

## First Aid Training Regulatory Changes - Guidance for Employers

### Important Regulatory Changes to First Aid Training

As of the 1<sup>st</sup> October 2013 the Health and Safety (First Aid) Regulations have been amended, **removing the requirement for HSE to approve first aid training and qualifications**. Full details of this can be found at <http://www.hse.gov.uk/pubns/books/l74.htm>.

We have summarised what this will mean for Employers as there are now the following 4 training options available to replace HSE accredited training, but **please note** that there are key differences between them;

- Awarding Organisations – fully regulated training and a direct replacement to HSE Accreditation
- Voluntary Aid Societies – unregulated training based on HSE standards
- Industry Body – unregulated training which is not verified by HSE or an Awarding Body
- Independent – unregulated training which is not verified by HSE or an Awarding Body

### What these options will mean for Employers

#### 1. Awarding Organisations

First Aid training obtained through a training provider accredited by an Awarding Organisation offers nationally recognised qualifications fully regulated by Ofqual, SQA and the Welsh Government. They have dedicated quality assurance processes and adhere to standard assessment principles, which gives Employers a 'ready-made' assurance of their providers competence to deliver appropriate training. **No due diligence** is required by Employers who choose this training option.

#### 2. Voluntary Aid Societies

First Aid training obtained through Voluntary Aid Societies such as St John Ambulance, British Red Cross or St Andrew's First Aid offer non-accredited qualifications that are not regulated or verified externally. They are acknowledged by the HSE as standard setters of currently accepted First Aid Practice, and work to similar standards of quality assurance and assessment principles as accredited providers. However the HSE recommend that companies undertake **some due diligence** when choosing this training option.

#### 3. Industry Body

First Aid training obtained through the Industry Body offers unaccredited qualifications that are not regulated or verified externally at all. As HSE cannot verify standards of quality assurance or assessment principles, **full due diligence** must be undertaken by Employers when choosing this training option.

#### 4. Independent Organisations

First Aid training obtained through an Independent Organisation offers unaccredited qualifications that are not regulated or verified externally at all. As HSE cannot verify standards of quality assurance or assessment principles, **full due diligence** must be undertaken by Employers when choosing this training option.

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## Due Diligence Processes

Unless you choose the accredited training option the responsibility for ensuring competence in First Aid Training is the Employer's. To ensure that training is fit for purpose the following must be confirmed;

### **1. Syllabus is appropriate and delivered in accordance with currently accepted standards**

All training materials used, such as instructors manuals, delegate handbooks/ workbooks and PowerPoints, must reflect nationally recognised standards for first aid practice.

### **2. Trainers and assessors have the necessary skills, qualifications and competencies**

Full details of the trainers used, with validated copies of First Aid at Work certificates, instructor certificates, valid insurance certificate and their formal training/ teaching qualifications must be recorded by the provider.

### **3. There is a Quality Assurance system in place to ensure regular independent verification**

The provider must have a Quality Assurance process in place to validate and update all materials, ensure that the competence of trainers is regularly reviewed by competent 'verifiers', and that assessment methods in use are appropriate with a full, accurate record retained.

### **4. Class sizes are appropriate to the needs and capabilities of the group**

HSE recommend maximum class sizes of 12 per instructor however it is feasible to potentially have larger groups as long as it can be shown there is no detriment to the learner's ability to perform, practice and update their skills.

### **5. Equipment provided is suitable and sufficient**

All equipment must be sterilised correctly, maintained and replaced according to current guidelines.

### **6. Certificates issued contain all relevant information about the candidate and course**

Certification must be properly awarded and monitored, with internal verification appropriate and robust.

There is no requirements for how these checks are carried out, formalised or written down, however a written record would enable you to demonstrate to an HSE or Local Authority Inspector how you ensured due diligence in selecting a competent First Aid Training Provider.

## Additional Considerations for the Employer

Before deciding upon your First Aid Training provision Employers should read the above information carefully and also consider these additional points;

- How would you ensure that the necessary due diligence was completed correctly?
- Does your Company Policy, Industry Standards and Insurance Policy accept unaccredited First Aid Training?
- How will your current provider adapt to these changes?