

# The Training of First-aid at Work



## Section A

### Introduction

1. This guidance is intended for training organisations that wish to run First-Aid at Work (FAW) training for the purpose of the Health and Safety (First-Aid at Work) Regulations NI 1982. The Health and Safety Executive for Northern Ireland (HSENI) is authorised to issue and renew certificates of approval to First-Aid at Work training organisations. An Approved Code of Practice (ACoP) and guidance accompanies the regulations<sup>1</sup> and training organisations are advised to read it in conjunction with this document. It can be accessed at [http://www.hseni.gov.uk/first\\_aid\\_at\\_work\\_approved\\_code\\_of\\_practice\\_2011.pdf](http://www.hseni.gov.uk/first_aid_at_work_approved_code_of_practice_2011.pdf)

2. This section reflects changes implemented by the Health and Safety Executive in Great Britain (HSEGB) following its review of its First-aid at Work Regulations. It also takes account of HSENI's 2011 consultation on changes to its guidance on FAW. Legal aspects of FAW provision and information on where to apply for HSENI approval are covered. Section B provides details of HSENI's procedures for gaining and maintaining approval to run first-aid at work courses.

3. The guidance will help training organisations develop and maintain appropriate standards of first-aid training. Ultimately, this will help ensure first-aiders in the workplace are competent to perform their role.

### The Law

4. The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982<sup>1</sup> require employers to provide suitable first-aid equipment, facilities and personnel to enable first-aid to be given to employees if they are injured or become ill whilst at work.

Regulation 3(2) states that in order to provide first-aid to injured or ill employees

*'a person shall not be suitable unless he has undergone:*

*(a) such training and has such qualifications as the Executive (i.e. HSENI) may approve for the time being in respect of that case or class of cases .....*

and

*(b) such additional training, if any, as may be appropriate in the circumstances of that case'.*

5. For employers to comply with this Regulation, their first-aiders must have a valid certificate of competence in FAW or Emergency First-aid at Work (EFAW), issued by a suitable training provider (see paragraph 8-9).



## **Review of the First-aid at Work Regulations: Implementation of new first-aid training courses**

6. One of the outcomes of the review carried out in Great Britain was a recommendation to make changes to first-aid at work training courses.<sup>2</sup> After extensive consultation HSEGB developed a new training regime. HSENI, having considered the review of the regulations in Great Britain, has developed new guidance and consulted on it. This reflects HSEGB's proposals and introduces a new training regime which enables an employer to send prospective first-aiders on a course in either FAW or EFAW according to the findings of their first-aid needs assessment.<sup>1</sup>

7. Towards the end of the three-year certification period, first-aiders need to undertake a requalification course in FAW or EFAW course, as appropriate to obtain another three-year certificate. Within any certification period, HSENI strongly recommends that first-aiders undertake annual refresher training. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures or protocols.

## **Requirements for training organisations wishing to run first-aid courses for the workplace**

### **FAW and FAW requalification**

8. To run these courses, your organisation must be approved by HSENI.

### **EFAW**

9. Your organisation can run EFAW courses if:

- it already meets the requirement in paragraph 8 and will apply the same standard of training to EFAW as that used when running FAW courses; or
- where you want to run EFAW courses only, it is approved by a recognised awarding body of Ofqual, eligible to award an accredited qualification in EFAW applying a training standard set by HSENI (you should contact the awarding body directly for further information).

### **Annual refresher training**

10. Any training organisation approved to run FAW and/or EFAW courses as defined in paragraphs 8 and 9, can also provide annual refresher courses. Where available, in house occupational health professionals (a registered doctor holding a licence to practise issued by the General Medical Council or a nurse registered with the Nursing and Midwifery Council) can run annual refresher training in the workplace providing they have current experience of first-aid skills, are competent to train and are familiar with the current standards HSENI accepts for the first-aid management of injuries and illness in the workplace (see Appendix 1).



## Section B:

### Gaining and maintaining HSENI approval to run first-aid at work (FAW) courses

#### General aspects

11. This section provides detailed information on how training organisations can gain and maintain approval, through HSENI's Employment Medical Advisory Service (EMAS), to run FAW courses.

