

# **FIRST-AID TRAINING AND QUALIFICATIONS**

**FOR THE PURPOSES OF**

## **THE HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981**

### **A GUIDE FOR TRAINING ORGANISATIONS**

*[The consultation is now closed]*

**[DRAFT REVISED GUIDANCE]**

## SECTION 1 - INTRODUCTION

1 This guidance is for training organisations that wish to run first-aid training courses for the purposes of the Health and Safety (First-Aid) Regulations 1981<sup>1</sup>. The previous guidance has been fully revised in line with the review of these Regulations<sup>2</sup>. Separate guidance is available for employers and training providers may find it helpful to refer to it<sup>1</sup>.

2 This section provides an overview of relevant changes that emerged from the review, legal aspects of first-aid provision, and where to apply to run first-aid training courses. Section 2 provides details of the Health and Safety Executive's (HSE's) procedures for gaining and maintaining approval to run first aid at work (FAW) courses.

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

### REVIEW OF THE FIRST-AID REGULATIONS - IMPLEMENTATION OF NEW FIRST-AID TRAINING COURSES

4 One of the outcomes of the review was a recommendation to make changes to first-aid training courses<sup>2</sup>. After extensive consultation, HSE developed the new training regime summarised in Appendix 1. Under this regime, an employer can send prospective first aiders on a course in either FAW (Appendix 2) or emergency first aid at work (EFAW – Appendix 3). The employer should use the findings of their first-aid needs assessment to ensure the type of training course chosen is appropriate for the circumstances of the workplace<sup>1</sup>.

5 After three years, first aiders need to complete another course (either FAW requalification or EFAW, as appropriate – Appendix 1). Within any three year certification period, first aiders should complete two annual refresher courses (Appendix 4).

### THE LAW

6 The Health and Safety (First-Aid) Regulations 1981 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 at work<sup>1</sup>. 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 Health and Safety Executive may approve for the time being in respect of that case or class of case, and*

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

7 For employers to comply with this Regulation, their first aiders should have a valid certificate in the relevant first-aid course, issued by an appropriate training provider (see paragraph 8).

## **REQUIREMENTS FOR TRAINING ORGANISATIONS WISHING TO RUN FIRST-AID COURSES FOR THE WORKPLACE**

### **8 (1) FAW and FAW requalification**

To run these courses, your organisation should be approved by HSE.

### **(2) EFAW**

Your organisation can run EFAW courses if:

- (a) it already meets (1) above and will apply the same standards of training to EFAW as those used when running FAW courses; or
- (b) where you want to run EFAW courses *only*, it is approved by a recognised Awarding Body of the Qualifications and Curriculum Authority (QCA)/ Scottish Qualifications Authority (SQA) eligible to award an accredited qualification in EFAW.

### **(3) Basic skills update/ annual refresher**

Basic skills update courses can be run by:

- (a) any training organisation running FAW or EFAW courses in accordance with (1) or (2) above, provided they apply the same standards of training to the basic skills update as those used when running FAW/ EFAW courses; or
- (b) employers' in-house occupational health professionals (doctor registered with the General Medical Council/ nurse registered with the Nursing and Midwifery Council), provided they:
  - are able to demonstrate current competence in relation to first aid skills and teaching (see paragraph 6 of Appendix 5 as a guide); and
  - are familiar with the current standards HSE accepts for the first-aid management of injuries and illness in the workplace (see paragraph 15 of Appendix 5).

## **SECTION 2 - GAINING AND MAINTAINING HSE APPROVAL TO RUN FIRST AID AT WORK (FAW) COURSES**

### **GENERAL ASPECTS**

9 This section provides detailed information on how training organisations can gain and maintain approval, through HSE's First Aid Approval and Monitoring Section (FAAMS), to run FAW courses.

#### **The role of FAAMS**

10 FAAMS administers the approval and monitoring process. It issues and renews Certificates of Approval to those organisations whose training and qualifications in FAW meet the required standards detailed in this guidance.

#### **HSE's Contractor**

11 HSE has appointed a Contractor to carry out visits to training providers. These visits are to both providers seeking approval to run FAW courses for the first time and to those already approved for this purpose.

#### **Fees**

12 HSE charges fees for the various elements of the approval and monitoring process<sup>3</sup>. HSE will inform you of the details of the fees as appropriate.

