



Frequently Asked Questions

HSENI First Aid at Work

Document updated: 27 October 2017

Q: Does this change mean that we no longer have employees trained in first aid?

A: No. The duty of an employer to make adequate and appropriate first-aid arrangements for employees under the 1982 Regulations is unaffected by the recent change. Employers will still need to provide, or ensure provision is made for, suitable persons, equipment and facilities to render first-aid to their employees if they became injured or ill at work.

Q: As HSENI training providers will no longer be able to cite 'HSENI approval' or their approval number on documents/websites after 31 October 2017 what wording can be used instead to explain the role of HSENI and training providers?

A: Any wording should avoid implying that FAW qualifications are approved by HSENI or that they meet HSENI standards as this is no longer HSENI's role. The aim of the wording should be regarding whether the legislative requirements are being met eg 'complies with the NI regulations' or 'complies with the syllabus'. It is the employer's responsibility to check if a training provider meets the criteria. If a training provider is registered with CCEA the syllabus will cover all elements of the course, but if the training provider is operating independently, then the training provider will have to demonstrate this.

Q: Is HSENI going to use the HSE FAW guidance as a direct replacement/reference or is HSENI duplicating with HSENI's regulatory name and detail but basing it on the HSE guidance?

A: From 31 October 2017 the HSENI Approved Code of Practice (ACOP) and all HSENI guidance documents will expire and be removed from the HSENI website. Instead HSENI be adopting the HSE guidance documents. (This is in line with HSE having already having removed their ACOP.) A link to these can be found on the [FAW section of the HSENI website](#).





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Q: HSE guidance cite The Health and Safety (First-Aid) Regulations 1981 - should these be quoted instead of Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 (as amended)?

A: The Health and Safety (First-Aid) Regulations 1981 should be read as the equivalent to Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 (as amended). By citing Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 (as amended) eg on FAW certificates, any NI employer will know that there is compliance with the NI legislation.

Q: Are HSENI going to follow the HSE regulations for first aid refresher training? In particular clause 74 in [First aid at Work Guidance on Regulations](#) "Certificate validity, requalification and refresher training":

A: HSENI will be adopting the HSE guidance for first aid at work, including the requalification section (No 74.). A learner can requalify after the expiry date by undertaking the 2 day requalification course. However, it is recommended, if the learner's previous FAW certificate has expired by more than one month at the start of the FAW requalification course, that the employer is notified with the following information:

HSE guidance is clear that if an employee's FAW certificate expires, they are "no longer considered competent to act as a first aider in the workplace". For this reason, you should make every effort to requalify a first aider before the certificate expires.

FAW requalification courses are only 12 hours (2 days) in duration, compared to 18 hours (3 days) for the initial course. The syllabus is covered at a significantly faster pace in the understanding that learners are familiar with the topics.

Employers and learner should be aware that there is an increased risk of failing to achieve the required standard if previous certification has expired by a considerable period (HSE defines this as in excess of 1 month). If this is the case, HSE recommends "it may be prudent to complete a 3 day course".

Whilst there is the benefit of being able to do the requalification course, the certificates cannot be back dated. (The date will be from when the course was completed.) If learner completes a FAW course they should aim to requalify within the 3 year expiry date, to ensure that the employer has the required number of competently trained first aiders in the workplace (eg other first aiders possibly being on leave etc).





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Q: As a HSENI registered training provider until the 31 October 2017, will FAW certificates awarded until that date still be valid for the 3 year period?

A: FAW certificates issued by HSENI training providers before 31 October 2017 will still be valid for the 3 year period.

Q: Currently, for HSENI approved training providers, it is recommended, but not mandatory, for assessors to have a formal qualification. This will change as part of HSENI adopting HSE guidance on 31 October 2017. Page 4 of the [HSE GEIS3](#) states that “Trainers who also assess student competence should hold a qualification (or separate qualifications) that enables them to perform both of these functions”. Will training providers be permitted time to enable assessors achieve this qualification?

A: Training providers are being granted time to enable assessors to achieve this qualification and so will have until 31/10/2019. Most assessors are likely to already have obtained the required qualification.

Q: Can you please supply an email contact address for CCEA.

A: Information on how to become an awarding organisation under CCEA Regulation criteria can be found at: <http://ccea.org.uk/regulation/recognition>. CCEA have a register to enable employers to check if an awarding body is registered with them <https://register.ofqual.gov.uk/>

Q: After HSENI withdraws from its approval role on the 31 October 2017, does the three day still apply for reporting of injuries in Northern Ireland, or will the reporting of injuries now fall under HSE (GB) seven days (RIDDOR).

A: The changes are only regarding the first at work regulations. There are no changes to RIDDOR in NI. RIDDOR information, guidance and contact details is available on our [HSENI website](#).