#### The role of HSENI

12. The approval system is administered by HSENI's Employment Medical Advisory Service (EMAS).

To gain approval you must apply to:

The Employment Medical Advisory Service  
2<sup>nd</sup> Floor  
Longbridge House  
16-24 Waring Street  
Belfast  
BT1 2DX  
Telephone: 028 90 347 487  
E-mail: [emasmail@detini.gov.uk](mailto:emasmail@detini.gov.uk)

HSENI issues and renews Certificates of Approval to those organisations whose training and qualifications in FAW meet the required standards detailed in this guidance.

#### Records of training organisations

13. HSENI will keep all records in accordance with the Data Protection Act 1984<sup>3</sup> and will retain documentation from Original Approval Applications for a minimum of six months from the date when approval was granted.

#### Gaining Approval

##### Submitting your application

14. Your organisation needs to complete an Original Approval Questionnaire.<sup>4</sup> EMAS will also send you an approval pack, application form and blank undertaking form which are required to be completed and returned. You will also be required to provide photocopies of the following documented information:



- details of your organisation's administrative system;
- a sample of the FAW certificate which you intend to issue to successful students;
- a sample of the EFAW certificate, where applicable which you intend to issue;
- personal portfolios of all your trainers and assessors to include evidence of qualifications/registrations/competencies;
- your organisation's quality assurance plan;
- the standards of first-aid practice your organisation will use in teaching and assessing FAW;
- a timetable for the three day FAW syllabus;
- a timetable for the two FAW day re-qualification syllabus; if applicable;
- a timetable for the one day EFAW syllabus, if applicable;
- details of the three day course syllabus including lesson plans showing aims, objectives and outcomes;
- details of the two day course syllabus (re-qualification) including lesson plans showing aims, objectives and outcomes; if applicable;
- details of the one day course syllabus including lesson plans showing aims, objectives and outcomes; if applicable
- details of the final assessment (both theoretical and practical) procedure;
- details about your organisation's training equipment;
- information about the premises you use for training

**(Appendix 1 describes the detail of information you are expected to provide)**

15. You must then send the following documentation to EMAS:-

- a completed Original Approval Questionnaire;
- completed forms and photocopies of the relevant information listed in paragraph 14 above.

16. EMAS will acknowledge receipt of the documents. EMAS will then assess



your application and inform you of the outcome. Where necessary, you will be told whether more information is required.

### **Pre- Approval Interview**

17. If EMAS is satisfied that you have provided a complete set of information, it will advise you that it will carry out a **pre-approval interview**. The purpose of this is to meet the accountable person, validate the information provided, and gain assurances about the organisation's administrative processes and quality procedures. The interview will also enable specific questions to be answered. You should notify EMAS in advance if you intend to cancel this interview.

### **Certificate of Approval**

18. Following a satisfactory outcome, approval will be granted and you will be sent a numbered certificate of approval. If you have applied for approval for the first time, your certificate will normally be effective for one year. If you are an established approved organisation and you apply for re-approval your period of approval will normally be five years. Please note that the aforementioned periods are for guidance only. In certain circumstances EMAS may vary the duration of certificates.

### **Assessment/ Monitoring of Approval**

19. Training course notification forms will be sent with your certificate of approval. For each course you are intending to run, you must provide the following:

- the name and address of the training organisation as it appears on the certificate of approval;
- your HSENI approval number;
- the date and times of the training course, including the final assessment;
- the venue of the course;
- whether it is a FAW training, FAW training re-qualification course or EFAW training;
- names of approved trainers and assessors;
- numbers of candidates.

This information should normally reach EMAS at least **four weeks** before the start date of each training course.

20. EMAS carries out a **monitoring visit** on all newly approved organisations.



This concentrates both on the assessment of trainers and assessors against the teaching and examining standards set out in the application and, the equipment and premises used for training. The visit will take place, where practicable, within three months of the issue of your certificate. Following the visit EMAS will inform the accountable person in the organisation of the findings and the outcome. Where **minor** improvements are required, EMAS will identify these and describe how they can be achieved. Such minor improvements are usually resolved through correspondence. Where major improvements are needed an **additional** visit will be needed once the improvements have been notified.

21. Provided the outcome of the original Monitoring Visit is satisfactory approval for five years (from the date of approval) will be granted.