#### **Records of training organisations**

13 FAAMS will keep all records in accordance with the Data Protection Act 1998<sup>4</sup>. FAAMS 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 There is a fee charged for approval, covering all assessment activities carried out by FAAMS and its Contractor (including the Original Approval Assessment visit and Original Approval Monitoring visit). In the first instance, your organisation needs to complete an Original Approval Questionnaire<sup>5</sup>.

15 In addition, you are required to provide photocopies of the following information:

- details of your organisation's administrative systems;

- a sample of the FAW certificate to be issued to successful students.
- personal portfolios of at least four individuals (two trainers and two assessors);
- your organisation's quality assurance plan;
- the standards of first-aid practice your organisation will use in teaching and assessing FAW;
- details of the course syllabus including at least *three* sample lesson plans showing aims, objectives and outcomes;
- a timetable for the three day FAW syllabus;
- a timetable for the two day FAW requalification syllabus, if applicable;
- the final practical assessment procedure;
- your organisation's training equipment;
- the premises to be used for training.

16 Appendix 5 gives more detailed information on what you need to provide.

17 You should send the following documentation to FAAMS:

- a completed Original Approval Questionnaire;
- photocopies of the relevant information listed in paragraph 15; and
- a cheque (made payable to the Health and Safety Executive) for the application fee.

18 The full contact details for FAAMS are:

First Aid Approval and Monitoring Section (FAAMS)  
Corporate Medical Unit  
Health and Safety Executive  
4N.3 Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Telephone: 0151 951 3919  
Fax: 0151 951 4845  
E-mail: faams@hse.gsi.gov.uk

19 FAAMS will acknowledge receipt of the documents and cheque, if requested. On completing the assessment of your application, FAAMS will inform you of the outcome and indicate whether more information is required.

### **Original Approval Assessment visit**

20 Satisfied that you have provided a complete set of information, FAAMS will instruct HSE's Contractor to carry out an Original Approval Assessment visit. Its purpose is to validate the information your organisation provided to FAAMS. The Contractor will arrange a mutually convenient time to carry out this visit.

21 Following the visit, the Contractor will provide FAAMS with a written report. FAAMS will consider the findings and inform you of the outcome. If your organisation needs to make minor improvements, FAAMS will indicate what is required. Minor improvements are normally resolved through correspondence. If major improvements are needed, FAAMS may instruct the Contractor to carry out an additional visit once you have notified FAAMS you have made those improvements. There is a fee charged retrospectively for any additional visit.

22 Following a satisfactory outcome, FAAMS will give your organisation provisional approval to provide FAW training and issue a Certificate of Approval for a period of five years.

### **Original Approval Monitoring visit**

23 On issuing the Certificate of Approval, FAAMS will instruct its Contractor to arrange an Original Approval Monitoring visit. This will focus on your organisation's trainers and assessors in relation to teaching and assessing standards. It will also assess the equipment and premises used for training. Where practicable, the visit will take place within the first three months after gaining approval.

24 Following the visit, the Contractor will provide FAAMS with a written report. FAAMS will consider the findings and inform you of the outcome. If your organisation needs to make minor improvements, FAAMS will indicate what is required. Minor improvements are normally resolved through correspondence. If major improvements are needed, FAAMS may instruct the Contractor to carry out an additional visit once you have notified FAAMS you have made those improvements. There is a fee charged retrospectively for any additional visit.

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

## **MAINTAINING APPROVAL**

### **Post Approval Monitoring visit**

26 Post Approval Monitoring visits assess whether training standards are being maintained. Each training provider will have at least one Post Approval Monitoring visit during its five year certification period. The exact number of visits is determined from the number of sites used by a training organisation for running FAW courses. There is a fee charged retrospectively for a Post Approval Monitoring visit.

27 FAAMS notifies the Contractor when your organisation's Post Approval Monitoring visit is due. The Contractor will contact you to arrange a mutually convenient time for the visit.

28 Following the visit, the Contractor will provide FAAMS with a written report. FAAMS will consider the findings and inform you of the outcome. If your organisation needs to make minor improvements, FAAMS will indicate what is required. Minor improvements are normally resolved by correspondence. If major improvements are needed, FAAMS may instruct the Contractor to carry out an additional visit once you have notified FAAMS you have made those improvements. There is a fee charged retrospectively for any additional visit.

29 Following a satisfactory outcome, FAAMS will confirm your organisation has met all the required training standards and FAW training can continue.

