

Changes to First Aid at Work

Background

During 2003 and 2004, the Health and Safety Executive (HSE) carried out a review of the existing Health and Safety (First Aid) regulations 1981.

This was aimed at evaluating whether the regulations were still effective in meeting the needs of modern businesses.

To help inform the review, HSE commissioned research and consulted with stakeholders including employers, employees, first aiders and first aid at work (FAW) training providers.

The result of this review brought about changes to the requirements for provision of first aid within the workplace.

Two HSE documents have been produced;

1. A guide for training organisations – now on the HSE's website
2. Approved Code of Practice and Guidance – revised October 2009.

Implementation

The date for implementation of these changes was 1 October 2009.

Categories of first aid personnel to be available at all times people are at work

- **Appointed Person** (no change)

The minimum requirement on an employer is to appoint a person to take charge of first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

To fulfill their role, appointed persons do not need first aid training.

- **First Aider** (previously referred to as Appointed Person)

Holds a current HSE approved '*Emergency First aid at Work*' certificate.
HSE approved or Ofqual accredited course.

- **First Aider** (no change – First Aider with First Aid at Work certificate)

Holds a current HSE approved First Aid at work certificate.
HSE approved course.

The employers risk assessment guidelines

The employer must carry out a risk assessment of their business and decide what degree of hazard is associated with their work activities;

- **Low risk**
Eg offices, shops, libraries
- **Higher risk**
Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, work involving special hazards such as hydrofluoric acid or confined spaces.

Numbers of first aid personnel required

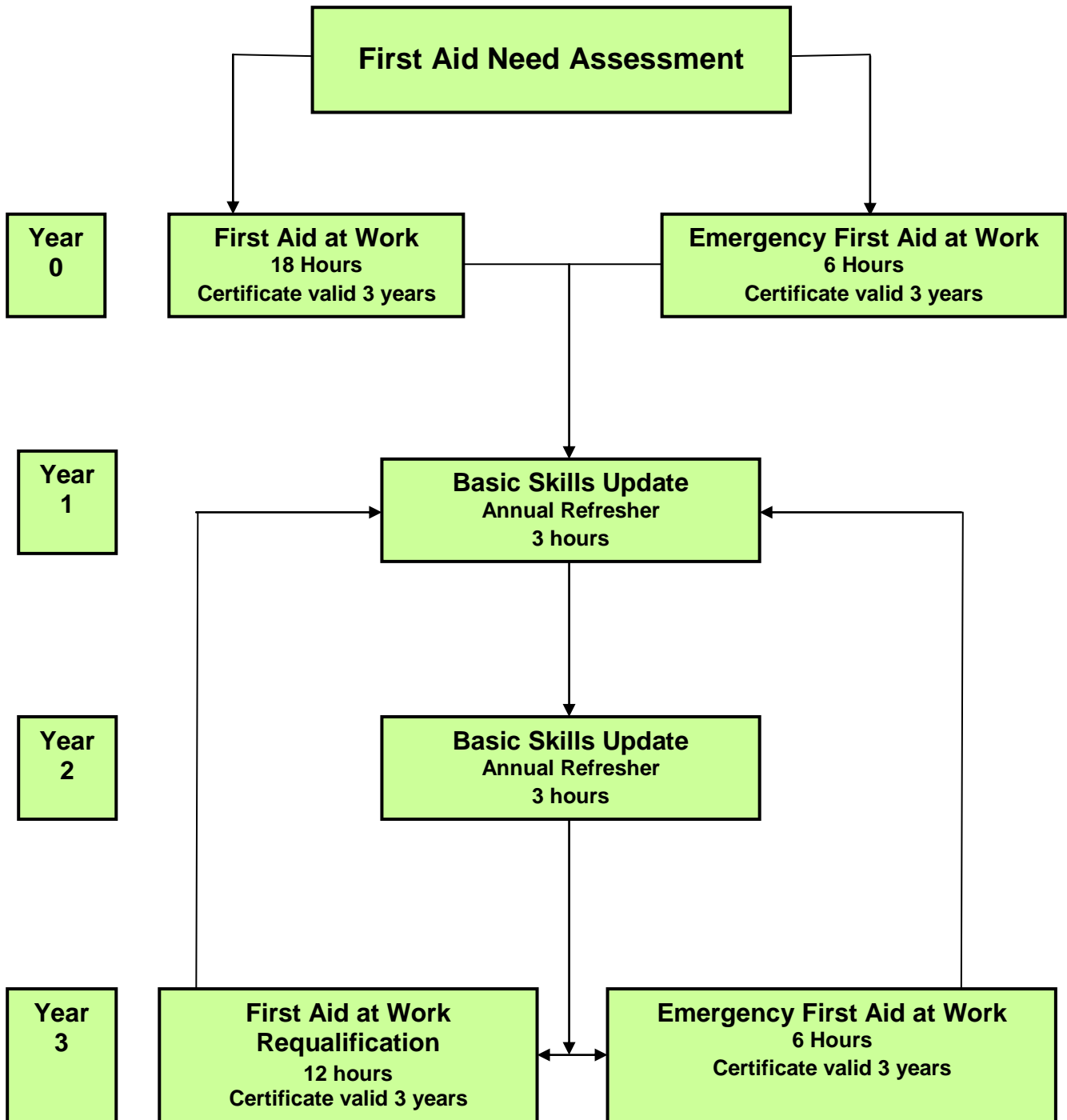
In order to decide on the category and number of first aid personnel to be available at all times people are at work, the employer needs to take into account the risk category that they fall into, what injuries and illness have previously occurred in their workplace as well as other factors which may include;