## Maintaining Approval

### Ongoing Monitoring

22. Ongoing Monitoring Visits assess whether the training standard is being maintained. Each training provider will have at least one monitoring visit during its five-year certification period (two and a half years after gaining approval and subsequently every five years). The exact number of visits is determined by the number of sites used by a training organisation for running FAW courses.

23. EMAS notifies you when your organisation's Monitoring Visit is due.

24. Following the visit EMAS will complete a written report and inform the accountable person of the outcome. If your organisation needs to make minor improvements, EMAS will indicate what is required. Minor improvements are normally resolved through correspondence. If major improvements are needed, EMAS may have to carry out an additional visit once you have notified EMAS that you have made those improvements.

25. Following a satisfactory outcome, EMAS will confirm your organisation has met the required training standard and FAW training can continue.

## Cancellations and Changes to Courses

27. Organisations should notify EMAS if any monitoring visit is to be cancelled giving at least three working days notice before the start date of the training course. EMAS should also be notified immediately if the named instructor or assessors are changed.

## Certificate of Approval Renewals

28. It is the training provider's responsibility to apply to HSENI for renewal of approval if the intention is to continue FAW training. Application to EMAS should



be made at least one month before the expiry date of the organisation's current Certificate of Approval. The reapplication should confirm adherence to standards, update EMAS on changes and confirm the competence of trainers and assessors using the appropriate form, which is available from EMAS.

**Please note EMAS will no longer send out a reminder**

29. The organisation's renewal request, with the documentation described above should be sent to EMAS at the address in paragraph 12.

**Appeals**

30. You may appeal against a decision:

- not to issue your organisation with a Certificate of Approval to conduct FAW training;
- to request an additional visit; or
- to revoke your organisation's approval status.

If you wish to appeal, you should make representation to:

**The Deputy Chief Executive  
HSENI  
Services Division  
83 Ladas Drive  
Belfast  
BT6 9FR**

HSENI will consider your appeal and respond within 10 working days of receipt of your letter.

31. You should make such representation within three months of receiving formal notice of the decision. It should be accompanied by full supporting documentary evidence.

**Complaints**

32. EMAS will ask a person making a verbal complaint about an organisation, to confirm it in writing. To investigate a formal, written complaint, EMAS may conduct an unannounced visit to the organisation concerned. If the complaint is found to be justified written information on which to base a judgment may be requested by EMAS.

**Enquiries**

33. If you have an enquiry about first-aid in the workplace, including training,



approval or monitoring contact EMAS. Information on training organisations is available on the HSENI website [http://www.hseni.gov.uk/first\\_aid\\_at\\_work\\_training\\_organisations.pdf](http://www.hseni.gov.uk/first_aid_at_work_training_organisations.pdf)

The Employment Medical Advisory Service can also provide a list of training organisations. It can be contacted at:

2<sup>nd</sup> Floor

Longbridge House

16-24 Waring Street

Belfast

BT1 2DX

Telephone: 028 90 347 487.

Email: [emasmail@detini.gov.uk](mailto:emasmail@detini.gov.uk)



## APPENDIX 1

### Detailed requirements for training organisations applying to HSENI for approval to run FAW including EFAW courses

1. This Appendix sets out the requirements of the approval process. Your application and any visit you receive will be assessed against these requirements.

#### Administrative Systems

2. There should be an efficient administrative system for recording, storing and retrieving training information. This information should be retained for a minimum of five years. This information must always be readily available for inspection by HSENI.

3. You must record the following information:

- all dates of courses including names of trainers and assessors;
- the name and detail of each student including assessment information;
- the requalification date for each student.

#### FAW Certificates

4. The following information must appear on the student certificate:

- full name of the approved training organisation;
- the title 'First-Aid at Work';
- a reference to The Health & Safety (First-aid) Regulations (Northern Ireland) 1982;
- the date of issue and a statement confirming the certificates validity for **three** years from this date;
- the name of the person to whom it is issued;
- the HSENI approval number;
- the signature of an appropriately authorised person of the organisation.



## Trainers and Assessors

### Number of Trainers and Assessors

5. As an approved training organisation you must have available at least **two** trainers and **two** assessors and must ensure that their personal portfolios are current through regular review. They should contain up to date chronological evidence to confirm competence.