### **Cancellations**

30 You should notify the Contractor and FAAMS if you intend to cancel either an Original Approval Monitoring visit or Post Approval Monitoring visit, giving at least three working days' notice prior to the start date of the training course. You may be charged a cancellation fee if you do not give sufficient notice.

### **Certificate renewals**

31 It is the training provider's responsibility to apply for renewal of their certificate if the intention is to continue FAW training. You will need to apply to FAAMS at least one month before the expiry date of your organisation's current Certificate of Approval. **Please note FAAMS will not send out a reminder.**

32 There is a fee for renewing a Certificate of Approval. You should send your organisation's renewal request, along with a cheque (made payable to the Health and Safety Executive) for the current renewal fee, to FAAMS at the address in paragraph 18.

## **Appeals**

33 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 rescind your organisation's approval status. If you wish to appeal, you should make representation to:

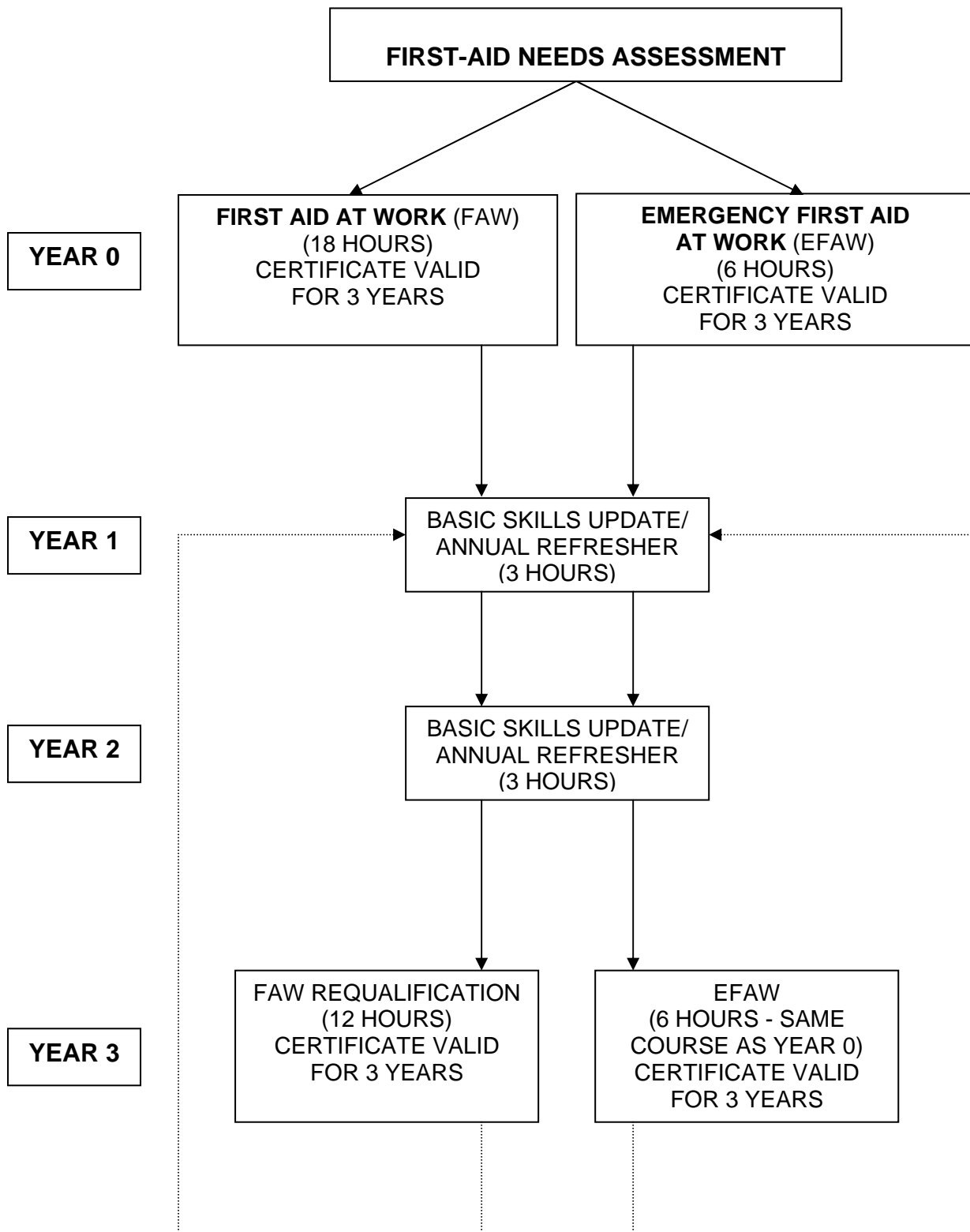
The Director, Corporate Health Specialist Division  
Health and Safety Executive  
4N.3 Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

