

First aid at work newsletter

Issue 9 March 2010

Introduction

Issue 9 updates first aid at work (FAW) training providers on:

- overseas training;
- fees for 2010/11;
- post-approval monitoring visits;
- questions about the new FAW and EFAW courses;
- a first aid at work assessment tool;
- the Health and Safety (First-Aid) Regulations 1981.

Overseas training

Your approval for FAW/EFAW training is given for courses run in Great Britain. It does not cover any training conducted outside Great Britain. This also applies where organisations are approved for offshore first-aid and/or offshore medic training.

Fees for 2010/11

The new fees for the Health and Safety (Fees) Regulations 2010 are:

New approval application	£1693
Post-approval monitoring visit	£576
Renewal of Certificate of Approval	£117

The new fees will take effect from 6 April 2010.

Post-approval monitoring (PAM) visits

It is of concern that for a number of training providers it is proving difficult to arrange PAM visits. This may arise where providers are only running a small number of FAW courses or where they do not respond to repeated attempts to contact them.

To maintain your approval it is important that PAM visits are conducted around the date they are due. If we can't make contact with you to arrange a visit then appropriate action will be taken. This may include suspending your approval and removing the name of your organisation from the list of approved training providers on HSE's website. To resume training you may have to reapply for approval and pay the relevant fee.

It is important you notify FAAMS of any changes to your contact details (including your company name, address, telephone number and e-mail), or if you no longer deliver FAW training.

Q&A on the new FAW and EFAW courses

Q *Can EFAW and FAW training be combined?*

A Some training organisations have asked whether EFAW and FAW students can be grouped together on the first day of a three-day FAW course (where the first day contains all elements of EFAW). The two courses cannot be combined (www.hse.gov.uk/firstaid/review/trainingfaq.htm) as EFAW and FAW students could have different needs. The former may require more time from the trainer as all elements of the course are completed in one day. The latter would have the opportunity to revisit aspects of the first day on subsequent days.

Q *Can I deliver EFAW training and add on a number of items from the FAW syllabus?*

A HSE has received a number of enquiries on this issue. It has been suggested that training organisations could run EFAW over one day, then add on certain elements of the FAW syllabus that a student/employer may have identified, while keeping the overall duration to either one or two days. In terms of complying with the Health and Safety (First-Aid) Regulations 1981, this approach is not appropriate. If an employer requires first-aiders, those first-aiders should have a valid certificate in either EFAW or FAW. The first-aid needs assessment will help determine which training course is appropriate. Adding elements of FAW to EFAW to form a 'hybrid course' would indicate prospective first-aiders should be undertaking full FAW training.

Q *What information needs to go on an EFAW certificate?*

A The certificate should contain the same information as appears on an FAW certificate (www.hse.gov.uk/pubns/web41.pdf) with the exception that the title will be 'Emergency First Aid at Work'.

Q *How do I assess the competence of students undertaking EFAW training?*

A There is no requirement for a final practical assessment at the end of an EFAW course. You should use continuous assessment to make sure each student has gained the relevant knowledge, skills and understanding relating to each element of the course as it progresses (www.hse.gov.uk/pubns/web41.pdf). Assessment methods recorded in lesson plans may include theory tests, practical work or question and answer sessions, as appropriate.

First aid at work assessment tool

HSE has published a first aid at work assessment tool (www.hse.gov.uk/firstaid/assessmenttool.htm). It is designed to help employers determine the number and type of first-aid personnel to provide in their workplace. The tool serves as a general guide only and employers should take into account all relevant circumstances to make a valid judgement.

Health and Safety (First-Aid) Regulations 1981

The Health and Safety (Miscellaneous Amendments) Regulations 2002 amended Regulation 3 of the Health and Safety (First-Aid) Regulations 1981 to include reference to first-aid rooms. Further information is available on HSE's website (www.hse.gov.uk/firstaid/updatofaw.htm).

For queries on general aspects of FAW, contact HSE's Infoline
(Tel: 0845 345 0055 e-mail: hse.infoline@natbrit.com)

For queries about your own approval or the approval process, contact the FAAMS team
(Tel: 0151 951 3919 e-mail: faams@hse.gsi.gov.uk)