



Health and Safety Executive - Checklist for evaluating the competence of first-aid training organisations

CHECK	YES	NO	NOTES
Trainers / assessors			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	✓		The trainer is a qualified and registered Paramedic
Do the trainers/assessors have an appropriate training/assessing qualification?	✓		The trainer holds C23/24 & D32/33 training and assessing qualifications
Quality assurance			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?	✓		
Does the designated person have a current FAW certificate or qualify for an exemption?	✓		The owner is a qualified and registered Paramedic
Does the designated person have an assessing/verifying qualification?	✓		The owner holds C23/24 & D32/33 training and assessing qualifications
Is there a documented course evaluation procedure?	✓		Yes, available on request
Is there a documented complaints procedure?	✓		Yes, available on request
Teaching currently accepted first-aid practice			
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?	✓		All training materials are produced in line with current best practice, as detailed in the VAS First Aid Manual, Resuscitation Council UK guidelines and NHS advice.
Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?			Course content is available for organisations to ensure it meets their needs
For FAW, does the syllabus include the topics listed in the HSE guidance document and does the course include at least 18 training and assessment contact hours, over three days?	N/A		FAW is not currently a provided course programme

For FAW requalification, does the syllabus include the topics listed in the HSE guidance document and does the course last at least 12 training and assessment contact hours, over two days?	N/A	FAW requalification is not currently a provided course programme
For EFAW, does the syllabus include the topics listed in the HSE guidance document and does the course last at least six training and assessment contact hours, over one day?	✓	Yes – EFAW and EPFA courses cover the topics listed by HSE
For EFAW requalification, does the syllabus include the topics listed in the HSE guidance document and does the course last at least six training and assessment contact hours, over one day?	✓	Yes – EFAW and EPFA refresher courses cover the topics listed by HSE
Certificates		
Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (e.g., FAW or EFAW), reference to the Health and Safety (First Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years? (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)	✓	Yes. A sample certificate is available on request