



## **First Aid Training**

### ***Legal requirement***

The Health & Safety (First-aid) Regulations 1981 require that an employer makes an assessment of the first-aid needs that are appropriate to the circumstances of their workplace. Having carried out the assessment and determined the need, the employer is then required to provide adequate and appropriate equipment and facilities and an appropriate number of suitably qualified first-aiders. Within the University each department is responsible for performing this risk assessment for its own activities and for providing the equipment and personnel which it identifies as being necessary.

### ***Training***

Persons appointed to act as first-aiders within departments should be given appropriate training which may range from emergency first-aid training to certificated first-aid at work training. Departments in which there are particular hazards may require to have some staff undergo additional specialist training (e.g. for those dealing with hydrofluoric acid). Safety & Environmental Protection Services (SEPS) advise on and co-ordinate the provision of first-aid training for the University.

### ***Costs***

When a department has determined the need for training and has identified the individual(s) to be trained it should contact SEPS who will try to allocate a place on the next in-house training course. If forthcoming courses are unsuitable then SEPS can make arrangements for an individual to attend an external course. Departments are charged for the training on a cost recovery basis for in-house training and are directly invoiced for external training. The cost of training varies according to duration but may range from £50 per person for some types of one day training to £170 per person for four day certificated training.

The University has an agreement to make an additional payment of £100 per annum to all persons who have been nominated as first-aiders by their department and who hold a current certificate of competence which has been awarded on completion of a first-aid at work course (four days). This payment is made from an appropriate budget which is held by the department in which the first-aiders is employed. The arrangements for this payment are administered by SEPS.

### ***Frequency of Training***

First-aid at work certificates which are issued on completion of a first-aid at work (four day) course are valid for three years. To maintain the validity of the certificate individuals must successfully complete two days of refresher training prior to the expiry of the existing certificate. In addition, departments are advised to ensure that first-aiders undertake self-directed revision to ensure the maintenance of their first-aid skills between refresher courses.

## ***Types of Courses***

### **First-aid at Work Courses**

This is the type of training required by individuals who are to become nominated first-aiders for their department. The course is of four days duration and culminates in a short examination of competence in practical and theoretical aspects of first-aid at work. The syllabus for this course is designed to meet first-aid competencies laid down by the Health & Safety Executive.

### **First-aid at Work refresher Courses**

This two day course should be undertaken by individuals who already hold a first-aid at work certificate and who wish to renew it prior to its expiry date.

### **Emergency First-aid Courses**

Departments in which only low risk activities are undertaken (e.g. office based work) may consider the level of training available from this course to be sufficient. The course is of one day duration, there is no concluding examination. Note - individuals completing this course cannot become nominated first-aiders and will not be eligible for the £100 per annum payment.

### **Specific Hazard Courses**

Specialist courses can be arranged for small groups who have to deal with the first-aid needs which may arise from their potential exposure to specific hazards (e.g. cyanide or hydrofluoric acid). Such courses are typically of four hours duration.

In addition, courses can be arranged for groups who may undertake fieldwork.

### ***Further Information***

Further information on availability of courses and general aspects of first-aid training can be obtained by contacting Safety and Environmental Protection Services by telephone on extension 5532 or by email: [safety@gla.ac.uk](mailto:safety@gla.ac.uk)

The Health & Safety Executive leaflet 'Basic advice on first-aid at work' can be viewed or printed by visiting the web site: <http://www.hse.gov.uk/pubns/indg347.pdf>

