

First aid at work newsletter

Issue 2 October 2007

Introduction

This is the second first aid at work (FAW) newsletter and gives you, as a provider of FAW training, an update on:

- the review of the FAW Regulations;
- progress with retendering the contract to support HSE's approval and monitoring activities;
- the fees for approval and monitoring activities in 2008/09; and
- answers to questions/issues raised by your industry.

Review of the Health and Safety (First-Aid) Regulations 1981

HSE has considered the approval and monitoring arrangements to support introduction of the new first aid training courses. Existing HSE-approved providers will be able to run both the new three and one-day courses without the need for any additional approval. An alternative approval system is being considered for those training organisations wanting to run the one-day emergency first aid at work course only and not the full FAW course.

HSE aims to publish a statement on its website in the autumn about these proposed arrangements. This will be followed by external consultation on the draft guidance for employers and training providers referred to in Issue 1.



HSE's external contractor from April 2008

HSE recently asked for 'expressions of interest' from businesses wishing to provide support to FAAMS'

Fees

In December 2006, HSE published an update on the Health and Safety (Fees) Regulations 2007 (<http://www.hse.gov.uk/firstaid/review/dec06.htm>). HSE will recommend to the Health and Safety Commission that the fees for 2007/08 are increased by 12% for 2008/09, in line with the previous year's increase. It will also recommend that when issuing an amended Certificate of Approval (for example where the company name has changed), a charge is applied. This will be at the same rate as a certificate renewal, given that the administrative processes involved in producing both are the same. You should inform FAAMS of any relevant changes that will require an amendment to your Certificate of Approval to maintain validity.

approval and monitoring activities. HSE has received submissions from 17 organisations and we are considering them. A shortlist of suitable applicants will be invited to submit a full tender for the work. HSE will announce the outcome of this competition in January 2008.

FAQs

Age limits

Q Are there any age limits for individuals applying for FAW training?

A There are no specific age limits for students attending an FAW course. Given that successful completion of FAW training enables an employee to provide first aid in the workplace, students on the courses will be of working age.

Disability

Q Can someone with a disability undertake FAW training and become a first aider in the workplace?

A HSE has received a significant number of enquiries about the suitability of people with a disability to become first aiders. It is for employers to decide, as part of their first aid needs assessment, whether a particular individual will be able to undertake the role of first aider in the workplace. They will need to be capable of performing all aspects of FAW in accordance with their training. Similarly, training providers need to be satisfied that a candidate has demonstrated all competencies to a satisfactory standard to issue them with an FAW certificate. Dialogue between the individual, employer and training provider could be helpful in such cases and should be encouraged.

Duration of FAW courses

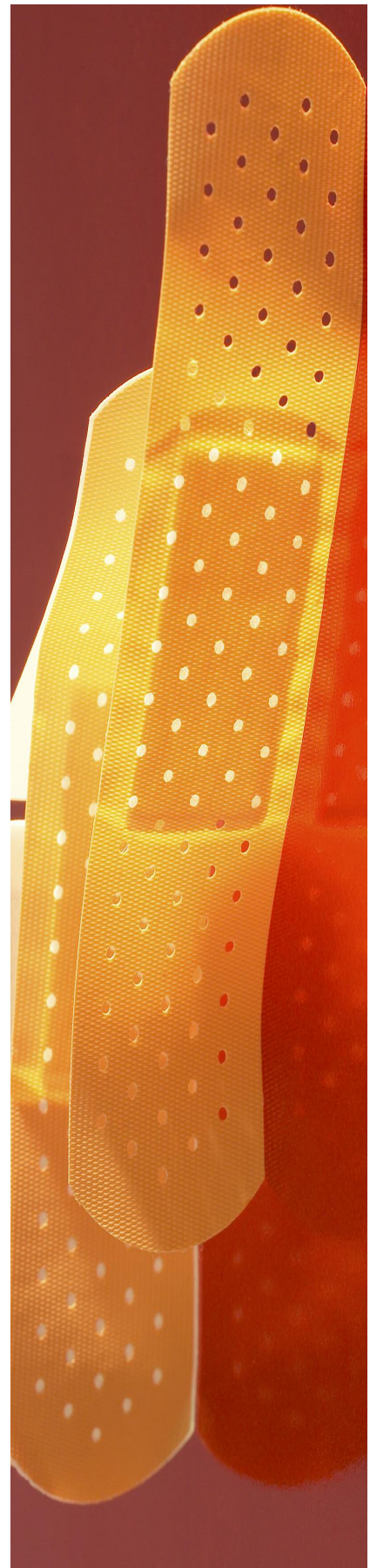
Q Can the FAW course be delivered over three days?

A No. Currently, FAW training should be completed in no less than four days and no more than 13 weeks. FAW requalification training should be delivered over no less than two days and no more than six weeks. If training is spread over a number of weeks, each session should not be less than two hours.

FAW training overseas

Q Is an FAW certificate awarded overseas valid in Great Britain?

A No. It appears that a number of HSE-approved training providers are involved in running FAW courses overseas and award certificates to trainees. In doing so, it should be made clear that they are not approved for this purpose by HSE and the FAW certificate when issued overseas will not be valid in Great Britain (any FAW certificates issued overseas should not bear the provider's HSE approval number).





Student/trainer ratio

HSE receives regular enquiries about this issue. Although not formally included in the current guidance for training providers, our recommendation is that a single trainer teaches no more than 12 students. This is based on a judgement that such a class size should enable all students to receive the attention they need during FAW training.

Anecdotally, HSE is aware of isolated incidents where providers have run FAW courses with more than 12 students to one trainer. The recommendation for a ratio of 12:1 will be included in the revised guidance for training providers and subject to consultation.

Franchising

It is important that approved training providers, as the organisations issuing FAW certificates, understand they are ultimately responsible for the quality of FAW training delivered by franchisees working under licence to them.

If you have a franchising agreement with a third party to run FAW courses, you should note the following:

- as the HSE-approved provider and franchisor, you are responsible for ensuring that all FAW training courses run by the franchisee are delivered in accordance with the standards outlined in HSE's guidance (<http://www.hse.gov.uk/firstaid/approval.pdf>);
- you should ensure that all trainers and assessors used by the franchisee meet the criteria laid down in the guidance above;
- your quality assurance plan should include a system for monitoring the skills of the franchisee's trainers and assessors at least once a year;
- only your organisation can issue FAW certificates;
- there needs to be a good level of communication between you and the franchisee. HSE's point of contact will be with your organisation so it is important you pass on any relevant information, updates etc to the franchisee;
- the franchisee should not claim to be HSE-approved in their own right, but should make it clear they are offering FAW courses under licence from an HSE-approved training provider.



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)