

Changes to Training to meet First Aid Regulations

Guidance for Employers, Auditors and HESA Approved Training Organisations

1. Background and Introduction

As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 have been amended, removing the requirement for HSE to approve first aid training providers / delivery and qualifications. The change is part of HSE's work to reduce the burden on businesses and put common sense back into health and safety, whilst maintaining standards. The changes relating to first aid apply to businesses of all sizes and from all sectors.

HSE will continue to set the standards for training. While the changes give employers flexibility, the one day Emergency First Aid at Work (EFAW) and three day First Aid at Work (FAW) courses remain the building blocks for first aid training.

The First Aid at Work ACoP has been amended accordingly with the HSE setting out the training and delivery requirements and signposting further guidance. There is a clear hierarchy with Awarding Organisations (such as Lantra Awards) regulated by Ofqual and the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid) providing assurance to the employer that training and assessment will be delivered to the standards required and monitored (internally verified) to ensure consistency in the quality of the training and assessment delivery

Training organisations must use training material, and teach the first-aid management of injuries and illness, as covered in FAW/EFAW training courses and in accordance with the:

- HSE First Aid at Work ACoP (latest edition)
- Current guidelines published by the Resuscitation Council (UK); and
- Current edition of the first-aid manual of the Voluntary Aid Societies (St John Ambulance, British Red Cross, St Andrew's First Aid); or

Other published guidelines may also be taken into account and followed, providing they are in line with the requirements above or supported by a responsible body of medical opinion.

2. What Does This Mean For Me?

There are three key aspects to First Aid Training Provision which are set out below:

2.1 The Training and Assessment Course(s)

There are two options which can be chosen by an employer under the Highway Electrical Registration Scheme Training Specification:

2.1.1 The Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) Qualifications: There are two QCF Qualifications available from Lantra Awards – a Level 2 EFAW and a Level 3 FAW. The duration of these qualifications is the same as the previous EFAW and FAW provision. The qualifications include both direct training and assessment time. To deliver these qualifications you are required to become an approved Qualification Centre for First Aid and to register learners to the relevant QCF Unit/Qualification. Learners will be issued with a Qualification certificate.

2.1.2 The Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) Training Courses – this takes place in exactly the same way as current EFAW and FAW courses delivered under the HERS Training Specification with both training and assessment of training taking place on the course. The duration of the courses is the same as the previous EFAW and FAW training. Learners will be issued with a training certificate.

2.2 Trainers and Assessors

2.2.1

From now until 30th September 2015 – existing HESA Approved Trainers can continue to deliver the EFAW and FAW Training Courses where they have been trained under the Train the Trainer system for First Aid Training and Assessment, on the assumption that the ATO Requirements are met

2.2.2

From 1st October 2015, those carrying out EFAW or FAW training and assessment must have the prescribed training and assessment qualifications. Typically this would mean that trainers holding the PTLLS qualification must also have an A1 assessor qualification, whilst those holding Cert Ed, PGCE or B Ed can both train and assess. The First Aid at Work Trainer/Assessor qualification which was acceptable under the old HSE approval process, will no longer be considered valid for the purposes of demonstrating competence to train or assess first aid.

2.3 First Aid Training Provider Quality Management Systems

A quality assurance system is required to ensure that the competence of trainers/assessors is regularly reviewed by competent Internal Verifiers, who must hold a V1/ IQA qualification. These systems should be reviewed on an annual basis by the competent person carrying out the internal verification who must be independent of those directly involved in the delivery/assessment of this training. The training organisation must have:

- a suitable and documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the skills of trainers/assessors at least annually. This 'designated person', who can be from inside or outside the organisation, should be independent of training delivery and demonstrate competence for their role
- a documented course evaluation procedure that includes feedback from students;
- a documented complaints procedure;
- a mechanism for retaining a detailed record of assessments for each student and store those records for a minimum of three years after completion of the course;
- sufficient quantity of well-maintained equipment that permits students to complete their training and assessment within the appropriate number of contact hours;

All of the above quality assurance requirements are satisfied by the First Aid Training requirements set out in the Highway Electrical Registration Scheme (HERS) and the associated Highway Electrical Training Specification and requirements for HESA (Highway Electrical Sector Academy) Approved Training Organisations and Trainers. Smaller HESA Approved Training Organisations who may not be able to resource a separate Internal Verifier internally can contact the HESA who can then quote to provide this facility.

HESA Approved Training Organisations delivering First Aid / Emergency First Aid Training must meet all the requirements set out above and in the ChecklistFirstAidTrainers-HEA-NHSS8-HERSIss1.0-191213.

Employers must have exercised due diligence in assessing their First Aid / Emergency First Aid training provision. For HESA Approved Training Organisations and stated alternatives (e.g. St. John's Ambulance, Red Cross, St. Andrews) – the due diligence has already been carried out – see: <https://thehea.org.uk/hea-resource/current-hse-guidance/>

Checklist for evaluating the competence of first-aid training organisations

Trainers/assessors	HERS – HESA Approved Training Orgs	Compliant with HSE Guidance
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	All Trainers approved to deliver First Aid training have a current First Aid at Work (FAW) qualification	✓
Do the trainers/assessors have an appropriate training/assessing qualification?	All have PTLLS (Preparing to Teach in the Lifelong Learning Sector) qualification as a minimum. From 1st Oct 2015, all those holding PTLLS will also have an A1 / AQA Assessor qualification if they wish to deliver this training	✓
Quality assurance		
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented quality assurance plan. They are audited annually	✓
Does the designated person have a current FAW certificate or qualify for an exemption?	All Trainers approved to deliver First Aid training have a current First Aid at Work (FAW) qualification	✓
Does the designated person have an assessing/verifying qualification?	This is verified with HESA ATO's on demand / audit. Those centres without this can elect to use HESA to provide this service (costs apply)	✓
Is there a documented course evaluation procedure?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented course evaluation procedure. They are audited annually	✓
Is there a documented complaints procedure?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented complaints procedure. They are audited annually	✓
Teaching currently accepted first-aid practice		
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?	HESA Approved Training Organisations use standard course material developed from recognised and widely accepted information and good practice including the Resuscitation Council guidelines	✓
Training syllabus		
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and follow the documented Highway Electrical Training Specification syllabus for Emergency First Aid. They are audited annually	✓
For FAW, does the syllabus include the topics listed in Appendix 1 and does the course include at least 18 training and assessment contact hours, over three days?	n/a	n/a
For FAW requalification, does the syllabus include the topics listed in Appendix 1 and does the course last at least 12 training and assessment contact hours, over two days?	n/a	n/a