

First aid at work newsletter

Issue 10 June 2010

Educational Qualifications

There has been a number of enquires to FAAMS implying that the delivery of First Aid at Work training from September 2010 requires trainers and assessors to hold a formal training or assessing qualification. While HSE believes the presence of a formal training/assessing qualification is an indication of best practice, and can provide an additional assurance on the quality of the training, it is not an explicit requirement.



FAW requalification courses

When students attend a FAW requalification course, it is the responsibility of the approved organisation to ensure that they have valid certificates before being permitted on the course. One way to do this is for the individual making the booking to submit a copy of the existing certificate at the time of booking, rather than on the day the course starts. Where HSE finds evidence that this has been breached, then we can visit the organisation to ensure suitable administrative systems are in place. A charge will be made for such a visit.

Third Party Relationships

HSE expects approved organisations with third party relationships for the delivery of FAW/EFAW training to apply their QA programme fully to the third party. This means the approved organisations hold up-to-date portfolios on all trainers/assessors involved in the delivery of FAW/EFAW training. This includes ensuring all third party relationships have a minimum of two trainers and two assessors, deliver a minimum of six FAW courses a year, and are all monitored once a year by the approved organisation. When FAAMS becomes aware of third party relationships, the visiting officer, on a post approval monitoring visit, will examine the QA systems. The approval holder has to manage these organisations and consider further visits to these third parties. These visits are particularly likely if problems are identified and the consequences may well include suspension or revocation of your approval. You should note that as an approval holder with third party relationships, you must still continue to deliver annually the minimum number of FAW courses in your own right.

Offshore First Aid and Offshore Medic Training Providers

HSE has now provided a list of all training organisations approved to deliver offshore first aid and/or offshore medic training on its website:

- <http://webcommunities.hse.gov.uk/inovem/inovem.ti/firstaid/view?objectId=5860>
- <http://webcommunities.hse.gov.uk/inovem/inovem.ti/firstaid/view?objectId=5892>

Record Management

Recently, issues have arisen as a result of students losing FAW/EFAW certificates. It is an approval requirement to maintain an adequate administrative system so that you can identify when a student completed a FAW course, whether they passed or failed, and the names of the trainers/assessors involved in the course. This ensures lost certificates can be replaced, verifies attendance, and satisfactory completion of the course. These records need to be maintained for a minimum of 5 years after the course has been completed. The records should remain accessible, even if the company is sold on or placed in liquidation. If you rely on electronic systems to do this then it needs to be backed up regularly or you need to operate a secure paper based system for audit purposes.

FAW Assessment

When assessing student competency in the final practical assessment on an FAW course, the student should demonstrate a satisfactory ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty who is:

- unconscious;
- requires cardiopulmonary resuscitation; and
- is wounded and bleeding.

During the course, you should also continuously assess a student's competence in all aspects of FAW. This can be achieved by various means and should be included in the lesson plan. Examples of typical methods of assessment would be completion of multiple choice papers and question and answer sessions.

Amendment of Certificate of Approval

HSE may consider amending the Certificate of Approval where or if:

1. The approval holders address changes due to business relocation, eg, moving to alternative premises due to company expansion or lease expiry.
2. The name of the company is changing but all other details, ie, address, remain the same.
3. The merger of two HSE approved training organisations takes place and there is written evidence submitted to FAAMS that both organisations have agreed to this transfer and that all other conditions ie there is an agreement to working to our standards and the trainers and assessors remain unchanged. In these circumstances a post approval monitoring visit which is chargeable will be made at the earliest convenient time following the transfer. We may also request you to provide evidence that neither company is insolvent.
4. Where an amendment request has been made as a company becomes insolvent, we will no longer agree to an amendment and the approval will be revoked immediately. The person requesting the amendment will be advised that they will have to apply in their own right and pay the full registration fee.
5. If FAAMS learn that you have requested an amendment to the approval and that you were insolvent at the time of your request, the approval will be revoked immediately.

Updates on Advice on QA systems and First Aid Protocols

New and existing approved organisations are increasingly asking questions of FAAMS regarding the administration of a quality assurance system. FAAMS has recently updated our advice on this subject which can be found in the Update section of the website. We have also explained our position on commenting on first aid protocols/procedures.

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)