

CIEH Level 2 Award in Emergency First Aid at Work

How to deliver

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These regulations apply to all workplaces, including those with five or fewer employees, and to the self-employed.

How much first-aid provision an employer has to make depends on the circumstances of each workplace.

In assessing their needs, employers should consider the:

- nature of the work and workplace hazards and risks
- size of the organisation and the nature of the workforce
- organisation's record of accidents and ill health
- working arrangements.

If, having assessed first-aid needs, an employer decides to appoint first aiders, the first aiders must have a valid certificate of competence. There are two approved courses for first aid in the workplace:

- the three-day First Aid at Work (FAW) course (replacing the old four-day course)
- a one-day Emergency First Aid at Work (EFAW) course.

In general terms, the EFAW course may be more suitable for lower-risk work environments, such as offices and shops and/or organisations with fewer than 100 employees. For regulatory purposes, successfully completing an EFAW course will enable the candidate to act as a first aider in the workplace.

The CIEH Level 2 Award in Emergency First Aid at Work introduces candidates to:

- the roles and responsibilities of a first aider
- the legal requirements for first-aid provision
- the importance of accurate incident reporting
- first-aid equipment and its safe use
- the need to minimise the risk of infection
- the importance of assessing an incident
- undertaking a primary survey
- when and how to call for help.

It also provides the opportunity to practise the skills needed to administer first aid to a casualty who is:

- unconscious
- not breathing
- choking
- bleeding from a wound
- in shock
- suffering from a minor injury.

The training programme for the CIEH Level 2 Award in Emergency First Aid at Work is designed to be delivered in six hours, not including refreshment breaks, revision sessions or mock examinations.

Successful completion of the training programme for the CIEH Level 2 Award in Emergency First Aid at Work will provide candidates with the knowledge and skills to undertake first aid in a variety of work situations.

Requalification and refresher

On successful completion of an EFAW course, candidates are issued with a certificate, which will be valid for three years. They then need to undertake an EFAW requalification course to obtain another three-year certificate.

The Health and Safety Executive strongly recommends that all first aiders (FAW and EFAW) do an annual half-day refresher course – to help them to maintain their basic skills and keep up to date with any changes to first-aid procedures.

Employees who hold the old type FAW certificates so not need to act until the certificate is close to its expiry date when they can either complete the three-day FAW course or the one-day EFAW course, depending on the needs of the workplace.

Assessment

Candidates are assessed on their competence to carry out first-aid procedures and on their understanding of the principles of first aid. Practical assessment will take place at intervals throughout the training programme, and at the end of the session candidates will complete an examination paper consisting of 15 multiple-choice questions.

Candidates must participate in all five of the practical activities. The key point is that the candidate can demonstrate an awareness of the correct procedure for administering first aid. For each activity, the elements will be demonstrated with the aid of a member of the group and a resuscitation manikin.

A candidate assessment record CAR for each candidate must be completed during the assessment session. The five activities used to assess the candidates' competence to carry out first-aid procedures relate to:

- the recovery position
- cardiopulmonary resuscitation
- choking
- bleeding
- shock.

For each activity, trainers must:

- assess each candidate's performance against the performance criteria
- ensure that each candidate completes the skill task correctly.

When all five assessment activities have been completed, the trainer should:

- ask the candidate to sign and date the CAR to confirm that he/she participated in the five activities that comprise the practical assessment
- sign and date the statement on the CAR to confirm that he/she has delivered the practical first-aid training for, and conducted the assessment of the candidate's performance of, each of the five activities that comprise the practical assessment.

Trainers can facilitate the candidates in completion of the assessment activities by reminding them of the key principles and correcting sequence, positions or actions whilst techniques are being performed. If interventions are required, trainers should note these in the comment section of the CAR.

The trainer should then indicate on the CAR whether the candidate has passed or failed the practical assessment. If for any reason the candidate cannot, or chooses not to, complete the practical assessment, this should be indicated on the CAR and a 'Request for special consideration' should be completed and sent with the candidate's CAR and answer information sheet (AIS) when the results are submitted to the CIEH for processing.

Candidates must also sit an examination paper consisting of 15 multiple-choice questions to be completed in 30 minutes under examination conditions (see 'Procedure for examination and assessment' in the Procedures Manual for full details on examination administration). Sample examination questions are included in the registration approval pack.

Candidates must participate in every component of the course to be eligible to take the examination.

Once the candidate has completed the examination, the trainer should fill in the security code from the candidate's answer information sheet (AIS) on the bottom of the CAR. The CAR and the AIS should then be submitted, together with the summary sheet, to the CIEH for the results to be processed.

Results

Candidates who achieve 10 or more correct answers in the examination and pass the practical assessment will be awarded a certificate for the CIEH Level 2 Award in Emergency First Aid at Work.

Candidates who pass the examination but fail the practical assessment will be eligible for reassessment within 12 weeks.

Candidates who pass the practical assessment, but fail the examination will be offered the opportunity to resit the examination within 12 weeks of the first attempt.

If the candidate fails the examination and/or practical assessment at the second attempt, he/she will be deemed to have failed the CIEH Level 2 Award in Emergency First Aid at Work.

The results for the CIEH Level 2 Award in Emergency First Aid at Work take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

External verification

It is a Health and Safety Executive requirement that all first-aid training centres are monitored. Centres registered to deliver the CIEH Level 2 Award in Emergency First Aid at Work will be contacted shortly after registration by a CIEH external verifier to arrange an external verification visit.

The external verifier will:

- check the level of facilities and equipment that a centre provides
- verify the portfolios of evidence produced by trainers
- observe practical training and assessment to ensure it is conducted to an appropriate standard.

External verifiers will observe the practical assessments of three to four candidates and provide advice and guidance where needed.

After the first visit, centres will be visited by an external verifier again after approximately two-and-a-half years and then at five-year intervals.

If the external verifier has any concerns about facilities and equipment, trainers' portfolios, the delivery of training and/or the conduct of assessment, centre/trainer registration may be suspended pending the implementation of recommendations for improvements and a follow-up external verification visit.

Support materials

The CIEH has developed material to help trainers to deliver the programme in a structured way. The training pack comprises a copy of the course booklet entitled *Principles of Emergency First Aid at Work* and a *Trainers' Notes* manual, which includes a CD-ROM containing a PowerPoint presentation.

As with all qualifications, the *Trainers' Notes* manual sets the minimum standard for training delivery. Given the specific requirements associated with delivering practical first-aid training, it is strongly recommended that trainers for the CIEH Level 2 Award in Emergency First Aid at Work review the content of the *Trainers' Notes* manual prior to delivering training.

To purchase the course booklet, training pack and/or examination papers, please complete an order form.

Order forms and other resources for trainers are available on the CIEH website: www.cieh.org/training.



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