

# First aid at work newsletter

Issue 8 November 2009

## Introduction

Issue 8 updates first aid at work (FAW) training providers on:

- revised Schedules for your Certificate of Approval;
- Epipens;
- changes to first-aid training;
- Memorandum of Understanding between HSE and HSENI;
- trainer/assessor portfolios;
- timing of Certificate renewals and post-approval monitoring visits.

---

## Revised Schedules for your Certificate of Approval

The changes have required revision of the Certificate of Approval issued to HSE-approved training organisations, so it covers both first aid at work and emergency first aid at work. Revised Schedules, which took effect from 1 October 2009, are now available ([www.hse.gov.uk/firstaid/review/approved-training-organisations.htm](http://www.hse.gov.uk/firstaid/review/approved-training-organisations.htm)). You should download these Schedules, and keep them with your current Certificate of Approval. When you renew your Certificate, you will be issued with a revised version.

## Epipens

It has come to our attention that some training providers are showing students an Epipen during first aid at work courses. While the syllabus includes 'anaphylactic shock', it should cover general first-aid principles and not specifically how to use an Epipen. However, if you wish to show an Epipen to students to raise awareness, it must be done safely. 'Trainer pens' are available which do not contain adrenaline nor have needles attached.

## Changes to first-aid training

A new training regime for first-aiders in the workplace was introduced from 1 October 2009. The Health and Safety (First-Aid) Regulations 1981 and accompanying Approved Code of Practice have not changed. Supporting guidance has been revised to incorporate the changes and relevant documents can be found on HSE's first-aid web pages at: [www.hse.gov.uk/firstaid/index.htm](http://www.hse.gov.uk/firstaid/index.htm). You can also find responses to common questions ([www.hse.gov.uk/firstaid/review/trainingfaq.htm](http://www.hse.gov.uk/firstaid/review/trainingfaq.htm)).

Provision of offshore first aid and offshore medic courses will not be affected by the changes to first aid at work training. Guidance for training organisations on offshore first aid/medic courses is now available ([www.hse.gov.uk/firstaid/training.htm](http://www.hse.gov.uk/firstaid/training.htm)).

## Memorandum of Understanding (MoU) between HSE and HSENI

HSE and HSENI (Health and Safety Executive for Northern Ireland) have signed an MoU allowing mutual recognition of first aid at work certificates issued by organisations approved for this purpose by either authority. From 7 October 2009, this allows a person with a valid first aid at work certificate to act as a first-aid in workplaces in either jurisdiction. The arrangement does not include emergency first aid at work certificates. Further details can be found at:  
[www.hse.gov.uk/firstaid/firstaidatwork.htm](http://www.hse.gov.uk/firstaid/firstaidatwork.htm).

This also means that a first-aid with a valid first aid at work certificate, whether obtained in Great Britain or Northern Ireland, can undertake first aid at work requalification training in either jurisdiction.

## Trainer/assessor portfolios

All trainers and assessors, including those working freelance, must have up-to-date portfolios. The contents of portfolios are outlined in HSE guidance for training organisations ([www.hse.gov.uk/pubns/web41.pdf](http://www.hse.gov.uk/pubns/web41.pdf)).

It is important that portfolios are available for inspection by a Visiting Officer during monitoring visits to your organisation. If portfolios are not held at the site to be monitored, they need to be sent to that site before the visit. Failure to ensure their availability during a monitoring visit could result in an additional visit, incurring further expense to your organisation.



## Timing of Certificate renewals and post-approval monitoring (PAM) visits

Once a training organisation is approved by HSE, it is issued with a Certificate of Approval, valid for five years. As a newly approved organisation, your first PAM visit will be conducted two and a half years after you gained approval, then at least once every five years thereafter.

Therefore, you should not assume that the dates for your Certificate renewal and five-yearly PAM visit will be the same. It is your responsibility to renew your Certificate at the appropriate time. **HSE will not send you a reminder.**

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))