



The First Aid Industry Body

# **Due Diligence Of A First Aid Training Provider as required by an Employer**

**in order to satisfy the Health & Safety Executive Guidance  
document (GEIS 3)**

**for the following qualifications:**

**First Aid at Work (FAW)**

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

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

**Annual Refresher Training**

**Paediatric First Aid**

**Emergency Paediatric First Aid**

Basic First Aid for Sport (Wales) (3 hours)

Basic Life Support + AED (3 hours)

EFAW +EPFA (6 hours)

EFAW + Forestry (8 hours)

Emergency Outdoor First Aid (8 hours)

FAW + PFA (22 hours)

FAWR + PFA (16 hours)

FAW + EPFA (12 hours)

FAW + Forestry (20 hours)

First Aid in Schools (6 Hours)

Forest School First Aid (16 hours)

Outdoor First Aid (16 hours)

Parents and Child Carers First Aid (2 hours)

PFA + EFAW (12 hours)

**1 Quality Assurance.**

<b>HSE Requirement</b>	<b>Do FAIB Registered Training Organisations meet this requirement?</b>
Have checks been conducted into the background of the Training Organisation.	<b>Yes.</b> The background of all FAIB Registered Training Providers has been checked.
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?	<b>Yes.</b> All FAIB Registered Training Organisations must conform to the FAIB Quality Assurance procedures as laid out in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023)</b> .
Does the person responsible for Quality Assurance have a current First Aid at Work certificate or is exempted?	<b>Yes.</b> 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?	<b>Yes.</b> 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?	<b>Yes.</b> All FAIB Registered Training Organisations must have a course evaluation procedure in place.
Is there a documented complaints procedure in place?	<b>Yes.</b> All FAIB Registered Training Organisations must have a documented Complaints Procedure in place.
Is there a documented Venue/Premises procedure in place?	<b>Yes.</b> All FAIB Registered Training Organisations must have a premises evaluation procedure in place.
Is there a documented Equipment/Resources procedure in place?	<b>Yes.</b> All FAIB Registered Training Organisations must have a Resources procedure in place.

**2 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 in line with the VAS manual or other Published guidelines so long as they are in line with the above and backed up by	<b>Yes.</b> 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 are in line with the above and backed up by empirical medical research from responsible medical bodies.

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### 3 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.	<b>Yes.</b> 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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
For the <b>First Aid at Work Qualification (FAWR)</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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
For the <b>Paediatric First Aid</b> course ( <b>England and Wales</b> ) 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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
For the <b>Paediatric First Aid</b> course ( <b>Scotland</b> ) 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?	<b>Yes.</b> As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023).</b>
For the <b>Emergency Paediatric First Aid</b> course does the syllabus include all the required topics as required by the	<b>Yes.</b>

Department for Education and does the course last at least 6 Training and Assessment contact hours over a minimum of 1 day?	As shown in the <b>FAIB Training Provider Administrative Standards Document (OP App 2) (Version 7 January 2023)</b> .
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#### 4 Certificates.

HSE Requirement	Do FAIB Registered Training Organisations meet this requirement?
<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 and the Health &amp; Safety (First Aid Regulations (Northern Ireland 1982? <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><b>Yes.</b></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. <b>FAIB have sample certificates for all FAIB First Aid qualifications.</b></p>

**The Quality Management system at the First Aid Industry Body (FAIB) holds ISO 9001 (2015) for the Approval and Monitoring of;**

- **First Aid Training Providers**
- **First Aid Trainers/Assessors**

The Inspectors within the Health & Safety Executive (HSE), the Department for Education (DfE) and OFSTED accept the First Aid Industry Body (FAIB) First Aid certificates as **EQUIVALENT** to those certificates issued by an Awarding Body (under Ofqual/SQA/Qualification Wales/Northern Ireland Council for the Curriculum Examinations) and certificates issued by the Voluntary Aided Societies (St John Ambulance, the British Red Cross and St Andrews Ambulance Association).

If you use FAIB Registered Training Providers which are listed (in Geographical areas) on the First Aid Industry Body website ([www.faib.co.uk](http://www.faib.co.uk)) then you are working with reputable Training Providers who use FAIB Registered Trainers/Assessors working to the Highest Standards in the First Aid Industry.

The FAIB Quality Assurance Systems and Due Diligence (which are required by every Registered Training Provider) will always meet the standards that Employers are required to have (by HSE) in order to satisfy your legal requirements for First Aid provision in the workplace.