

# YMCA Level 3 Award in First Aid at Work (603/1903/3)

## Syllabus





YMCA Awards

112 Great Russell Street  
London  
WC1B 3NQ

020 7343 1800

[www.ymcaawards.co.uk](http://www.ymcaawards.co.uk)

# Level 3 Award in First Aid at Work

## Syllabus

Qualification number: 603/1903/3

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# Introduction

## Qualification aim

The aim of this qualification is to recognise the skills, knowledge and competences required for an individual to administer emergency first aid, and to recognise and manage illness and injury in the workplace. This includes being able to assess, diagnose and treat casualties before the arrival of medically trained staff.

## Qualification structure

This qualification is made up of 2 units. To achieve this qualification you must complete both units.

Unit reference number	Unit title	Level	Credit
R/615/8033	Emergency first aid in the workplace	3	1
H/615/8036	Recognition and management of illness and injury in the workplace	3	2

The total credit value for this qualification is 3.

The Total Qualification Time (TQT) for this qualification is 22 hours.

The Guided Learning Hours (GLH) for this qualification are 18.

## Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours, that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below), and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- eLearning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is not:

Unsupervised learning such as:

- eLearning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record [LAR] at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

## Re-qualifying

First Aid in the Workplace (FAW) certificates are valid for 3 years. To re-qualify learners must be assessed against all assessment criteria in the units.

If the learner's previous FAW certificate is no longer valid (i.e., if more than 1 month has passed since the expiry date on this document) at the start of the FAW re-qualification course, the centre must, in advance, provide the learner and/or their employer with the following information:

- The Health and Safety Executive (HSE) are clear: 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 re-qualify as a first aider before the certificate's expiry date.
- FAW re-qualification courses are 12 hours (2 days) in duration. The syllabus is covered at a significantly faster pace with the assumption that learners are already familiar with the course content.
- Learners and employers 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, which HSE defines as in excess of 1 month. If this is the case, HSE advise that 'it may be prudent to complete a 3-day course'.

## Pre-requisites

There are no pre-requisites for this qualification.

## Tutor and assessor requirements

Any staff involved in the delivery, assessment or quality assurance of this qualification should ensure they are familiar with and adhere to their organisation's safeguarding policy.

For tutor, assessor and IQA needs please refer to the qualification specification on the YMCA Awards website: [www.ymcaawards.co.uk/qualifications/level-3-rqf/award-in-first-aid-at-work](http://www.ymcaawards.co.uk/qualifications/level-3-rqf/award-in-first-aid-at-work)

## Standards for first aid practice

FAW skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK. The Health and Safety Executive (HSE) accept the first aid management of injuries and illness, in so far as they relate to the topics covered in an FAW qualification, as laid down by the Resuscitation Council (UK) and in other publications, provided they are supported by a responsible body of medical opinion.

- *First Aid at Work Health and Safety (First Aid) Regulations 1981 Guidance on Regulations (L74)*
- *Resuscitation Council (UK) Guidelines*
- *First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland).*

## Syllabus information and supporting resources

This syllabus has been created to reflect the knowledge, understanding and skills required for the Level 3 Award in First Aid at Work. The assessment strategies have been developed in line with the Assessment Principles for Regulated First Aid Qualifications and the HSE.

This syllabus details the 2 units, learning outcomes and assessment criteria that make up this qualification, together with the relevant assessment strategies and evidence requirements.

This syllabus does not include assessment paperwork; this is included in the Learner Assessment Record (LAR), described below.

### Learner Assessment Record (LAR)

This document is used by the learner and assessor to record evidence and assessment decisions. It includes all the assessment paperwork for the units.

The LAR is available to approved centres to download from the YMCA Awards website, or it can be bought in hard copy.

To order resources that support this qualification, email [awards.resources@ymca.co.uk](mailto:awards.resources@ymca.co.uk).

### Units explained

Units are the building blocks of some qualifications and can include the following:

#### Learning outcomes

These outcomes set out what a learner is expected to know, understand or be able to perform as the result of their learning. They are described in this syllabus as 'The learner will...'

#### Assessment criteria

These specify the standard a learner is expected to meet to show that the learning outcomes of that unit have been achieved. They are described in this syllabus as 'The learner can...'



# Emergency first aid in the workplace (R/615/8033)

## Unit aim

This unit covers the knowledge and practical competences required to deal with a range of situations necessitating first aid in the workplace.