### Number of Students

6. Recommended good practice dictates that you should allocate no more than 12 students per trainer. It will be acceptable to have **one** assessor on courses where there are **six** candidates or less. Please note that this must not compromise the standards of the assessments which should continue to be conducted in accordance with the HSENI guidance (paragraphs 28-30).

### Qualifications and Experience of Trainers

7. As part of their quality procedures all approved organisations are required to satisfy themselves that trainers who are nominated to HSENI have the required knowledge, skills and experience to ensure competence in FAW training. Typically this will require enquiries regarding relevant experience, skills and knowledge and observation of the application of these skills to first-aid training.

Each trainer must have a **personal portfolio** which contains:

- AT4 Form – i.e. Application to register as a first-aid trainer/assessor endorsed by the accountable person;  
  
and if applicable
- a current and valid FAW certificate, or if exempted, proof of registration with the current Nursing and Midwifery Council (NMC); or registration as a medical practitioner with a licence to practise from the General Medical Council (GMC) or, for paramedics, registration with the Health Professions Council and
- a curriculum vitae or similar document covering the past three years detailing general skills, experience and knowledge that has been applied to training first-aid in the workplace. This should show that the trainer has regularly provided FAW training during the previous three years. If this is limited, evidence of other firstaid training to demonstrate that all the elements of the FAW syllabus are covered by the trainer's experience;

and if applicable



- evidence of qualifications to train or teach (where these are held) see Table 1;  
and if applicable
- results of any assessments conducted by the approved organisation as part of its quality procedures.
- evidence to show the trainer has conducted at least two practical and two theoretical first-aid training sessions under the supervision of a qualified assessor, in the last three years.

### Qualifications and experience of assessors

8. As part of their quality procedures all approved organisations are required to satisfy themselves that assessors who are nominated to HSENI have the required knowledge, skills and experience to ensure competence in FAW assessments. Typically this will require enquiry regarding relevant experience, skills and knowledge and observation of the application of these skills to the effective assessment of candidates in a first-aid setting.

Your assessors must each have a **personal portfolio** which contains:

- AT4 Form – i.e. Application to register as a first-aid trainer/assessor endorsed by the accountable person;  
and if applicable
- a current and valid FAW certificate, or if exempted, proof of registration with the current Nursing and Midwifery Council (NMC); or registration as a medical practitioner with a licence to practise from the General Medical Council (GMC) or, for paramedics, registration with the Health Professions Council and
- a formal assessing qualification (see Table 1); and either
- a curriculum vitae or similar document covering the past three years detailing general skills, experience and knowledge that has been applied to training first-aid in the workplace. This should show that the assessor trainer has regularly provided FAW assessments during the previous three years. If this is limited, evidence of other firstaid assessments that demonstrate competence; or
- evidence to show the assessor has conducted at least two practical and two first-aid assessments under the supervision of a qualified assessor, in the last three years.



- results of any assessments conducted by the approved organisation as part of its quality procedures.

9. HSENI accepts the qualifications shown in Table 1. However, the list is not definitive and is only a guide.

**Table 1: Examples of training/teaching and assessing qualifications**

**Qualifications are suitable for both training and assessing unless specified**

• Further and Adult Education Teachers Certificate
• Cert Ed/PGCE/B Ed/M Ed
• CTLLS/DTLLS
• NVQ level 3 in Training and Development
• NVQ level 4 in Training and Development
• IHCD Instructional Methods
• IHCD Instructor Certificate
• First-aid at Work Trainer/Assessor Qualification
• English National Board 998
• Training Group A22, B22, C21, C23, C24 (training only)
• PTLLS (training only)
• A1 (D32/33) (assessing only)
• A2 (D32) (assessing only)

**No formal qualification**

10. If the trainer/assessor has no formal qualification, then significant experience in undertaking these roles may be considered. The portfolio should include details of knowledge and experience with a timescale, details of training undertaken and the learning outcomes achieved. There should be evidence that the individual has conducted at least two practical and two theoretical firstaid training/assessing sessions under the supervision of a qualified assessor.

