

# 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))