



Social Care and Inclusion - Workforce Development

Managers safety training briefing guide - Number 1

Issue date: August 2013

Training topic: **First Aid**

Background/introduction

The Health and Safety (First Aid) Regulations require employers to provide appropriate levels of first aid provision in the workplace. This includes ensuring there are sufficient employees trained at an appropriate level.

Needs Assessment

The number of trained or qualified employees required for each team/establishment will be determined by carrying out a first aid risk assessment. The council's [first aid safety management standard](#) (sms) gives managers the tools and information to carry out the risk assessment.

Training and qualifications

There are three recognised levels of first aid training and qualification that will meet the requirements of the regulations;

Appointed Person;

The minimum requirement of the regulations is for an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. There is no formal qualification for this type of first aider, though training in how to call the emergency services, etc would be required. Walsall council expects assessments to identify one Emergency First Aid qualified person as a minimum.

Emergency First Aid at Work;

This qualification is suitable for low risk environments¹ where there are less than 100 people employed. This qualification is valid for three years. It is strongly recommended that an annual half day refresher is taken by the first aider.

First Aid at Work;

This qualification is suitable for high risk environments² or where more than 100 people are employed. Again, the risk assessment process will identify how many qualified first aid

¹ Primary schools, offices, libraries, residential homes, etc

² Light engineering, extensive work with dangerous machinery, food processing, etc



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personnel are required. It is strongly recommended that an annual half day refresher is taken by the first aider.

The law and CQC requirements

Some external regulators require additional training for employees for registration and inspection purposes. **These requirements should not be confused with the regulations mentioned above.** Those carrying out a caring role in social care/children's services will be required to have employees with "appropriate first aid" training, not necessarily a HSE approved qualification.

Half day "first aid refresher/awareness" training courses can be booked via the corporate learning and development programme. This course will meet the requirements of the CQC and Ofsted for having appropriately trained first aid persons. Further information can be obtained from the council's health and safety advisors or health and safety training officer if required.

Additional information

If you require any further information regarding health and safety training, please contact Terry Hassall (Workforce Health and Safety Training Officer), or one of the consultants within Adult Social Care Workforce Development Team.