

# First aid at work newsletter

Issue 6 March 2009

## Introduction

Issue 6 of the first aid at work (FAW) newsletter updates FAW training providers on:

- changes to first aid training;
- minimum number of FAW courses;
- third party arrangements for delivery of FAW;
- publication of a list of HSE-approved providers;
- misleading claims in advertising material; and
- a new edition first aid manual.

### Publication of a list of HSE-approved training organisations

HSE intends to publish a list of approved providers on its website to enable employers to check the approval status of an organisation. Please ensure that you inform FAAMS of any changes to your contact details.

## Changes to first aid training

The revised guidance for first aid training providers is due to be published in April 2009. It will appear on the 'What's new' section of HSE's website at: [www.hse.gov.uk/firstaid/new.htm](http://www.hse.gov.uk/firstaid/new.htm). Full implementation of the changes to first aid training will start from 1 October 2009. Some commonly asked questions about the changes can be found at: [www.hse.gov.uk/firstaid/review/trainingfaq.htm](http://www.hse.gov.uk/firstaid/review/trainingfaq.htm).

## Minimum number of FAW courses

To maintain your approval with HSE, there is a current requirement for your organisation to run a minimum of six FAW courses (initial and/or requalification) each year. This helps promote competence in FAW training, retaining familiarity with HSE's training standard for FAW and published updates on relevant issues. HSE requires that the skills of all trainers and assessors are reviewed at least once a year as part of your quality assurance plan.

Ongoing monitoring visits to your organisation are conducted once every five years. Given this frequency, it is important that FAW courses are run regularly so monitoring is conducted on or close to its due date. Failure to achieve this could result in less frequent visits, which is unacceptable.

HSE is currently collecting data from approved providers about the number of FAW courses delivered. In addition, it is likely that when the changes to training are implemented in October 2009, most providers will run Emergency first aid at work (EFAW) as well as FAW courses. This information will help HSE assess whether any modification to the current requirement is necessary. In the meantime, you will still be required to run a minimum of six FAW courses a year. This applies to both you as an approved provider in your own right as well as any third parties that conduct FAW training on your behalf.

## Misleading claims in advertising material

FAAMS continues to receive a significant number of enquiries and complaints about this issue. For example, where a training provider claims to be approved by HSE to run non-FAW courses such as paediatric first aid training. Previous FAW newsletters have clearly stated that your approval is given for FAW and FAW requalification training only. To claim otherwise may contravene trading standards laws.

It is for the training provider to ensure that any advertising material is accurate and complies with the Trades Descriptions Act enforced by local authorities. HSE has no regulatory role in this context and enquirers may wish to contact the relevant local authority trading standards department.

HSE must focus its limited resources on ensuring employer dutyholders comply with the Health and Safety (First-Aid) Regulations 1981, ensuring approved providers meet the appropriate training standard for the delivery of FAW and continuing to work towards implementation of the new training regime.

## Relationship between HSE-approved training organisations and third parties

Where you intend to work with a third party that will deliver some FAW training on your behalf, certain conditions must be met. Further information can be found at:

[www.hse.gov.uk/firstaid/review/jun08interim.htm](http://www.hse.gov.uk/firstaid/review/jun08interim.htm).

One of the conditions is that the approved provider must conduct FAW training in its own right. Third parties can be used to conduct *some* of your FAW training but not all of it. HSE will not approve an organisation that does not wish to run FAW courses itself. It is important to emphasise that both the approved provider and any third party should each be conducting a minimum of six FAW courses a year.

If there is reason to revoke an approved provider's Certificate of Approval, the organisation and any third parties working on its behalf, will no longer be able to deliver FAW (and EFAW) courses for regulatory purposes.

## New edition: First aid manual

HSE's current guidance for training organisations indicates that FAW skills and knowledge must be taught and assessed in accordance with currently accepted first aid practice in the UK. Reference is made to the Resuscitation Council (UK), European Resuscitation Council, the first aid manual of the Voluntary Aid Societies (VAS) and other publications. The ninth edition of the VAS manual has just been published. If you use the VAS manual for FAW training, HSE has no objections to you using up existing stocks of the eighth edition before moving to the new edition. If you use another first aid manual for FAW training it should be based on sound medical, scientific research or in line with the other references previously mentioned. Again, it is acceptable to use existing stocks of your current manual.

