

First aid at work newsletter

Issue 1 May 2007

Introduction

This newsletter will interest you as a provider of first aid at work (FAW) training. It will keep you up to date on approval and monitoring issues, and provide responses to questions/issues raised by your industry.

We will send you any further newsletters directly and post them on HSE's website. How often we publish the newsletter will depend on how much material is available.



How can you contact us with queries?

You could look at the **FAW web pages** of HSE's website (www.hse.gov.uk/firstaid/index.htm). They provide information on a range of topics, including:

- our programme of work on FAW;
- the legal framework for FAW;
- FAW training;
- responses to frequently asked questions;
- updates on the review of the First Aid Regulations.

You should contact **HSE's Infoline** (Tel: 0845 345 0055; Fax: 0845 408 9566; e-mail: hse.infoline@natbrit.com), if your query is about general aspects of FAW, including:

- First Aid Regulations and Approved Code of Practice;
- first aid needs assessment;
- first aid boxes;
- number of first aiders;
- appointed persons;
- record keeping.

You should contact the First Aid Approval and Monitoring Section (**the FAAMS team**) if you have a specific query about your own approval or the approval process.

How will we contact you about relevant issues?

From time to time, FAAMS may need to contact all FAW training providers, for example to highlight and clarify particular issues and update you on the review of the First Aid Regulations (see page 3). We will do this directly and/or by publishing relevant information on HSE's website. You therefore need to notify FAAMS of any changes to your contact details, including:

- the name of your organisation;
- the name of the main contact;
- your address;
- your telephone number;
- your e-mail address.

FAAMS has moved

On 2 January 2007, FAAMS relocated from HSE's Manchester office to its Bootle Headquarters:

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

Tel: 0151 951 3919
Fax: 0151 951 4845
e-mail: faams@hse.gsi.gov.uk

The new FAAMS team, which is part of HSE's Corporate Medical Unit, is Christine Bethell, David Jacques and Sheila Brennan. Dr Andrew Moore processes new applications for approval and Dr Mark Woods provides support on technical issues. The Head of the Corporate Medical Unit is Dr Dil Sen.



FAQs

Certificate extensions

Q Can an individual attend an FAW requalification course if their FAW certificate has expired?

A A first aider can attend an FAW requalification course up to three months before the expiry date on their certificate. Where this has not been possible, HSE will allow an extension of the certificate for 28 days beyond the expiry date, and the requalification course should be completed within this time. There is no need to contact HSE to request the extension. Any first aider who is unable to complete the requalification course up to a maximum of 28 days after the expiry date, will be required to retake the full FAW course. Anyone requalifying within the period of certificate extension should have their new certificate dated from the expiry date of the previous one.

HSE logo

Q Can I use the HSE logo in advertisements and on correspondence and first aiders' certificates?

A No. The HSE logo is a registered Trade Mark under the Trade Mark Act 1994. Its misuse constitutes a criminal offence. You should **not** use it on any of your material, including certificates or on a website, if you have one.

Minimum number of courses

Q Do I need to run a minimum number of FAW courses a year to maintain my approval?

A Yes. To maintain your approval status, you need to run a minimum of six courses a year (either FAW or FAW requalification). **You are no longer required to submit course notification forms to FAAMS.** If you are not running FAW courses, contact FAAMS, so appropriate action can be taken.

Renewal of the Certificate of Approval

Q Who is responsible for renewing my Certificate of Approval?

A It is your responsibility to ensure the certificate is renewed. **FAAMS does not send out a reminder.** At least one month before the expiry date, you should apply in writing to FAAMS to renew the certificate, quoting the approval number and name and address of your organisation. You also need to send a cheque, made payable to the Health and Safety Executive, for the renewal fee (currently £83).

Trainers and assessors

Q Do I need to let HSE know if I recruit new trainers and/or assessors?

A No. You do not need to notify FAAMS if your organisation recruits new trainers and/or assessors. It is your responsibility to ensure they meet the criteria set out in HSE's guidance, *How to gain and maintain approval for First Aid at Work training under the Health and Safety (First-Aid) Regulations 1981* (www.hse.gov.uk/firstaid/approval.pdf). You will need to keep a portfolio of the trainer's/assessor's qualifications and experience for inspection during any subsequent monitoring visit. Your quality assurance plan should include a system for monitoring the skills of trainers and assessors. All trainers and assessors should be monitored at least once a year.

Review of the Health and Safety (First-Aid) Regulations 1981

The first aid web pages of HSE's website provide detailed information on the review process and the changes to first aid training referred to below.

HSE has started to revise the first aid guidance for employers in the Approved Code of Practice and guidance *First aid at work* (L74) and the guidance for training providers currently available on HSE's website (www.hse.gov.uk/firstaid/approval.pdf). The revised versions will incorporate the new training regime. Once drafting is complete, HSE will consult key stakeholders representing employers, employees, first aiders and first aid training organisations.

No timescales have been set for introducing the new first aid training courses, while HSE considers how best to ensure that the training standards applied to FAW training will be similarly applied to the new courses. **It is unlikely that the new training regime will be implemented before Autumn 2008.**



HSE's external contractor for 2007/08

For 2007/08, HSE will continue to use SCOUT Enterprises (Western) to provide assessment activities. SCOUT will contact training providers on HSE's behalf to arrange Post-approval Monitoring visits when they are due. After the visit has taken place, HSE will send the provider an invoice for the visit fee (currently £479).



And finally...

FAAMS has received a number of enquiries about the accuracy of advertisements (in any medium, including the Internet) offering FAW training. Training organisations that have gained HSE approval are free to refer to this in any advertising material. However, HSE approval is granted for provision of FAW and FAW requalification courses **only** and does not apply to any other type of first aid training. Therefore, advertising material should not suggest that training providers have HSE approval to run non-FAW courses or that these courses are HSE approved. To do so may be misleading, and may also contravene trading standards laws. In addition, such material should not contain the HSE logo which is a Trade Mark (see 'HSE logo' on page 2).

For queries on general aspects of FAW, contact HSE's Infoline (Tel: 0845 345 0055 e-mail: hse.infoline@natbrit.com).

For queries about your own approval or the approval process, contact the FAAMS team (Tel: 0151 951 3919 e-mail: faams@hse.gsi.gov.uk)