

# **NEWARK COMMUNITY FIRST AID**

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## **First Aid Training at Work**

Thank you for your enquiry concerning first aid training in the workplace. We hope that this guidance document will answer your questions, but please contact us if you require further clarification. A booking form is enclosed along with a list of course dates or can be downloaded from our website.

## **Employer Responsibilities**

The Health & Safety at Work etc Act 1974 requires employers to provide appropriate information, instruction, training and supervision to ensure, as far as practicable, the health & safety of all employees while at work. It is also good practice to consider visitors within your planning, particularly for example; in educational establishments, health care, retail and recreation where the public may be on-site.

The First Aid Regulations (1981) require all employers to risk assess their workplace and then provide suitable and sufficient numbers of first aiders and equipment to render first aid to those injured or taken ill at work. The Statutory minimum requirement is at least one 'Appointed Person' but since 2009 the HSE does not classify Appointed Persons as first aiders and they should not attempt first aid for which they have not been trained. To safeguard your employees you should have at least one member of staff with an HSE- approved qualification.

The two qualifications approved under the Regulations are **First Aid at Work (FAW)** and **Emergency First Aid at Work (EFAW)**. A full risk assessment of your workplace will be required to determine which qualification is appropriate for your staff. Specific guidance is available from the HSE website @ [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid). Please note you will need to provide sufficient first aiders to cover for holidays and other absences.

## **Selection of First Aiders**

The First Aid Regulations give guidance on the selection of first aiders and emergency first aiders, you will need to consider;

- Reliability, disposition and communication skills
- Aptitude and ability to absorb knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency situations.
- Normal duties – these should be such that they may be left to go immediately to an emergency.

## Simplified Assessment Guide

Degree of Hazards	Number of employees	Recommended minimum number of first aiders required.
Low Hazard (e.g. offices, shops, libraries, wards in hospitals)	Less than 25	At least one Appointed Person. Recommended training <b>Emergency First Aid at Work</b>
	25 - 50	At least one person trained in <b>Emergency First Aid at Work</b>
	Over 50	At least one person trained in <b>First Aid at Work</b> for every 100 employed on-site (or part thereof)
Higher Hazard (E.g. light engineering & assembly, food processing, warehouse, construction, working with chemicals, machinery, sharp instruments.)	Less than 5	At least one person trained in <b>Emergency First Aid at Work</b>
	5 - 50	At least one person trained in <b>Emergency First Aid at Work</b> or <b>First Aid at Work</b> (depending on the hazards)
	Over 50	At least one person trained in <b>First Aid at Work</b> for every 50 employed on-site (or part thereof)

### First aid competencies as required for workplace training

The purpose of training is to equip candidates to deal effectively with injuries or illness which may occur at work. The key objective is that, on completion of FAW training, successful candidates will be able to apply the following competencies in practice. Please note those attending EFAW training will only fully cover competencies (a) – (d) plus training on minor bleeding, minor burns, choking and seizures.

- (a) The ability to act safely, promptly and effectively when an emergency situation occurs at work.
- (b) The ability to administer cardio-pulmonary resuscitation promptly & effectively.
- (c) The ability to administer first aid safely, promptly and effectively to a casualty who is unconscious.
- (d) The ability to administer first aid safely, promptly and effectively to a casualty who is bleeding.
- (e) The ability to administer first aid safely, promptly and effectively to a casualty who is burned or scalded, is suffering from an injury to bones, muscles or joints, is suffering from shock, has an eye injury, may be poisoned, has been overcome by gas or fumes.
- (f) The ability to transport a casualty safely as required by the circumstances of the workplace.
- (g) The ability to recognise common major illnesses and take appropriate action.
- (h) The ability to recognise and give first aid treatment for minor illness.
- (i) The ability to maintain simple factual records and provide written information to the emergency services if required.
- (j) Understand the importance of personal hygiene in first aid procedures.

## **Course Duration, Assessment and Re-qualification**

The Emergency First Aid at Work Course is 1 day (6 hours) of training. The Initial First Aid at Work course is 3 days (18 hours) of training plus assessment.

The Emergency First Aid at Work course is assessed by the trainer using continuous assessment. The First Aid at Work course assessment involves candidates being practically assessed by an independent assessor in addition to the trainer on the (a) to (d) competencies above plus multi choice questions across the syllabus. Successful candidates will receive a certificate valid for 3 years. To re-qualify on Emergency First Aid at Work candidates need to retake the course. To re-qualify on First Aid at Work candidates need to attend the 2 day (12 hour) Re-qualification course before their certificate expires. If the certificate expires they will need to attend the Initial FAW 3 day (18 hour) course. Students attending requalification must bring their valid certificates to be inspected before they can be accepted on the course. Candidates can attend a 3 hour annual refresher on the years between re-qualification – this is strongly recommended by the HSE to reduce skills fade.