34 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**

35 FAAMS will ask individuals making a verbal complaint about your organisation, to confirm it in writing. To investigate a formal, written complaint, the Contractor or HSE (or both) may conduct an unannounced visit to your organisation. There is a fee charged retrospectively for any such visit if the complaint is found to be justified. Alternatively, FAAMS may ask you to provide written information on which to base its judgement.

**APPENDIX 1 – FIRST-AID COURSES TO COMPLETE OVER AN INITIAL THREE YEAR PERIOD AND IN SUBSEQUENT YEARS (DOTTED LINE)**



## **APPENDIX 2 - OUTLINE OF THE FIRST AID AT WORK (FAW) COURSE**

### **COURSE CONTENT**

On completion of training, successful candidates should be competent in:

- emergency first aid at work (see Appendix 3);
- recognising the presence of major illness and applying general first aid principles in its management.

In addition, candidates should be able to demonstrate the correct first-aid management of:

- soft tissue injuries;
- injuries to bones including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries including how to irrigate an eye;
- sudden poisoning and anaphylactic shock.

### **DURATION**

See paragraphs **19-20** of Appendix 5.

## **APPENDIX 3 - OUTLINE OF THE EMERGENCY FIRST AID AT WORK (EFAW) COURSE**

### **COURSE CONTENT**

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

- understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions;
- understand the importance of basic hygiene in first-aid procedures;
- 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 and/or in seizure;
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is wounded or bleeding and/or in shock;
- administer first aid to a casualty who is choking;
- provide appropriate first aid for minor injuries.

### **DURATION**

EFAW courses should contain at least six contact hours. Trainers should use continuous assessment to evaluate candidates. There is no final practical assessment.

Usually, the course is run over a minimum of one day. However, it can run over a longer period, not exceeding three weeks, where each session lasts no less than two hours.

## **APPENDIX 4 - OUTLINE OF THE BASIC SKILLS UPDATE/ ANNUAL REFRESHER COURSE**

### **COURSE CONTENT**

On completion of training, candidates should have demonstrated their competence to:

- assess the situation in an emergency;
- administer first aid to a casualty who is unconscious and/or in seizure;
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is wounded or bleeding and/or in shock.

The course should also include any updates or changes to relevant first-aid procedures.

### **DURATION**

Basic skills update courses should contain at least three contact hours run over half a day. Trainers should use continuous assessment to evaluate candidates. There is no final practical assessment.

## **APPENDIX 5 - DETAILED REQUIREMENTS FOR TRAINING PROVIDERS APPLYING TO HSE FOR APPROVAL TO RUN FIRST AID AT WORK (FAW) COURSES**

1 This Appendix sets out the requirements of the approval process. Your application and any visit conducted 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 5 years.

3 Records should include the following:

- course dates including the names of trainers and assessors used;
- names and details of students, including assessment information;
- requalification dates of students.

### **FAW CERTIFICATES**

4 The certificates issued to successful students on satisfactory completion of the final practical assessment should contain the following:

- full name of the approved training organisation;
- the title 'First Aid at Work';
- reference to the Health and Safety (First-Aid) Regulations 1981;
- confirmation that the certificate is valid for three years from the date of issue;
- the approved training organisation's HSE Certificate of Approval number;
- a signature of an appropriately authorised person.

## TRAINERS AND ASSESSORS

### Number of trainers and assessors

5 Approved training providers should have at least four individuals - two trainers and two assessors. All portfolios (see paragraphs **6-7**) should be current, regularly reviewed and contain up to date, chronological evidence to confirm competence. Providers should run at least six courses per year (FAW or FAW requalification) to help maintain competence. FAAMS recommends that a single trainer teaches no more than 12 students on a course.

### Qualifications and experience of trainers

- 6 Each trainer should have a personal portfolio that contains:
- a current and valid FAW certificate (unless exempt – see paragraphs **10-11**);
  - a formal training or teaching qualification (see Table **1**); and
  - a chronological list of evidence to show the trainer has regularly provided FAW training during the previous three years. If this is limited, evidence of other first-aid training that demonstrates all the elements of the FAW syllabus are covered by the trainer's experience; or
  - 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.

