



The First Aid Industry Body

# **Due Diligence**

for

**First Aid Training Organisation Registration**

**First Aid at Work (FAW)**

**First Aid at Work Requalification (RFAW)**

**Emergency First Aid at Work (EFAW)**

**Annual Refresher Training**

**Paediatric First Aid**

**Emergency Paediatric First Aid**

**As required by an**

# **Employer**

The Regulation changes from 1st October 2013 allow Employers greater freedom in choosing a Training Provider and qualifications to meet their identified First Aid requirements.

However an Employer must be satisfied that their Training Provider is competent in First Aid training and has the necessary Quality Assurance processes in place.

The First Aid Industry Body (FAIB), a Trade Body (**an acceptable option for Employers to choose as per HSE Information Sheet, General Information Sheet 3, Paragraph 9**) checks every registered Training Provider to ensure that they will always meet the standards that you (the Employer) need to satisfy your Legal Requirements for First Aid provision as required by the Health & Safety Executive (HSE).

FAIB has also been awarded 3rd Party Certification via Alcumus Isoqar a United Kingdom Accreditation Service (UKAS) Accredited Certification Body.

## What does FAIB Due Diligence of a Training Provider include?

### 1 Trainers and Assessors.

HSE Requirement	Do FAIB Registered Training Organisations meet this requirement?
Do the Trainers and Assessors have a current First Aid at Work certificate or are they exempted?	Yes. All FAIB Registered Training Organisations have Trainers/Assessors who are First Aid at Work qualified or are exempted as laid out in the <b>FAIB Administrative Guidance (Version 2-October 2015, Page 9)</b> .
Do the Trainers have an appropriate Training Qualification?	Yes. All FAIB Registered Training Organisations will only have Trainers who have an appropriate Training qualification as laid out in the <b>FAIB Administrative Guidance (Version 2-October 2015, Page 10)</b> .
Do the Assessors have an appropriate assessing qualification?	Yes. All FAIB Registered Training Organisations will only have Assessors who have an appropriate assessing qualification as laid out in the <b>FAIB Administrative Guidance (Version 2-October 2015, Page 11)</b> .

2 **Quality Assurance.**

<b>HSE Requirement</b>	<b>Do FAIB Registered Training Organisations meet this requirement?</b>
Does the Training Organisation have a documented Quality Assurance Plan designating an individual to take responsibility for Quality Assurance and including at least Annual Assessment of the performance of Trainers and Assessors?	Yes. All FAIB Registered Training Organisations must conform to the FAIB Quality Assurance procedures as laid out in the <b>FAIB Administrative Guidance (Version 2-October 2015, Page 18).</b>
Does the person responsible for Quality Assurance have a current First Aid at Work certificate or is exempted?	Yes All FAIB Registered Training Organisations have a person responsible for Quality Assurance who has a First Aid at Work certificate or is exempted.
Does the responsible person have an assessing/verifying qualification?	Yes. All FAIB Registered Training Organisations have a person responsible for Quality Assurance who has an assessing/verifying qualification.
Is there a documented course evaluation procedure in place?	Yes. All FAIB Registered Training Organisations must have a course evaluation procedure in place as laid out in <b>FAIB Administrative Guidance (Version 2-October 2015, Page 8).</b>
Is there a documented complaints procedure in place?	Yes. All FAIB Registered Training Organisations must have a course evaluation procedure in place as laid out in <b>FAIB Administrative Guidance (Version 2-October 2015, Page 9)</b>
Is there a documented Venue/Premises procedure in place?	Yes. All FAIB Registered Training Organisations must have a premises evaluation procedure in place as laid out in <b>FAIB Administrative Guidance (Version 2-October 2015, Page 11)</b>
Is there a documented Equipment/Resources procedure in place?	Yes. All FAIB Registered Training Organisations must have a Resources procedure in place as laid out in <b>FAIB Administrative Guidance (Version 2-October 2015, Page 12)</b>