**Exemptions from the requirement to hold an FAW certificate**

11. All trainers and assessors should have a valid FAW certificate. The following are exempt from this requirement:

- registered doctors issued with a licence to practise by the General Medical Council (GMC);
- nurses registered with the Nursing and Midwifery Council (NMC);
- paramedics registered with the Health Professions Council (HPC).

12. For these exemptions to apply, the trainer/assessor should demonstrate current experience (within the previous three years) of first-aid skills by producing sufficient evidence in the submitted portfolio. Certificated evidence of registration with the



GMC, NMC or HPC should be forwarded to HSENI with the AT4 form.

## Quality Assurance Plan

### Monitoring the skills of trainers and assessors

13. There should be a copy of the quality assurance plan, identifying who will carry out the monitoring, its frequency, and the methods used for reviewing the skills of trainers and assessors. It is expected that all trainers and assessors are monitored at least once a year. Monitoring assessments should be available to HSENI. A copy should be put in the relevant trainer's/assessor's personal portfolio and be available for inspection by HSENI.

14. You must have a suitable quality plan for the delivery of your training and the provision of premises and equipment. This should identify who will carry out the monitoring, its frequency and the methods used for reviewing the skills of the trainers and assessors. The course evaluation procedure (see paragraph 15) can be linked to this plan to help define any personal training needs. The quality plan must include a programme of regular reviews. Reports of those reviews must always be available for inspection by HSENI and contain details of:

- the written records of the assessments (at least annually) of your trainers and assessors and any outcomes; (these should be put in the trainers'/ assessors' portfolios)
- the names and qualifications of those who assess the skills and knowledge of your trainers and assessors and the methods used;
- details of training provided to trainers and assessors;
- details of how you assured yourself of the competence of trainers and assessors submitted for HSENI approval.

15. You should have a course evaluation procedure, based on student feedback, covering at least:

- the ability of trainers and assessors;
- structure and content of the course;
- the equipment used;
- the training premises used.

## Complaints Procedure

16. There should be a complaints procedure and details of it given to each student before training begins.



## Standards of First-Aid Practice

17. First-aid at work skills and knowledge must be taught and assessed in accordance with currently accepted first-aid practice in the United Kingdom. At present HSENI accepts the first-aid management of injuries and illness, in as far as they relate to the topics to be covered in a FAW training course, as laid down:

- by the Resuscitation Council (UK) guidelines; and
- in the current edition of the Voluntary Aid Societies' manual - St John Ambulance, St Andrew's Ambulance Association and the British Red Cross; or
- in other publications provided they are in line with those above or are supported by a responsible body of medical opinion.

## FAW Courses

### Syllabus

18. Appendix 2 shows the content of an FAW course. The training should include all these elements but where practicable, you can tailor it to meet the needs of individual employers.

19. Training organisations should not combine the FAW course with any other FAW training.

### Lesson Plans

20. You must provide lesson plans for each syllabus topic. An example of a lesson plan is shown in Table 2. You must set **aims, objectives and outcomes** within each lesson plan, to measure a student's understanding of each of the syllabus topics. A combination of theory and practical tests will enable you to assess whether all the students have understood a topic. Only when you are sure this has been achieved should you move to the next topic.

#### Table 2: An example of a lesson plan

Topic: Perform cardiopulmonary resuscitation

Time: Two hours

Aim: To demonstrate effective adult CPR to a casualty who is unconscious and not breathing



Objectives	Trainer	Student
Determine the risks to the first-aider	Describe and explain	Question and answer
Determine the level of consciousness	Describe and explain	Practical work using casualty/manikin
Explain how to open the airway	Describe method	Practical work using casualty/manikin
Establish the absence of breathing	Describe, explain and show method	Practical work using casualty/manikin
Explain how to maintain an adequate circulation using chest compressions	Describe, explain and show method	Practical work using manikin
Explain how the lungs are ventilated by artificial means	Describe, explain and show method	Practical work using manikin
Explain the correct ratio of chest compressions and ventilations	Describe, explain and show method	Practical work using manikin
Explain how/when to obtain additional help	Describe and explain	Question and answer

**Outcome:** Each student will have a practical assessment at the end of the lesson, conducted by the trainer, covering the procedures listed in the lesson plan, to ensure they can recognise the requirement for and administer CPR.

