



# **Emergency First Aid at Work — Guidance for Centres**

**Group Award: G9NN 45  
SCQF level 5**

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# Emergency First Aid at Work

This document incorporates the requirements of:

- ◆ the Health and Safety Executive (HSE) minimum training standards for the Emergency First Aid at Work Health and Safety (First-Aid) Regulations 1981
- ◆ the associated Approved Code of Practice (ACOP) and guidance
- ◆ the Minimum Training Standards for the Delivery of Emergency First Aid at Work Courses for the Purposes of Health and Safety (First-Aid) Regulations 1981



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## General introduction

This Guidance is designed to help training providers gain and maintain approval to carry out Emergency First Aid at Work (EFAW) training.

The Scottish Qualifications Authority (SQA) is authorised to issue and renew Certificates of Approval and to issue EFAW Student Certificates to those Emergency First Aid at Work training providers whose training and qualifications in Emergency First Aid at Work meet the requirements set out in the following documents:

- ◆ the Health and Safety (First-Aid) Regulations 1981
- ◆ the associated Approved Code of Practice (ACOP) and guidance
- ◆ the Minimum Training Standards for the Delivery of Emergency First Aid at Work Courses for the Purpose of Health and Safety (First-Aid) Regulations 1981

## Background

The HSE's contract for the *Provision of Field Activities Relating to the Approval of FAW Training* was awarded on 1 April 1997 and renewed on 1 April 2000. Prior to the award, the HSE's Employment Medical Advisory Service (EMAS) had undertaken all activities that included visits to FAW training providers. Those visits have since been carried out by the HSE's appointed contractor (the Contractor) under the management of the First Aid Approval and Monitoring Section (FAAMS). A new training regime for first-aiders in the workplace called Emergency First Aid at Work (EFAW) was introduced from 1 October 2009. The Health and Safety (First-Aid) Regulations 1981 and accompanying Approved Code of Practice have not changed. However, supporting guidance has been revised to incorporate the changes, and documentation can be found on the HSE's first-aid website at [www.hse.gov.uk/firstaid/index.htm](http://www.hse.gov.uk/firstaid/index.htm).

## The law

The Regulations<sup>1</sup> require that, in order to provide first aid to their employees who are injured or become ill whilst at work, employers must have suitable people, equipment and facilities. Regulation 3(2) says that

*... for this purpose a person shall not be suitable unless he has undergone: 'such training and has such qualifications as the HSE may approve...', and 'such additional training, if any, as may be appropriate in the circumstances of that case'.*

The Regulations are supported by an Approved Code of Practice<sup>2</sup>. You are advised to read both in conjunction with this Guidance.

## Trainer/Assessor

The Trainer/Assessor's role is to: prepare course materials and resources; deliver the EFAW course using current protocols to a high standard; and to conduct assessment of EFAW courses consistently and fairly in accordance with SQA requirements. Each centre must have at least two Trainers/Assessors.

Each Trainer/Assessor must be familiar with the procedures and documentation for the qualification and have a personal portfolio which contains:

- ◆ a current and valid First Aid at Work Certificate, unless exempt. The following are exempt from this requirement:
  - doctors registered with the General Medical Council (GMC)
  - nurses registered with the Nursing and Midwifery Council (NMC)
  - paramedics registered with the Health Professions Council (HPC)

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.

- ◆ a formal assessing qualification (examples are given in the table on the next page), or evidence of significant experience in this role. 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 sessions under the supervision of a qualified assessor.
- ◆ an annual record of Trainer/Assessor monitoring or an Assessor Skills Test (see Sample CPD Skills Test Forms)

### and either

- ◆ a detailed chronological list of evidence to show that the Trainer/Assessor has regularly provided First Aid at Work assessing during the previous three years — if only a small amount of First Aid at Work assessing has been completed then evidence of other first-aid assessments is required

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<sup>1</sup> The Health and Safety (First-Aid) Regulations, 1981 SI 1981/917 HMSO ISBN 0 11 016917 4

<sup>2</sup> First Aid at Work. The Health and Safety (First-Aid) Regulations 1981. Approved Code of Practice and Guidance L74 HSE Books ISBN 0 7176 1050 0

or

- ◆ evidence that proves they have conducted **at least two practical** and **two theoretical first-aid assessments** under the supervision of a qualified Assessor

### Examples of Trainer/Assessor qualifications in assessment

The following lists of qualifications are examples of those accepted by SQA. This list is not definitive and should only be used as a guide.

Adult Education Teachers' Certificate

Teaching Qualification in Further Education

BEd/PGCE/MEd

SVQ/NVQ level 3 in Training & Development

SVQ/NVQ Level 3 in Training Practice

SVQ/NVQ level 4 in Training & Development

Training Group

A22 — Identify Individual Learning Needs

B22 — Design training and development sessions

C21 — Create a climate conducive to learning

C23 — Facilitate learning in groups through presentations and activities

D21 — Assess individuals for non-competence based assessment systems

Skills Trainer

Vocational Trainer

Workplace Trainer

Direct Trainer

IHCD Instructional Methods

IHCD Instructor Certificate

First Aid Lay Instructor Certificate

A1 — Assessing Candidates Using a Range of Methods

A2 — Assessing Candidates Performance through Observation

D32 — Skills Assessor

D32/33 — Vocational Assessor

English National Board 998

Workplace Assessor

Direct Assessor

## Internal verifier

The role of the internal verifier is to carry out post-approval checks and produce a report outlining the checks. The internal verifier also carries out the annual Trainer and Assessor CPD Skills Observations (Sample CPD Trainer and Assessor Forms are included).

Each internal verifier must:

- ◆ be familiar with the procedures and documentation for the qualification
- ◆ be competent in internal verification
- ◆ have a current and valid First Aid at Work Certificate, unless exempt. The following are exempt from this requirement:
  - doctors registered with the General Medical Council (GMC)
  - nurses registered with the Nursing and Midwifery Council (NMC)
  - paramedics registered with the Health Professions Council (HPC)

For these exemptions to apply, the internal verifier should demonstrate current experience (within the previous three years) of first-aid skills by producing sufficient evidence in their portfolio.

## External Verifier

- ◆ The role of the External Verifier (EV) is to carry out approval and annual visits to centres to ensure consistency in the delivery of Emergency First Aid at Work training across all centres offering the award. As part of this work the EV produces a report and forwards it to SQA.

## Training standards

EFAW skills and knowledge must 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 to be covered in an EFAW 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 Andrew's Ambulance Association, a St John Ambulance Association, the British Red Cross Society); or
- ◆ in other publications, provided they are in line with the two above or supported by a responsible body of medical opinion.