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

# First aid at work newsletter

Issue 5 December 2008

## Introduction

This issue of the newsletter for first aid at work training providers updates you on:

- fees for 2009/10;
- implementation of the changes to first aid training;
- the HSE logo;
- access to contact details;
- post approval monitoring (PAM) visits.

## Fees for 2009/10

The new fees to be considered by the HSE Board for the Health and Safety (Fees) Regulations 2009 are:

New approval application	£1512
Post approval monitoring visit	£567
Additional visit (if needed)	£543
Renewal of Certificate of Approval	£106

If agreed by the Minister, the new fees will take effect from 6 April 2009.

## Changes to first aid training

The new training courses will be introduced from 1 October 2009. More details on implementation and the guidance that will be published to support it are available at:  
[www.hse.gov.uk/firstaid/review/jun08implement.htm](http://www.hse.gov.uk/firstaid/review/jun08implement.htm).

A number of commonly asked questions about the changes have been published at: [www.hse.gov.uk/firstaid/review/trainingfaq.htm](http://www.hse.gov.uk/firstaid/review/trainingfaq.htm).

## HSE logo

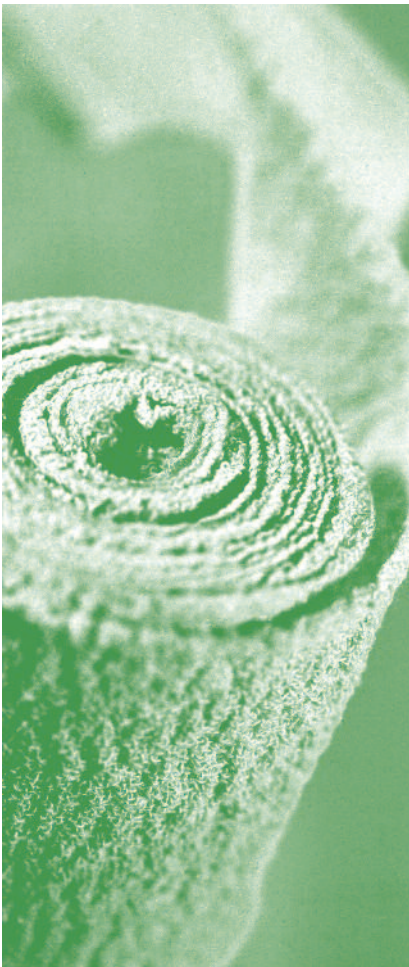
HSE continues to receive queries and complaints about first aid training organisations that are using the logo, for example on advertising material.

HSE's logo is a registered Trade Mark under the Trade Marks Act 1994. Its misuse constitutes a criminal offence. You should **not** use it on any of your material, including certificates or on a website if you have one.



## Contact details

FAAMS is looking at the possibility of placing the contact details of all FAW training providers on HSE's website. This should be beneficial to employers in enabling them to conduct an online search for approved providers in their region. Currently, this information is made available to employers in hard-copy format. It is crucial that you inform FAAMS of any changes to your details so you can be contacted about your approval if necessary and to ensure employers are given accurate information.



## Post approval monitoring (PAM) visits

Visiting Officers now have questionnaires to use on PAM visits. They require information on the number of FAW training courses conducted each year by your organisation and how many sites you train from.

The data will be used by HSE to take appropriate action where necessary. You need to be running a sufficient number of FAW courses so that the PAM visit can be conducted at the time it is due, otherwise the frequency of visits becomes unacceptable. Should you have multiple sites, including third-party sites, you will have additional PAM visits in accordance with the table at:

[www.hse.gov.uk/charging/firstaid/annex-b.htm](http://www.hse.gov.uk/charging/firstaid/annex-b.htm).

If you use third parties for the delivery of FAW training, you will be asked to sign a declaration agreeing to meet conditions which will help safeguard the quality of training. Look at:

[www.hse.gov.uk/firstaid/review/jun08interim.htm](http://www.hse.gov.uk/firstaid/review/jun08interim.htm).