### Course Duration

21. FAW courses must contain at least 18 “contact hours” which include the final practical assessment. “Contact hours” include teaching and time for learning practical skills but exclude coffee and meal breaks etc.

22. The course is run over a minimum of three days. However it is acceptable to run the course over a longer period, not exceeding 10 weeks, where each session lasts at least two hours.

### FAW Certificates

23. FAW certificates are valid for three years. However, a first-aider can attend a FAW requalification course up to three months before the expiry date of the certificate. The new certificate will then be effective from that expiry date. Where this has not been possible, HSENI will allow an extension of the certificate for 28 days beyond the expiry date, within which a requalification course should be completed. A first-aider requalifying within a period of certificate extension will have



the new certificate dated from the expiry date of the previous one. Any first-aider who is not able to complete a requalification course up to a maximum of 28 days after the expiry date of the threeyear certificate, will be required to retake a full FAW course.

## **FAW requalification courses**

### **Validation of students**

24. Administrative systems should be in place to ensure students are not accepted for requalification training unless they have a current and valid FAW certificate. Precourse information should make this requirement clear. Training organisations should validate a student's FAW certificate before they start a requalification course. (There is a memorandum of understanding between HSENI and HSEGB to enable mutual recognition of certificates see. [http://www.hseni.gov.uk/first\\_aid\\_at\\_work\\_memorandum\\_of\\_understanding.pdf](http://www.hseni.gov.uk/first_aid_at_work_memorandum_of_understanding.pdf))

### **Syllabus**

25. FAW requalification training should cover the topics of the full FAW course (Appendix 2) in sufficient detail to ensure students are competent on completion.

### **Duration**

26. FAW requalification courses should contain at least 12 'contact hours', which include the final assessment. 'Contact hours' include teaching and time for learning practical skills but exclude coffee and meal breaks etc.

27. The course is run over a minimum of two days. However, it is acceptable to run the course over a longer period, not exceeding six weeks, where each session lasts at least two hours.

### **Final practical assessment**

28. The final assessment should determine the student's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty who:

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

29. You must provide a waiting area which is separate from where the assessments of students are being conducted.



30. The assessment should include evidence of competency in relevant theoretical aspects of first-aid as well as in practical skills. Two suitably qualified assessors who have not been involved in the teaching must conduct the final assessment for each student. However, it is acceptable to use one assessor when the number of students on a course is no greater than six provided the quality of the assessment is not compromised. The approved training organisation must decide if a student has the required knowledge and skills. A student should only be given a FAW certificate when the training organisation is satisfied that they are competent to deal safely and effectively with first-aid emergencies in the workplace. Training organisations will need to have a procedure in place for students who fail the assessment and wish to appeal against the outcome.

### Training Equipment

31. It is important there is a sufficient range of equipment to support all elements of the training (see Table 3). Where appropriate, there should be procedures in place for maintaining hygiene when using equipment.

**Table 3** Equipment requirements

Equipment	Requirement
Seats	One per student
Writing surfaces	Adequate for each student to take notes
Learning materials	Current reference books, flip charts etc. should be available and appropriate to the lesson plans and aims and objectives and outcomes.
Audiovisual equipment	An OHP, slides, 'power point', and other audiovisual equipment appropriate to the lesson plan.
CPR manikins	One manikin to every four students.
Dressing/bandages	Sufficient quantity for the number of students being trained.

### Training premises

32. Quality training involves using premises that are conducive to learning. Training organisations do not need to use their own training premises. Using hired premises or client facilities is acceptable providing they are fit for purpose. Each approved training provider is responsible for ensuring that all premises used are suitable (see Table 4).

**Table 4** Premises requirements

Aspect	Requirement
Room size	Adequate space for <b>all</b> students on the course to undertake theory and practical work.



Toilets	Separate facilities for male and female students.
Ventilation	Should be adequate.
Lighting	Should be suitable for reading.
Heating	Maintain a 'shirt sleeve' environment.
Access/exits	Should be safe, well lit and cater for people with special needs.
Floor covering	Should be carpeted or mats/blankets provided for use during practical sessions.
Cleanliness	Maintain a clean, tidy and hygienic environment.
Noise	Consider whether there is any noise that may distract students from training.

