

SIA EFAW Policy (DRAFT)

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## First Aid pre-requisite for licence-linked qualifications

Policy that details the parameters of what the EFAW requirements will be as a pre-requisite to licence-linked qualifications.

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### Approval and Version Control

Approval - Identify the individual/directorate that gives final approval to the policy. Include the dates the policy was approved on, the date the version takes effect and when the policy will be reviewed by.

Version - The version number on new policies is always 1.0 and should be increased by one whole number each time the policy is edited other than to correct typographical errors. Any updates made to Version 1.0 would be released in Version 2.0.

It is proposed that the table below or similar is used:

| Name          | Signature       | Title                 | Date of issue | Version |
|---------------|-----------------|-----------------------|---------------|---------|
| Tracey Lilley | <i>T.Lilley</i> | Senior Manager<br>Q&S | 01.12.20      | 0.1     |
| Tracey Lilley | <i>T.Lilley</i> | Senior Manager<br>Q&S | 07.12.20      | 0.2     |
| Tracey Lilley | <i>T.Lilley</i> | Senior Manager<br>Q&S | 16.12.20      | 0.3     |
| Tracey Lilley | <i>T.Lilley</i> | Senior Manager<br>Q&S | 07.01.21      | 0.4     |
| Tracey Lilley | <i>T.Lilley</i> | Senior Manager<br>Q&S | 18.01.21      | 0.5     |

## Policy Statement

This policy provides both awarding organisations and training centres further clarification on the new pre-requisite that has been included in the 2021 release of licence-linked qualifications.

## Purpose - Reason for Policy

Following extensive consultation, it has been agreed that all learners who undertake a door supervision or security guard licence-linked qualification after 1 April 2021 are required to hold a current and valid Emergency First Aid at Work certificate that meets the requirements of the Health and Safety (First Aid) Regulations 1981.

This policy will clarify for training providers what qualifications they can accept and will assure awarding organisations that a robust process is in place. It will further protect the SIA as it will provide clear guidance to ensure all those learners who present themselves for licensing conform to the pre-requisite.

This policy will also be applicable for those renewing a Security Guarding or Door Supervision licence from 1 October 2021.

## Scope - Who should read this Policy

This policy should be read, understood and followed by all:

- Awarding organisations (AOs) endorsed by the SIA to deliver licence-linked qualifications.
- All training providers approved by an endorsed awarding organisation who deliver Door Supervision, Security Officer licence-linked qualifications.
- All SIA staff.

## Definitions

For the purposes of this policy, unless otherwise stated the following definition will apply:

|        |                                       |
|--------|---------------------------------------|
| AED:   | Automated External Defibrillator      |
| AO:    | Awarding Organisation                 |
| EFAW:  | Emergency First Aid at Work           |
| FAAOF: | First Aid Awarding Organisation Forum |

FAW: First Aid at Work  
HSE: Health and Safety Executive  
SIA: Security Industry Authority

## The Policy

1. From 01 April 2021 learners taking their training for the first time and from 01 October 2021 those renewing their licences will need to show that they have an Emergency First aid at Work qualification (EFAW) or equivalent.
2. Learners should, as a minimum, have first aid skills that follow the Health and Safety Executive (HSE) requirements equivalent to the following:
  - Level 3 (RQF/QCF) Level 5 (SCQF) Emergency First Aid at Work (EFAW).
3. Learners should present their valid first aid certificate to the training centre before they start licence-linked training. This certificate must be valid for at least 12 months from course start date, i.e. issued not more than two years previously.
4. Training centres must confirm that each learner holds a valid first aid certificate that complies with the requirements in **Appendix 1**.
5. Training is available from a wide range of providers including those who offer regulated qualifications; or the Voluntary Aid Societies (St John Ambulance, the British Red Cross and St Andrew's First Aid) or those registered with a trade body accredited by a third party such as United Kingdom Accreditation Service (UKAS).
6. It is the training provider's responsibility to check the learner's first aid certificate and maintain relevant records of how a learner meets this requirement.
7. Training centres must retain this information for a minimum of three years in line with retention of assessment evidence requirements.
8. Training centres are permitted to deliver suitable first aid qualifications together with security qualifications as part of a training package. All first aid training **must** be completed and passed **prior** to the commencement of the security training.
9. If a learner has undertaken first aid training with a different training provider (but has not yet received their certificate) they will need to obtain evidence that they have successfully completed and achieved this qualification so they can present this as evidence before they commence their licence-linked training.