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

# Updates on guidance and delivery of first aid at work training by third parties

June 2008

## Introduction

This note, aimed mainly at HSE approved first aid at work training providers, focuses on the introduction of three interim changes related to their work. The first of these is relevant to the provision of first aiders by employers. In addition, the note considers the delivery of current and future first aid at work (FAW) and emergency first aid at work (EFAW) training courses by third parties.

## Interim changes

During a [recent consultation exercise](#)<sup>[1]</sup>, HSE invited comments on a number of specific issues. Overall, consultees supported a number of proposals, including the following:

- Paramedics registered with the Health Professions Council are exempt from the requirement to hold a valid FAW certificate to administer first aid in the workplace.
- Paramedics registered with the Health Professions Council are exempt from the requirement to hold a valid FAW certificate to be trainers/ assessors for FAW courses, providing they can demonstrate their competence to train/ assess.
- One assessor can conduct assessments on an FAW course with no more than six students.

HSE will introduce these three changes to current arrangements from 1 September 2008.

## Delivery of FAW training by third parties

Currently, HSE approved training providers are permitted to develop arrangements with a third party for the delivery of FAW training courses. In effect, the third party runs FAW courses on behalf of the HSE approved organisation but is not approved in its own right. It is often referred to as 'franchising', although this term is probably inappropriate. It encompasses a spectrum of arrangements from relatively informal to formal (supported by a written contract). The Health and Safety (First-Aid) Regulations 1981, do not prevent the provision of FAW training in this way.

For the purposes of approval and monitoring, the HSE approved training organisation is responsible for the quality of FAW training delivered by third parties on its behalf. On this basis, the third party offers a way of accessing suitably qualified trainers and assessors and is acting as an additional site from which FAW courses can be run. To safeguard the quality of FAW training, **all** the following conditions should be met:

- The HSE approved training provider should conduct FAW courses in its own right and is responsible for ensuring that all FAW courses run by a third party meet the requirements defined in HSE's guidance: [How to gain and maintain approval for first aid at work training under the Health and Safety \(First-Aid\) Regulations 1981 \[200KB\]](#) <sup>[2]</sup>.
- The HSE approved provider should internally verify that all trainers and assessors used by the third party are appropriately qualified and experienced and should monitor their skills at least once a year. Each trainer and assessor should have a personal portfolio containing relevant information that supports this verification.
- Only the HSE approved provider can issue FAW certificates. Therefore, any training delivered by the third party will be supported by a certificate bearing the name of the approved provider.
- There needs to be a good, regular level of communication between the approved provider and the third party.

- The third party should make it clear that it provides FAW courses on behalf of the approved provider and is not HSE approved in its own right.

Where the above conditions are met, third parties will be able to deliver FAW and EFAW courses in the future. To support the change to a new training regime, HSE intends to ask its Contractor (SCOUT Enterprises (Western) Ltd) to collect relevant information when they conduct post approval monitoring visits. It will cover the number of training courses being run and the number of sites from which the approved provider delivers them, including third parties. Where organisations are operating from 'multiple sites' they may require more than one monitoring visit every five years in accordance with [guidance on HSE's website](#)<sup>[3]</sup>. The approved training provider will be charged for each monitoring visit.

If a monitoring visit identifies any problems with the provision of FAW training by a third party, HSE will work with the approved provider to resolve them. In the event that major problems are found which are not addressed and which relate to inadequate oversight by the approved provider, HSE may revoke the Certificate of Approval.

The collection of information on numbers of first aid training courses and training sites is likely to start before the end of 2008.

[\[back to top\]](#)

## Link URLs in this page

1. recent consultation exercise  
<http://www.hse.gov.uk/firstaid/review/mar08.htm>
2. How to gain and maintain approval for first aid at work training under the Health and Safety (First-Aid) Regulations 1981 [200KB]  
<http://www.hse.gov.uk/firstaid/approval.pdf>
3. guidance on HSE's website  
<http://www.hse.gov.uk/charging/firstaid/annex-b.htm>