and mandatory training courses:

3.1 Health & Safety Training

Covers the Health and Safety at Work Act, fire safety, risk assessments, and personal safety.

3.2 Infection Prevention & Control

Training on hand hygiene, PPE usage, and infection control measures to prevent the spread of diseases.

3.3 Moving & Handling

Safe manual handling techniques, lifting aids, and injury prevention for patient handling.

3.4 Basic Life Support (BLS) & First Aid

CPR training, defibrillator use, and first aid response in emergency situations.

3.5 Safeguarding Adults & Children

Recognising and reporting abuse or neglect in vulnerable adults and children.

3.6 Fire Safety

Fire prevention, evacuation procedures, and the use of fire extinguishers.

3.7 Equality, Diversity & Inclusion

Promoting workplace inclusivity and compliance with the Equality Act 2010.

3.8 Information Governance & Data Protection

Training on GDPR compliance, patient confidentiality, and secure handling of sensitive data.

3.9 Conflict Resolution

Managing workplace conflicts, de-escalation techniques, and effective communication.

3.10 Food Hygiene & Nutrition Awareness

Basic food safety training for healthcare workers involved in patient nutrition.

3.11 Lone Working Awareness

Personal safety strategies for healthcare workers in community and domiciliary settings.

4. Training & Certification Process

Carextra Staffing provides access to accredited training providers for all mandatory training. Employees must:

- Complete online or face-to-face training sessions.
- Pass required assessments or practical demonstrations.
- Keep training certificates up to date and provide copies to HR.

5. Renewal & Continuous Professional Development (CPD)

Mandatory training must be renewed as per the following guidelines:

- Annual Renewal: BLS, Safeguarding, Fire Safety, Infection Control.
- Every 3 Years: Moving & Handling, Conflict Resolution, Health & Safety.
- Ongoing CPD: Staff are encouraged to attend additional training to enhance their skills.


6. Failure to Comply with Training Requirements


Failure to complete statutory and mandatory training may result in:


- Suspension from assignments until training is completed.
- Disciplinary action for repeated non-compliance.
- Termination of employment if training requirements are not met.

7. Support & Further Information

For assistance with training, please contact the HR Department:

 Address: Paramount House, 1 Delta Way, Egham, TW20 8RX

 Email: info@careextrastaffing.com

 Phone: 01784 849004; 07389 018294