## **Course Venue**

South Muskham Village Hall is our main training venue. The hall was fully refurbished to a very high standard in 2015 and is an ideal venue with excellent parking. The site is 2 miles north of Newark along the A616 (Great North Road) turning into Main Street at the mini – roundabout (Sat Nav – Postcode NG23 6EE). We can though provide training at your premises if you have 4 or more staff requiring training. The Regulations though do require that suitable rooms are available offering the space required for practical training and examination. We would be pleased to make a site visit to discuss this option and view your facilities. If not suitable we may be able to hire a local venue.

## **Newark Community First Aid**

We provide first aid training to workplaces, community organisations, and schools and also to the public through our community range of courses in Newark and surrounding parts of Nottinghamshire & Lincolnshire. We are a registered Charity and all profit from courses is reinvested into our community to provide free public courses and uniformed first aiders at events.

Our trainers and assessors are qualified to the highest standards and have front line experience in health care, the emergency services and as active first aiders. All courses are limited to 12 candidates.

The courses are structured to allow the candidates to absorb knowledge and develop skills thus allowing them to become effective first aiders in your organisation. In the United Kingdom the First Aid Regulations 1981 identify the training of 2 workplace courses – FAW & EFAW.

We also provide other courses (listed below) designed to the same high standards which you may require in certain circumstances – full details can be sent on application.

We provide the following courses for groups:

- Basic Life Support in Healthcare (2½ hour resuscitation course – use of oxygen and bag/mask)
- Anaphylactic shock & use of auto injectors (3 hour course includes resuscitation)
- AED (3 hour course on use of defibrillators includes basic life support)
- First Aid & Cyanide (4 hour course - use of oxygen in treatment of cyanide poisoning)

## **Amendment to First Aid Regulations 1981 (effective October 2013)**

The government set up an inquiry into Health & Safety Legislation called 'Reclaiming Health & Safety for All' – its chairman Professor Lofstedt reported in November 2011. He recommended that the HSE should no longer approve the training and qualifications of appointed First Aid personnel in the workplace. The government accepted this and plan to change the law in October 2013. Effectively Training Organisations were licensed to teach First Aid at Work and appeared on an HSE approved list. Under the new system you the employer can choose to use any first aid organisation – but you must show due diligence in checking the organisation you use meets the criteria laid down by law. To give you confidence that Newark Community First Aid are an organisation that meets the criteria we are registered with the First Aid Industry Body which verifies our courses, trainers, assessors and administration. To check our credentials you can go the website of the First Aid Industry Body at [www.firstaidindustrybody.co.uk](http://www.firstaidindustrybody.co.uk) or Tel: 0161 494 9045.

### **Included in the cost of workplace first aid courses**

- Training as required by the Regulations – detailed in the competencies.
- Assessment and certification as defined by the Regulations.
- First Aid course book (approved for this range of courses).
- Resources for use on the course including handouts.
- Tea & coffee at break times.

### **Parking and refreshments at our training venue.**

South Muskham Village Hall is our main training venue. The hall was fully refurbished to a very high standard in 2015 and is an ideal venue with excellent parking. The site is 2 miles north of Newark along the A616 (Great North Road) turning into Main Street at the mini – roundabout (Sat Nav – Postcode NG23 6EE). The village hall has ample free car parking.

We advise a packed lunch which can be consumed on site as there are no food outlets in South Muskham - lunch will be 30 mins. Tea, coffee & biscuits will be provided at breaks.

### **To book a workplace first aid course**

1. Select the type of course and the date of your choice from the list enclosed note the course number.
2. Complete the booking form (one for each candidate) including the course number you have selected.
3. Return the completed booking form to our email address or by post.
4. If a course is full on receipt of your booking, we will contact you with other dates.
5. We will then confirm your booking and send joining instructions.

If you would like details of other courses or on-site training please call our Training Manager - Philip Jessop 07973 904808.

## **Our Terms**

- An invoice will be raised after completion of the course.
- Payment please within 28 days of the invoice date.
- Notification of cancellation of candidates within 7 days of the courses date will result in a 50% course charge.
- Failure of candidates to attend with no prior notice of cancellation will result in the full course charge being made.
- Certificates will only be issued after receipt of payment.

**We hope this document is helpful to employers, managers and candidates attending courses and we look forward to working with you in the near future.**