## Teaching standards

### Preparation and planning

#### Are there adequate and sufficient training aids for the course?

33. Training aids should be appropriate (Table 3) and clearly contribute towards achievement of the stated objectives. All students should benefit from the training aids used.

#### Is the classroom conducive to effective teaching and learning?

34. All students require their own working area (Table 4). They should be able to hear and see the trainer at all times. There should be adequate space for theory and practical work to facilitate effective learning.

#### Are lesson plans of sufficient quality and detail?

35. If a lesson plan has no strict format, EMAS recommends it includes:

- time allocated for each session;
- learning objectives (a statement to show what the student is expected to achieve by the end of the session);
- trainer and student activities during the session;
- teaching methods and equipment to be used;
- a method of assessing the student's understanding.

### Effective delivery

#### Is there an effective introduction to each topic?

36. The trainer should introduce each topic effectively. This will enable the student to understand the objectives of each session.



**Is the lesson plan followed?**

37. It is important to follow the lesson plan. Every student group has different learning needs and abilities. The trainer should be aware of this and make allowances when applying the constraints of the lesson plan.

**Is the overall timetable followed?**

38. The trainer should ensure that all training follows the specified timescales. Session times should follow the lesson plans and course syllabus. Overrunning may affect subsequent sessions and proper delivery of their content.

**Trainer and student interaction****Is training producing a good level of interaction?**

39. The trainer should encourage and ensure full participation and involvement of all students in all aspects of the training. It is recommended that a single trainer teaches no more than 12 students so each individual receives an appropriate level of support.

**Does the trainer ensure that every student achieves the stated outcomes?**

40. Assessments should be continuous to make sure the student has gained the relevant knowledge, skills and understanding relating to each element of the course. Only when they can demonstrate this, should they move to the next subject area. Assessment methods recorded in lesson plans may include theory tests, practical work or question and answer sessions, as appropriate.

**Assessment standards****Do students receive clear instructions?**

41. The assessment procedure should be explained to students so they are clear about what it involves. They should be encouraged to seek clarification and ask questions at any point during the process.

**Are all assessors unobtrusive?**

42. During the final practical assessment, the assessor should be as unobtrusive as possible while observing. They should also be sensitive towards students who find the assessments stressful.

**Is feedback given to students promptly and constructively?**

43. The student should receive prompt feedback after the assessment. This



should clearly indicate whether they met the required standard. Where they have not demonstrated a sufficient level of competence, the student should receive a constructive explanation to encourage their further development.

### **EFAW courses**

44. The EFAW course is now a recognised type of FAW training. Any training provider approved by HSENI for FAW can also run EFAW courses.

45. In delivering EFAW courses, training organisations should adopt the standards in this appendix in full but with the following modifications:

- The certificates issued to successful students should contain the title, 'Emergency First-Aid at Work'.
- Assessors are not required as there is no final practical assessment. Trainers should use continuous assessment to evaluate candidates.
- The course content is shown in Appendix 3.
- EFAW courses should contain at least six 'contact hours'. 'Contact hours' include teaching and time for learning practical skills but exclude coffee and meal breaks etc.
- The training is run over a minimum of one day. However, it can be run over a longer period, not exceeding four weeks, where each session lasts at least two hours.

### **Annual refresher training**

46. HSENI strongly recommends that first-aiders undertake annual refresher training within any three year certification period of FAW or EFAW. It is not mandatory and any training provider offering annual refresher training should not state that it is a legal requirement. Equally, any certificates issued to students should not state or imply that the training is HSENI approved. First-aiders do not have to provide evidence of having completed annual refresher training in order to undertake a FAW requalification course.

47. The training would normally cover the content shown in Appendix 4 and last at least three hours over half a day.

### **Additional training**

48. Employers may need first-aiders with specific training additional to FAW/EFAW. For example, to provide first-aid in relation to incidents arising from work with particular hazards such as hydrofluoric acid, cyanide or confined spaces. Similarly,



further training would be required for personnel who may need to use a defibrillator.