- Inexperienced workers or employees with disabilities or special health problems
- Employees who travel a lot, work remotely or work alone
- Employees who work shifts or out of hours
- Premises spread out across buildings/floors
- Workplace remote from emergency medical services
- Employees working at sites occupied by other employees
- Planned and unplanned absences of first aiders/appointed persons
- Members of the public who visit the workplace

The guidelines for first aid personnel are as follows;

- **Low hazard**
Less than 25 staff = at least 1 Appointed Person
25 – 50 staff = 1 First Aider trained in Emergency First Aid at Work
More than 50 staff = 1 First Aider (First Aid at Work) per 100 staff or part thereof
- **Higher risk**
Less than 5 staff = at least 1 Appointed Person
5 – 50 = 1 First Aider (FAW or EFAW) depending on the type of injuries that might occur
More than 50 staff = 1 First Aider (FAW) per 50 staff or part thereof

Training Course Structure



The three hour annual refresher courses are not mandatory but are *'strongly recommended by the HSE'*.

Emergency First Aid at Work course (1 day)

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

- understand the role of the first aider including reference to:
 - the importance of preventing cross infection
 - the need for recording incidents and actions
 - use of available equipment
- 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 (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Other topics (taking into consideration the individual needs of participants) will be covered where time permits

What is Acorn offering?

This course requires at least six contact hours for teaching and practical sessions and would usually be run over one day.

There is no final practical assessment and the participant's competency is continually assessed by the facilitator over the course of the day.

A certificate will be issued to successful participants with the title 'Emergency first Aid at Work'

First Aid at Work course (3 days)

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

- understand the role of the first aider including reference to:
 - the importance of preventing cross infection
 - the need for recording incidents and actions
 - use of available equipment
- 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 (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

What is Acorn offering?

This course should contain at least 18 contact hours for the theory and practical sessions and includes the final practical assessment. The course is usually run over a period of 3 days.

Our costs for this training remain the same and include the recommended two, 3 hour, annual refresher courses.

Annual Refresher course (3 hours)

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

- assess the situation in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock

What is Acorn offering?

Although not mandatory, the Health and Safety Executive strongly recommends that First Aiders undertake annual refresher training within any three-year certification period of First Aid at Work or Emergency First Aid at Work.

Acorn Health and Safety Ltd fully support this and recognise that regular training helps staff not only competence in first aid practices but importantly the confidence to carry them out

This course would normally last at least 3 hours and be run over the course of half a day.

This price is **included** in any initial First Aid at Work course and can be purchased as an optional addition to First Aid at Work refresher or Emergency First Aid at work training.

We will also be running regular 'Open' refresher courses run at our training venue in Bristol. These will be free of charge to anyone wishing to participate, on a first come first served basis and subject to a maximum of 12 participants per course

First Aid at Work Requalification (2 days)

First Aid at Work requalification training will cover the topics of the full First Aid at Work course in sufficient detail to ensure that participants are competent to retain their First Aider status.

What is Acorn offering?

This course should contain at least 12 contact hours for the theory and practical sessions and includes the final practical assessment.

The course is usually run over a period of 2 days.

In order to undertake this course a participant will need to be in possession of a valid First Aid at Work certificate and be able to present it to the facilitator on the first day of the course

First Aid for Infants and Children

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

- understand the role of the first aider including reference to:
 - the importance of preventing cross infection
 - the need for recording incidents and actions
 - use of available equipment
 - summoning emergency help
- 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
- administer cardiopulmonary resuscitation to adults, infants and children
- administer first aid to a casualty who is
 - choking
 - wounded and bleeding
 - suffering from shock
 - suffering from head injuries
 - suffering an asthma attack
 - suffering an anaphylactic reaction
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds)

What is Acorn offering?

We recognise that there are those who are involved with infants and children who do not have a statutory duty to have formal First Aid training but require training which focuses on these groups.

This course requires at least six contact hours for teaching and practical sessions and would usually be run over one day. There is no final practical assessment and the participant's competency is continually assessed by the facilitator over the course of the day.

A certificate will be issued to successful participants with the title 'First Aid for Infants and Children'.

This course is complimentary to general 'statutory' first aid provision and organisation should ensure that they have sufficient trained staff to Emergency First Aid at Work and or First Aid at Work in addition to this course.

Further information

Further information can be found on the website of the Health and Safety Executive:

<http://www.hse.gov.uk>

The guide for first aid training and qualifications for the purposes of the Health and Safety (First Aid) Regulations 1981, can be found at:

<http://www.hse.gov.uk/pubns/web41.pdf>

This document does not fully come into force until 1st October this year.

The HSE have also produced a FAQ's page which can be found at:

<http://www.hse.gov.uk/firstaid/review/trainingfaq.htm>

For up to date information on these changes and the availability of our courses please call Julie or Lorraine on 0845 257 1231 e-mail info@acornsafety.co.uk or check out our website:

www.acornsafety.co.uk