### Criteria for effective emergency first aid at work training

10. Those delivering and accepting EFAW qualification as a pre-requisite should follow the HSE Selecting a first-aid training provider: A guidance for employers (GEIS3) <https://www.hse.gov.uk/pubns/geis3.pdf>.
11. Following training there must be an assessment of competence that leads to the award of a certificate including a face-to-face assessment of the practical elements of the syllabus.
12. Certificates must contain:
  - The date of certification.
  - The name of the training organisation.
  - The title of the qualification (eg EFAW).
  - Make reference to the Health and Safety (First-Aid) Regulations 1981.
  - Must be renewed every three years.
12. The EFAW course must last a minimum of **6 hours over a minimum period of one day** (excluding breaks).
13. Adequate resuscitation and other first aid equipment must be provided in the classroom, so that all learners are able to practice and demonstrate techniques.
14. Blended learning (mixture of face to face and distance learning) is permitted in first aid qualifications. Where blended learning is used The EFAW course minimum face to face learning hours are **4 hours** (excluding breaks) see **Appendix 2**.
15. Following completion of the distance element of learning, the learner must be assessed by a suitably qualified First Aid Assessor (who has qualifications and experience as described in the *Assessment Principles for Regulated First Aid Qualifications* document or HSE's *GEIS3*). The First Aid Assessor must be satisfied that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the training provider's responsibility to confirm the identity of the learner and the authenticity of the evidence.

#### **Definitions:**

Distance learning: e-learning or virtual classroom learning

Face to face: in the same room (not via the internet)

### **Accepted equivalent first aid qualification**

16. We will accept a higher level first aid qualification if it complies with guidance from the HSE and it was achieved within 3 years (and has a minimum of 12 months left). The accepted qualifications are detailed at **Appendix 3**.
17. If an organisation develops a new higher-level qualification and would like this to be accepted under this policy it needs to be approved by Awarding Organisation/SIA Forum.
18. This group meets three times a year. The organisation would need to provide a mapping document and quality assurance arrangements showing how their new qualification maps to the requirements of this policy and submit it to [firstaid@sia.gov.uk](mailto:firstaid@sia.gov.uk).

### **Reasonable Adjustments**

19. If a learner is unable to achieve a full first aid qualification reasonable adjustment can be applied. Learners must provide appropriate evidence to confirm they are unable to undertake a full first aid qualification. In these instances, learners will be able to undertake a knowledge only qualification. The accepted qualifications are detailed at **Appendix 4**.
20. If an organisation develops a new knowledge only qualification and would like this to be accepted under this policy it needs to be approved by Awarding Organisation/SIA Forum.
21. This group meets three time a year. The organisation would need to provide a mapping document and quality assurance showing how their new qualification maps to the requirements of this policy and submit it to [firstaid@sia.gov.uk](mailto:firstaid@sia.gov.uk).

### **Equipment**

22. Minimum equipment requirements are also detailed in **Appendix 5** to assist those centres with their delivery.

### **Employer responsibility**

23. This policy does not dispense employers of their health and safety responsibility, and they should provide adequate and appropriate equipment, facilities and personnel.