**3 Teaching currently accepted First Aid practice.**

<b>HSE Requirement</b>	<b>Do FAIB Registered Training Organisations meet this requirement?</b>
Is First Aid at Work and Emergency First Aid at Work taught in accordance with current guidelines published by the Resuscitation Council (UK) and for all other aspects of First Aid so long as they are in line with the above and backed up by empirical medical research from responsible medical bodies.	Yes. All FAIB Registered Training Organisations must conform to the current guidelines published by the Resuscitation Council (UK) and for all other aspects of First Aid so long as they are in line with the above and backed up by empirical medical research from responsible medical bodies as laid out in <b>FAIB Administrative Guidance (Version 2-October 2015, Page 12).</b>

#### 4 Training Syllabus.

HSE Requirement	Do FAIB Registered Training Organisations meet this requirement?
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment.	Yes. All FAIB Registered Training Organisations will work closely with their clients (Employers) to ensure that the Training provided meets all your identified First Aid requirements.
For the <b>First Aid at Work (FAW)</b> course does the syllabus include all the required topics set by the HSE and does the course last at least 18 Training and Assessment contact hours over a minimum of 3 days?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 14).</b> (also see <b>Course Outcomes and Qualifications FAW</b> document)
For the <b>First Aid at Work Requalification (FAW-R)</b> course does the syllabus include all the required topics set by the HSE and does the course last at least 12 Training and Assessment contact hours over a minimum of 2 days?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 14.)</b> (also see <b>Course Outcomes and Qualifications FAW Requalification</b> document)
For the <b>Emergency First Aid at Work (EFAW)</b> course does the syllabus include all the required topics set by the HSE and does the course last at least 6 Training and Assessment contact hours over a minimum of 1 day?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 15).</b> (also see <b>Course Outcomes and Qualifications EFAW</b> document)
For the <b>First Aid Annual Refresher</b> course does the syllabus include all the required topics set by the HSE and does the course last at least 3 Training and Assessment contact hours over a minimum of 1 day?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 15).</b> (also see <b>Course Outcomes and Qualifications First Aid Annual Refresher</b> document)
For the <b>Paediatric First Aid (England and Wales)</b> course does the syllabus include all the required topics as required by the Department for Education and does the course last at least 12 Training and Assessment contact hours over a minimum of 2 days?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 16).</b> (also see <b>Course Outcomes and Qualifications Paediatric First Aid</b> document)
For the <b>Paediatric First Aid (Scotland)</b> course does the syllabus include all the required topics and does the course last at least 6 Training and Assessment contact hours over a minimum of 1 day?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 16).</b> (also see <b>Course Outcomes and Qualifications Paediatric First Aid</b> document)
For the <b>Emergency Paediatric First Aid</b> course does the syllabus include all the required topics as required by the Department for Education and does the course last at least 6 Training and Assessment contact hours over a minimum of 1 day?	Yes. As shown in the <b>FAIB Administrative Guidance (Version 1-October 2013, Page 16).</b> (also see <b>Course Outcomes and Qualifications Emergency Paediatric First Aid</b> document)

#### 5 Certificates.

<b>HSE Requirement</b>	<b>Do FAIB Registered Training Organisations meet this requirement?</b>
<p>Do the certificates issued to students trained and assessed as competent include:</p> <ul style="list-style-type: none"> <li>• the name of the Training Provider?</li> <li>• the title of the qualification?</li> <li>• reference to the Health and Safety (First Aid) Regulations 1981? <b>(excluding Paediatric First Aid)</b></li> <li>• the date of issue?</li> <li>• confirmation the certificate is valid for 3 years</li> </ul> <p>If the training is neither First Aid at Work or Emergency First Aid at Work the certificate should list the syllabus of the course on which students have been trained and assessed.</p>	<p>Yes.</p> <p>All FAIB Registered Training Organisations issue certificates as laid down by the HSE Guidance to the Regulations and by the Department for Education in relation to Paediatric First Aid.</p>

**If you use FAIB Registered Training Providers which are listed (in Geographical areas) on the First Aid Industry Body website ([www.firstaidindustrybody.co.uk](http://www.firstaidindustrybody.co.uk)) then you are working with reputable Training Providers working to very high standards.**

**Our Quality Assurance systems (which are required by every Registered Training Provider) will always meet the standards you require to satisfy your legal requirements for First Aid provision.**

**The First Aid Industry Body**