

ORIGINAL APPROVAL QUESTIONNAIRE

This questionnaire is designed to help you in your preparation for your original approval visit for First Aid at Work Training.

It is essential that you make yourself aware of the requirements as laid down 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

Part 1 – COMPANY INFORMATION

HSE Ref. No. (to be completed by HSE)

Company name:

Address:

Address of Training Centre
(if different from above):

Telephone Number:

Fax Number:

Email address:

Contact Name:

Position in Organisation:

ADMINISTRATION AND DOCUMENTATION 1/3



Part 2 - ADMINISTRATIVE SYSTEMS

Is there an administrative system in place (electronic or manual) to ensure that all the required training records are stored and are available for review? This should include the following:

1. A record of course dates including names of trainers and assessors;
2. Names and identifier (including final assessment information) of all students;
3. Re-qualification dates of students.

Part 3 - STUDENT CERTIFICATES

Do the certificates to be issued to students contain the following information?

1. Organisation name;
2. The title 'First Aid at Work';
3. Reference to Health and Safety (First Aid) Regulations, 1981;
4. Validation for three years from date of issue;
5. HSE approval number; and
6. Signature of an appropriately authorised person.

Part 4 - TRAINER QUALIFICATIONS AND EXPERIENCE

How many trainers are used?

Are the qualifications and experience of **trainers** available for review by the HSE and do they include the following?

Name of Trainer _____

1. Current First Aid at Work certificate (unless exempt);
2. Formal teaching qualification;
3. Evidence of skills, experience and knowledge of teaching and First Aid in the workplace at least over the last 3 years;
4. For newly qualified trainers is there evidence that they have conducted at least 2 practical and 2 theoretical first aid training sessions supervised by a qualified assessor?

Name of Trainer _____

1. Current First Aid at Work certificate (unless exempt);
2. Formal teaching qualification;
3. Evidence of skills, experience and knowledge of teaching and First Aid in the workplace at least over the last 3 years;
4. For newly qualified trainers is there evidence that they have conducted at least 2 practical and 2 theoretical first aid training sessions supervised by a qualified assessor?

ADMINISTRATION AND DOCUMENTATION 2/3

- Name of Trainer _____
1. Current First Aid at Work certificate (unless exempt);
 2. Formal teaching qualification;
 3. Evidence of skills, experience and knowledge of teaching and First Aid in the workplace at least over the last 3 years;
 4. For newly qualified trainers is there evidence that they have conducted at least 2 practical and 2 theoretical first aid training sessions supervised by a qualified assessor?

Part 5 - ASSESSORS QUALIFICATIONS AND EXPERIENCE

- How many assessors are used?
- Are the qualifications and experience of **assessors** available for review by the HSE and do they include the following?

- Name of Assessor _____
1. Current First Aid at Work certificate (unless exempted);
 2. Formal assessing qualification;
 3. Evidence of skills, experience and knowledge of assessing and First Aid in the workplace at least over the last 3 years; or
 4. For newly qualified assessors is there evidence that they have conducted at least 2 practical and 2 theoretical first aid assessments supervised by a qualified assessor?

- Name of Assessor _____
1. Current First Aid at Work certificate (unless exempted);
 2. Formal assessing qualification;
 3. Evidence of skills, experience and knowledge of assessing and First Aid in the workplace at least over the last 3 years; or
 4. For newly qualified assessors is there evidence that they have conducted at least 2 practical and 2 theoretical first aid assessments supervised by a qualified assessor?

ADMINISTRATION AND DOCUMENTATION 3/3



Name of Assessor _____

1. Current First Aid at Work certificate (unless exempted);
2. Formal assessing qualification;
3. Evidence of skills, experience and knowledge of assessing and First Aid in the workplace at least over the last 3 years; or
4. For newly qualified assessors is there evidence that they have conducted at least 2 practical and 2 theoretical first aid assessments supervised by a qualified assessor?

Part 6 – QUALITY ASSURANCE

- 1 Is there a plan which shows by whom, how often and by what methods the skills of the trainers and assessors are monitored?
- 2 Who will assess the skills and knowledge of your trainers and assessors?
- 3 Is there a process in place to monitor the quality of training, trainers and assessors through student feedback?
- 4 Is there a complaints procedure?
- 5 Do you / will you have adequate training equipment?
- 6 Are the premises you intend to use suitable and adequate?

