

Selecting the right course for your workplace

The Health & Safety Executive (HSE) first aid at work regulations puts a duty on employers to carry out an assessment of first aid requirements for the workplace. The information below is set out to assist in selecting the correct type of course for your workplace and employees. Guidance on the number of first aiders to be available at all times people are at work and further information on the Approved Code of Practice and Guidance can be found at <http://www.hse.gov.uk/firstaid/legislation.htm>

Stewart First Aid is happy to advise on any aspect of selecting a first aid course and to tailor courses to suit your operational requirements.

How to Assess Need

In assessing first aid needs, you should consider:	
▪	the nature of your work and workplace hazards and risks
▪	the size of your organisation
▪	the nature of your workforce
▪	the organisation's history of accidents
▪	the needs of travelling, remote and lone workers
▪	work patterns
▪	the distribution of the workforce
▪	the remoteness of the site from emergency medical services
▪	employees working on shared or multi-occupied sites
▪	annual leave and other absences of first-aiders and appointed persons
▪	first-aid provision for non-employees e.g. the public visiting a shop

Risk and Common Work Place Injuries

Common injuries and workplace risks are highlighted below and should be a key aspect when selecting the correct type of course. For example the higher risk, the higher or more comprehensive first aid cover you will need for your workplace.

Risk	Examples of Injury requiring first aid
Chemicals	Poisoning, burns, eye injuries, loss of consciousness
Electricity	Electric shock, burns
Machinery	Crush injuries, amputations, fractures, lacerations, eye injuries, burns
Manual Handling	Fractures, lacerations, sprains and strains
Slip & Trip Hazards	Fractures, lacerations, sprains and strains
Working at Height	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains
Workplace Transport	Crush Injuries, head injuries, fractures, strains and sprains
Visitors to site e.g. the public, students, etc.	Illnesses including epilepsy, diabetes, strains & sprains etc.

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If as an employer you provide first-aiders in the workplace, it is your legal obligation to ensure that they have a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). What is the difference between:

1. **EFAW** is a one day HSE approved training course that enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
2. **FAW** is a three day HSE approved training course that includes EFAW, but also equips the first-aider to apply first aid to a range of more specific injuries and illness.

Topics covered in HSE Approved FAW and EFAW are:

On completion of training, successful candidates should be able to:	Emergency First Aid at Work	First aid at Work
▪ Understand the role of the first-aider	√	√
▪ The importance of preventing cross-infection	√	√
▪ The need for recording incidents and actions (RIDDOR)	√	√
▪ 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	√	√
▪ Administer first aid to a casualty who has:		√
▪ Injuries to bones, muscles and joints		√
▪ 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		√

If your workplace risk assessment indicates that you require topics only covered in the first aid at work course then this is the level you should choose for your first aiders.

Further topics can be included to meet specific hazards such as dealing with specific chemicals and working in confined spaces. Training in the use of equipment such as oxygen or defibrillators can also be included. Please note, additional time will be required to cover additional topics.