### Qualifications and experience of assessors

- 7 Each assessor should have a personal portfolio that contains:
- a current and valid FAW certificate (unless exempt – see paragraphs **10-11**);
  - a formal assessing qualification (see Table **1**); and
  - a chronological list of evidence to show the assessor has regularly provided FAW assessments during the previous three years. If this is limited, evidence of other first-aid assessments that demonstrate competence; or
  - evidence to show the assessor has conducted **at least two practical and two theoretical** first-aid assessments under the supervision of a qualified assessor.

**Formal training/ teaching and assessing qualifications**

8 FAAMS accepts the qualifications shown in Table 1. However, the lists are *not* definitive and are only a guide.

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

<b>TRAINING/ TEACHING</b>	<b>ASSESSING</b>
Further and Adult Education Teachers' Certificate	Further and Adult Education Teachers' Certificate
B.Ed / PGCE / M.Ed	B.Ed / PGCE / M.Ed
NVQ level 3 in Training & Development	NVQ level 3 in Training & Development
NVQ level 4 in Training & Development	NVQ level 4 in Training & Development
Training Group A22, B22, C21, C23, E24, D21	A1 (D32/33 – Vocational Assessor)
Skills Trainer	A2 (D32 – Skills Assessor)
Vocational Trainer	English National Board 998
Workplace Trainer	Workplace Assessor
Direct Trainer	Direct Assessor
IHCD Instructional Methods	IHCD Instructional Methods
IHCD Instructor Certificate	IHCD Instructor Certificate
First Aid Lay Instructor Certificate	

**No formal qualification**

9 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 gained and the time period over which they were applied, and any contributing training undertaken and the learning outcomes achieved. There should be evidence that the individual has conducted **at least two practical and two theoretical** first-aid training/ assessing sessions under the supervision of a qualified assessor.

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

10 All trainers and assessors should have a valid FAW certificate unless they are:

- a qualified General Medical Practitioner registered with the General Medical Council (GMC);
- a nurse registered with the Nursing and Midwifery Council (NMC) and in possession of a personal identification number;
- a paramedic registered with the Health Professions Council (HPC).

11 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 their portfolio. The Contractor will need to see a current GMC, NMC or HPC certificate at the time of a visit.

## **QUALITY ASSURANCE**

### **Monitoring the skills of trainers and assessors**

12 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. The course evaluation procedure (see paragraph 13) can be linked to this plan to help define any personal training needs. It is expected that all trainers and assessors are monitored at least once per year. Monitoring assessments should be available to the Contractor.

### **Monitoring the quality of trainers and assessors through student feedback**

13 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**

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

## **STANDARDS OF FIRST-AID PRACTICE**

15 FAW skills and knowledge should be taught and assessed in accordance with currently accepted first-aid practice in the United Kingdom. At present, HSE accepts the first-aid management of injuries and illness, in as far as they relate to the topics covered in an FAW training course, as laid down:

- by the Resuscitation Council (UK); and
- in the current edition of the first-aid manual of the Voluntary Aid Societies (St John Ambulance, British Red Cross, St Andrew's Ambulance Association); or

- in other publications, provided they are in line with the two above, or supported by a significant body of medical opinion.

## FAW COURSES

### Syllabus

16 Appendix 2 shows the topics to cover in an FAW course. The training should include all these elements but, where practicable, you can tailor it to meet the needs of individuals and/ or their employers.

17 Training providers should not combine the FAW course with FAW requalification training.

### Lesson plans

18 There needs to be a lesson plan for each syllabus topic (at least three of these need to be submitted as part of your application – see paragraph 15 of Section 2). Table 2 illustrates an example. Each lesson plan should contain aims, objectives and outcomes. A combination of theory and practical tests will help the trainer assess each student’s understanding of a given topic. Evidence of these tests should be available to the Contractor.

**Table 2** An example of a lesson plan

<b>TOPIC:</b> Perform cardiopulmonary resuscitation		
<b>TIME:</b> Two hours		
<b>AIM:</b> To demonstrate effective adult CPR to a casualty who is unconscious and not breathing		
<b>OBJECTIVES</b>	<b>TRAINER</b>	<b>STUDENT</b>
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	Describe method	Practical work using

airway		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
<p><b>OUTCOME:</b>  <b>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</b></p>		

**Duration**

19 FAW courses should contain at least 18 contact hours, which include the final practical assessment. ‘Contact hours’ refer to teaching and practical time and do not include lunch and breaks etc.