Please continue onto the next page

COURSE SYLLABUS AND SUPPORTING DOCUMENTATION 1/2



Part 7 - TRAINING STANDARDS

Does the First Aid at Work training conform with currently acceptable First Aid practice?

Part 8A - COURSE SYLLABUS

		4 day	2 day
1	The standard syllabus should include the following items:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	(a) use of First Aid equipment including contents of a First Aid Box;	<input type="checkbox"/>	<input type="checkbox"/>
	(b) duties of employers and the legal framework;	<input type="checkbox"/>	<input type="checkbox"/>
	(c) maintaining simple factual records regarding the assessment or management of an emergency;	<input type="checkbox"/>	<input type="checkbox"/>
	(d) recognise the importance of personal hygiene in First Aid procedures;	<input type="checkbox"/>	<input type="checkbox"/>
	Training to enable a first aider to deal with a casualty who:		
	(e) requires cardio-pulmonary resuscitation (CPR);	<input type="checkbox"/>	<input type="checkbox"/>
	(f) is unconscious;	<input type="checkbox"/>	<input type="checkbox"/>
	(g) is wounded or bleeding;	<input type="checkbox"/>	<input type="checkbox"/>
	(h) is suffering from shock;	<input type="checkbox"/>	<input type="checkbox"/>
	(i) is suffering from an injury to bones, muscles or joints;	<input type="checkbox"/>	<input type="checkbox"/>
	(j) has been burned or scalded;	<input type="checkbox"/>	<input type="checkbox"/>
	(k) has an eye injury;	<input type="checkbox"/>	<input type="checkbox"/>
	(l) has been overcome by gas or fumes	<input type="checkbox"/>	<input type="checkbox"/>
	(m) may have been poisoned or exposed to a harmful substance	<input type="checkbox"/>	<input type="checkbox"/>
	and,		
	(n) recognise major illness and take appropriate action	<input type="checkbox"/>	<input type="checkbox"/>
	(o) recognise minor illness and take appropriate action	<input type="checkbox"/>	<input type="checkbox"/>
	(p) manage the transportation of a casualty as required by the circumstances of the workplace.	<input type="checkbox"/>	<input type="checkbox"/>

Part 8B

1.	Is the syllabus produced in the form of lesson plans with aims, objectives and outcomes?	<input type="checkbox"/>
2.	Are there methods for assessing student competence in each subject area?	<input type="checkbox"/>
3.	Do the lesson plans include both theoretical and practical work?	<input type="checkbox"/>
4.	Are there suitable handout materials?	<input type="checkbox"/>

Part 9 – COURSE DURATION

1. Does the First Aid at Work Training course consist of at least 24 contact hours (excluding lunch and break times but including the final assessment)?
2. Is the whole course run over a minimum of 4 days and completed within 13 weeks?
3. Is each session of at least 2 hours duration?

Re-qualification Training

4. Is there a system in place to ensure students have a current First Aid at Work certificate before commencing the re-qualification course?
5. Does the re-qualification First Aid at Work training course consist of at least 12 contact hours (excluding lunch and break times but including the final assessment)?
6. Is the course run over a minimum of 2 days and a maximum of 6 weeks?

COURSE SYLLABUS AND SUPPORTING DOCUMENTATION 2/2



Part 10 - FINAL PRACTICAL ASSESSMENT

Does the final assessment evaluate the student's ability to carry out:

1. Cardio pulmonary resuscitation (CPR);
 2. First Aid on someone who is unconscious;
 3. First Aid on someone who is wounded or bleeding
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Part 11A – TRAINING EQUIPMENT

Is there sufficient training equipment and supporting material for each student ensuring hygiene where appropriate?

Part 11B - TRAINING PREMISES

Are there/will there be suitable premises available for training and assessment purposes?

Part 11C – WHO DO YOU INTEND TO TRAIN?

Who do you intend to train?

- 1) your employees
 - 2) outsiders
 - 3) both
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