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## Related Documents

FAAOF Blended Learning in Qualifications: Quality Assurance Standards  
<http://www.firstaidqualifications.org.uk/blended-learning/>

FAAOF Delivery Standards for Regulated First Aid Qualifications  
<http://www.firstaidqualifications.org.uk/delivery-standards/>

FAAOF Assessment Principles for Regulated First Aid Qualifications  
<http://www.firstaidqualifications.org.uk/assessment-principles/>

HSE Selecting a first-aid training provider: A guidance for employers (*GEIS3*).  
<https://www.hse.gov.uk/pubns/geis3.htm>

## Contacts

Tracey Lilley – Senior Manager, Quality & Standards

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## Appendices

Appendix 1: Areas that must be covered in an EFAW course as directed by HSE

Appendix 2: Standards for Duration, Certification and Delivery of Emergency First Aid Qualifications

Appendix 3: Accepted equivalent First Aid qualifications

Appendix 4: Accepted knowledge only First Aid qualification under reasonable adjustment

Appendix 5: Training Venue and Equipment Requirements

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## Appendix One

### Areas that must be covered in an emergency first aid at work course as directed by Health & Safety Executive

EFAW content must cover the following areas:

- understand the role of the first aider, including reference to: the importance of preventing cross-infection
- the need for recording incidents and actions
- 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 and use of an automated external defibrillator
- 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 (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

**Appendix Two**  
**Standards for duration, certification and delivery of emergency first aid at work qualifications**

| Qualification               | 1. Minimum Contact Hours | 2. Minimum face to face | 3. Learner Ratio | 4. Certification Validity | 5. Annual Refresher |
|-----------------------------|--------------------------|-------------------------|------------------|---------------------------|---------------------|
| Emergency First Aid at Work | 6                        | 4                       | 12:1             | 3 years                   | Yes                 |

1. Time set aside for direct classroom teaching and assessing excluding breaks
2. Minimum number of hours to be delivered face to face
3. Maximum number of learners per trainer or learners per assessor at any one time
4. Validity period of certificate to be calculated from the date of achievement of final unit

## **Appendix**

### **Three Accepted equivalent first aid qualification**

The accepted qualifications are detailed below:

- FAQ Level 3 Award for First Responders on Scene: Emergency First Responder
- FAQ Level 3 Certificate for First Responders on Scene
- First aid at work (FAW) Qualification from a suitable provider as outlined in point 5
- Highfield Level 3 Award in First Aid Response (RQF)
- Pearson BTEC Level 3 Certificate for First Person on Scene
- Pearson BTEC Level 4 Certificate for First Person on Scene
- Pearson BTEC Level 4 Extended Certificate for First Person on Scene
- QA Level 3 Award for Emergency First Responders (RQF)
- QA Level 3 Award in Rescue Trauma and Casualty Care (RTACC) (RQF)
- QA Level 3 Certificate in First Response Emergency Care (RQF)
- QNUK Level 3 Award for the First Person on Scene (International) (RQF)
- QNUK Level 3 Award for First Responders (RQF)
- QNUK Level 3 Award in Rescue Trauma and Casualty Care (RTACC) (RQF)
- SFJ Awards Level 3 Award in First Person on Scene Support

**Appendix 4:  
Accepted knowledge only first aid qualification under a standard reasonable  
adjustment policy**

The accepted qualifications are detailed below:

- QN UK L2 Essential First Aid
- Red Cross First Aid for Adults

**OTHERS TO BE CONFIRMED**

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## Appendix Five

### Training venue and equipment requirements

|                                |  |
|--------------------------------|--|
| Resuscitation manikins         | Should be provided at a minimum ratio of 1 manikin per 4 learners. For Paediatric First Aid, 1 child manikin per 4 learners and 1 baby manikin per 4 learners should also be provided.   |
| Hygiene                        | Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.  |
| AV equipment and training aids | Sufficient Audio-Visual equipment and training aids should be available to facilitate learning using varying teaching methods.   |
| Learning materials             | Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification. Learners should have access to these reference materials for the validity of their certification.  |
| AED trainers                   | For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.          |
| Bandages and dressings         | Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment   |
| Training venue                 | The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. |