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

**FAW REQUALIFICATION COURSES**

**FAW certificates**

21 FAW certificates are valid for three years. However, a first aider can attend an FAW requalification course up to three months before the expiry date on their certificate. The new certificate will then be effective from that expiry date. Where this has not been possible, HSE will allow an extension of the certificate for 28 days beyond the expiry date, within which a requalification course should be completed. There is no need to contact HSE to request the extension. During the extension period, HSE will continue to recognise the FAW certificate and the first aider will continue to be a suitable

person that the employer can use for the purpose of providing first aid to employees.

22 A first aider requalifying within a period of certificate extension will have their 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 their three year certificate, will be required to retake a full FAW course.

### **Validation of students**

23 Administrative systems should be in place to ensure students are not accepted for requalification training unless they have a current and valid FAW certificate. Pre-course information should make this requirement clear. Training providers should validate a student's FAW certificate before they start a requalification course.

### **Syllabus**

24 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**

25 FAW requalification courses should contain at least 12 contact hours, which include the final assessment. 'Contact hours' refer to teaching and practical time and do not include lunch and breaks etc.

26 Usually, 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**

27 The final assessment should determine a student's 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;
- is wounded and/ or bleeding.

28 To ensure a student can demonstrate competency, the assessment should be practical with oral questioning. It is for the training provider to decide if a student has the required knowledge and skills in these areas. Only if the training provider is satisfied that a student has demonstrated the

competency to deal safely and effectively with first-aid emergencies in the workplace, should they issue an FAW certificate.

29 Two suitably qualified assessors (see paragraph 7), who have not been involved in the training, should conduct the assessment. However, it is acceptable to use one assessor where the number of students on a course is no greater than six.

30 There should be an appropriate waiting area separate from where the assessments are conducted.

## 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 plan and aims, objectives and outcomes
Audiovisual equipment	An OHP, slides, 'PowerPoint', and other audiovisual equipment appropriate to the lesson plan
CPR manikins	One manikin to every four students
Dressings/bandages	One per student

## TRAINING VENUE

32 Quality training involves using premises that are conducive to learning. Training providers 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 and adequate (see Table 4).

**Table 4** Premises requirements

ASPECT	REQUIREMENT
Room size	Adequate space for <i>all</i> 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	Room temperature should maintain a 'shirt sleeve' environment
Access/exits	Should be safe, well lit and cater for people with special needs
Floor coverings	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 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 enable effective learning.

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

35 If a lesson plan has no strict format, FAAMS 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.

#### ***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 understanding, knowledge and skills 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.

## **ASSESSING STANDARDS**

### **Do students receive clear instructions?**

41 The assessment procedure should be explained to students so they are clear 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.

**ADDITIONAL TRAINING**

44 Employers may need to have first aiders with specific training additional to FAW/ EFAW. For example, to enable them 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.

45 The content of these additional training courses is not specified by HSE, nor is HSE 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.

## REFERENCES

- 1 First aid at work. The Health and Safety (First-Aid) Regulations 1981. Approved Code of Practice and guidance L74 HSE Books 1997 ISBN 0 7176 1050 0 (under review)
- 2 Paper for the Health and Safety Commission. Evaluation of the Health and Safety (First-Aid) Regulations 1981 – Proposals for Change  
<http://www.hse.gov.uk/aboutus/hsc/meetings/2004/070904/c33.pdf>
- 3 The Health and Safety (Fees) Regulations 2007 SI 2007/813 The Stationery Office 2007 ISBN 9780110761473
- 4 Data Protection Act 1998 The Stationery Office 1998 0 10 542998 8
- 5 Original Approval Questionnaire  
<http://www.hse.gov.uk/firstaid/questionnaire.pdf>

## FURTHER READING

First aid at work: your questions answered INDG 214 HSE Books 1997  
ISBN 0 7176 1074 8

Basic advice on first aid at work INDG347 (rev1) HSE Books 2006 ISBN 0  
7176 6193 8

Basic advice on first aid at work (poster) HSE Books 2006 ISBN 0 7176  
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Electric shock: first aid procedures (poster) HSE Books 2006 ISBN 0 7176  
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## **FURTHER INFORMATION**

Information on many aspects of first aid at work is available on the first aid web pages of HSE's website at: <http://www.hse.gov.uk/firstaid/index.htm>