49. The content of these additional training courses is not specified by HSENI nor is HSENI approval needed to run them. They should be provided as an extension to FAW/EFAW courses, or as stand-alone courses, and a certificate should be issued separately from the FAW/EFAW certificate. Any certificates issued to students for additional training should not state or imply that the training is HSENI approved.



## APPENDIX 2

### Content of a FAW course

On completion of training, successful candidates should be able to:

- understand the role of the first-aider including reference to:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first-aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first-aid to a casualty who is choking;
- administer first-aid to a casualty who is wounded and bleeding;
- administer first-aid to a casualty who is suffering from shock;
- provide appropriate first-aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).
- administer first-aid to a casualty with:
  - injuries to bones, muscles and joints, including suspected spinal injuries;
  - chest injuries;
  - burns and scalds;
  - eye injuries;
  - sudden poisoning;
  - anaphylactic shock;
- recognise the presence of major illness and provide appropriate first-aid (including heart attack, stroke, epilepsy, asthma, diabetes).



## APPENDIX 3

### Content of an EFAW course

On completion of training, successful candidates should be able to:

- understand the role of the first-aider including reference to:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first-aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first-aid to a casualty who is choking;
- administer first-aid to a casualty who is wounded and bleeding;
- administer first-aid to a casualty who is suffering from shock;
- provide appropriate first-aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

## APPENDIX 4

### Content of an annual refresher course

Candidates should demonstrate their competence to:

- assess the situation in an emergency;
- administer first-aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first-aid to a casualty who is wounded and bleeding;
- administer first-aid to a casualty who is suffering from shock.



## References

1. The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 (S.R. 1982 No. 429) Approved Code of Practice (2011). The HSENI Approved Code of Practice and Guidance for the Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 [http://www.hseni.gov.uk/first\\_aid\\_at\\_work\\_approved\\_code\\_of\\_practice\\_2011.pdf](http://www.hseni.gov.uk/first_aid_at_work_approved_code_of_practice_2011.pdf)
2. Evaluation of the Health and Safety (FirstAid) Regulations 1981 – Proposals for Change HSC/04/33 Health and Safety Commission Paper 2004 Web only version available at [www.hse.gov.uk/aboutus/meetings/hscarchive/2004/070904/c33.pdf](http://www.hse.gov.uk/aboutus/meetings/hscarchive/2004/070904/c33.pdf)
3. Data Protection Act 1998. The Stationery Office 1998 ISBN 978 0 10 542998 2
4. Original Approval Questionnaire Web only version available at [www.hse.gov.uk/firstaid/questionnaire.pdf](http://www.hse.gov.uk/firstaid/questionnaire.pdf)

## Further reading

First-aid at work: Your questions answered. Leaflet INDG214 HSE Books 1997  
[http://www.hseni.gov.uk/first\\_aid\\_at\\_work\\_your\\_questions\\_answered.pdf](http://www.hseni.gov.uk/first_aid_at_work_your_questions_answered.pdf)  
[http://www.healthandsafetyworksni.gov.uk/first\\_aid\\_at\\_work\\_03-08.pdf](http://www.healthandsafetyworksni.gov.uk/first_aid_at_work_03-08.pdf)

Basic advice on first-aid at work Leaflet INDG347(rev1) HSE Books 2011 (single copy free or priced packs of 20 ISBN 978 0 7176 6435 1) [www.hse.gov.uk/pubns/indg347.pdf](http://www.hse.gov.uk/pubns/indg347.pdf)

Basic advice on first-aid at work (poster) HSE Books 2011 ISBN 978 0 7176 6432 0

Electric shock: First-aid procedures (poster) HSE Books 2011  
ISBN 978 0 7176 6433 7



## Further information

Information on first-aid at work is available on the first-aid web pages of HSENI's website at: [www.hseni.gov.uk/firstaid/index.htm](http://www.hseni.gov.uk/firstaid/index.htm)

Please find attached a link to the first-aid section of the HSE website which describes the role of HSE. On this matter HSENI's role is identical.

<http://www.hse.gov.uk/firstaid/update-protocols.htm>

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For information about health and safety ring HSENI's Infoline Tel: 0800 0320 121 Fax: 02890 347 488 email: [emasmail@detini.gov.uk](mailto:emasmail@detini.gov.uk)





# First aid at work

A guide to gaining and maintaining approval

The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982

