



UPDATE No:2

HSENI's First Aid Approval Division

FAW update NI - 17/08/2009.

+ Use of 'Casualties' during the final practical assessment

HSENI has received a number of queries about this topic. Students should not be used as casualties during the final assessment of an FAW or FAW requalification course. However, they can be used as casualties in the course itself during practical demonstrations, where appropriate. Ideally, anyone used as a casualty during the final assessment should not have been involved in the training.

+ Changes to first aid training: situation in Northern Ireland

HSENI has received a number of queries about this topic. Training organisations should understand that the changes which will be implemented by the Health and Safety Executive in Great Britain from 1 October 2009 do not apply to Northern Ireland at this point.

+ First aid at work requalification and certification

Employers need to arrange retraining before FAW certificates expire. Where first-aiders retrain during the three months before the certificate expires, the new certificate should take effect from the expiry date and last for three years from this date. Where retraining is earlier than this three-month period, the new certificate should take effect from the date the course is completed and last for three years from this date.

Where first-aiders do not complete their retraining before the expiry date, they should complete it no more than 28 days beyond the expiry date. The new certificate should be dated from the expiry date of the previous certificate and last for three years from this date. The 28-day certificate extension can be applied irrespective of the circumstances which led the first-aider to go beyond their certificate expiry date before requalifying. If a first-aider cannot complete the training by the end of this 28-day period they will not be allowed onto an FAW requalification course and will have to undertake the full FAW course to obtain a new certificate.

Where FAW trainers need a new FAW certificate, it is not acceptable for them just to take the final practical assessment. They should attend an FAW requalification course delivered by another trainer and successfully complete the final assessment.

Our recent personal monitoring visits have served to enable us to emphasise the need for a summative assessment. This assessment is expected to cover not only the elements described in the guidance but also the breadth of the syllabus. Training organisations may choose to use a written paper to enable assurance of competence across the syllabus but HSENI does not prescribe the particular format.





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+ Renewals

Training organisations are reminded of the need to advise HSENI's EMAS of any changes in their approach to the delivery of training or assessment. At the point of renewal of approval a specific question regarding any changes made in the intervening five years requires to be addressed. Thus changes to the format of assessments, lesson plans or First Aid manuals should all be noted at this point.

+ Trainer & Assessors

HSENI's EMAS relies on a range of resources to satisfy itself as to the competence of a particular individual to satisfy the criteria to become a trainer or an assessor. Training organisations are reminded that HSENI places particular emphasis on the testimonial of the accountable person as to the suitability of a particular individual to carry out these functions. It wishes to reiterate that in signing this, the accountable person should understand that they have taken full account of the requirements as stated in the guidance and having considered in detail the portfolio of the individual they are satisfied to endorse the person/trainer/assessor.

+ New Forms

Many HSENI forms have been updated, for example the AT7 forms for notification of courses and the AT4 forms for Trainer /Assessors. We would ask all organisations to use the new forms which can be accessed via our web page http://www.hseni.gov.uk/index/information_and_guidance/first_aid_at_work_trainers.

+ Notification of Courses

Course notifications must be submitted four weeks in advance of the first day of the course unless there are extenuating circumstances. We require a full address including post code and a contact number so that monitoring visits can be carried out easily and with as little disruption as possible. It is imperative that HSENI are notified of any changes in venue, personnel or dates promptly. Likewise all cancellations should be notified. If security clearance is required we expect that to be organised beforehand since the visits will continue to be unannounced.

+ Distribution of updates:

Accountable Persons are advised to ensure that the contents of this update, and any future updates, are brought to the attention of their approved trainers and assessors. In order to assist with this HSENI's EMAS will be publishing each update issued at the following web address www.hseni.gov.uk





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+ Clarification:

Should anyone require clarification or guidance on any of the matters covered in this update we would ask that they contact HSENI's EMAS directly. Our contact details are as follows:

By mail: EMAS, 2nd Floor, Avenue House, 42/44 Rosemary Street, Belfast, BT1 1QE
By email: emasmail@detini.gov.uk
By phone: 02890 408004
By fax: 02890 408006

A member of the HSENI's EMAS staff is happy to assist with any queries you may have.