## Unit content

The learner will:

### 1. Understand the role and responsibilities of a first aider

The learner can:

#### 1.1 Identify the role and responsibilities of a first aider, to include:

- Preventing cross infection
- The need for recording incidents and actions taken
- Safe use of available equipment
- Assessing an incident
- Summoning assistance
- Prioritising treatment
- Dealing with post incident stress

#### 1.2 Identify how to minimise the risk of infection to self and others, to include:

- Gloves
- Barriers
- Hazardous waste disposal
- Washing of hands

Others may include:

- Casualty receiving first aid
- Work colleagues
- Other people within the workplace environment

#### 1.3 Identify the need for consent to provide first aid, to include:

- Expressed and implied consent for conscious and unconscious casualties

Tutor note: learners should be aware of the need for consent on a continual basis when providing first aid. Implied consent can be assumed when treating an unresponsive casualty.

The learner will:

### 2. Be able to assess an incident

The learner can:

#### 2.1 Conduct a scene survey

#### 2.2 Conduct a primary survey of a casualty

### 2.3 Summon appropriate assistance when necessary

Tutor note: learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

The learner will:

## 3. Be able to provide first aid to an unresponsive casualty

The learner can:

### 3.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR), to include:

- Use of AVPU
  - Alert
  - Voice
  - Pain
  - Unresponsive

Tutor note: must include agonal gasps.

### 3.2 Demonstrate CPR using a manikin, to include:

- Head tilt, chin lift manoeuvre
- Look, listen and feel for breath along the chest
- Correct placement of AED pads
- Following AED instructions

### 3.3 Justify when to place a casualty into the recovery position

Tutor note: recovery position being a position that maintains a stable open draining airway.

### 3.4 Demonstrate how to place a casualty into the recovery position, to include:

- Awareness of other injuries
- Spinal damage
- The 30 minute rule

### 3.5 Identify how to administer first aid to a casualty who is experiencing a seizure, to include:

- Management of hazards
- Calling for help
- Recognition of minor and major epilepsy

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Seizure: relates to a generalised seizure.

First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.

The learner will:

## 4. Be able to provide first aid to a casualty who is choking

The learner can:

### 4.1 Identify when choking is:

- mild
- severe

### 4.2 Demonstrate how to administer first aid to a casualty who is choking

Tutor note: administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 5. Be able to provide first aid to a casualty with external bleeding

The learner can:

### 5.1 Identify the severity of external bleeding

### 5.2 Demonstrate how to control external bleeding

The learner will:

## 6. Know how to provide first aid to a casualty who is in shock

The learner can:

### 6.1 Recognise a casualty who is suffering from shock

Tutor note: shock – hypovolemic shock (resulting from blood loss).

Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

### 6.2 Identify how to administer first aid to a casualty who is suffering from shock

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 7. Know how to provide first aid to a casualty with minor injuries

The learner can:

### 7.1 Identify how to administer first aid to a casualty with:

- small cuts
- grazes
- bruises
- small splinters

### 7.2 Identify how to administer first aid to a casualty with minor burns and scalds

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

# Assessment specification

## Emergency first aid in the workplace (R/615/8033)

### Assessment element 1: Worksheet

Learners are required to complete the 'Emergency first aid in the workplace' worksheet. This can be completed as part of the course, or as part of a summative assessment.

Learners must provide evidence that they possess all the necessary knowledge and understanding to satisfy the requirements of this unit; if learners fail to provide sufficient evidence through completion of the worksheet, the assessor will need to ask supplementary questions to confirm competence, or otherwise.

All supplementary questions and answers must be recorded.

The worksheet:

- Must be the learner's sole work, and group completion of this worksheet is not permitted
- May be completed over a set period of time
- May be completed away from the centre (e.g., as a homework task)
- May be marked by the course tutor or an independent assessor.

### Assessment element 2: Observation of practical skills

Learners are required to show competence when dealing with a variety of emergency first aid situations, which will be observed by an assessor.

The emergency first aid situations are as follows:

- Assessing an incident, including:
  - Conducting a scene survey and conducting a primary survey of the casualty
- Managing an unresponsive casualty, including:
  - Demonstrating CPR and how to place a casualty in the recovery position
- Identifying how to administer first aid to a casualty who is in seizure
- Demonstrating how to administer first aid to a casualty who is choking
- Demonstrating how to administer first aid to a casualty with external bleeding
- Managing a casualty who is in shock
- Identifying how to administer first aid to casualties with minor injuries.

Learners:

- must be observed demonstrating the following assessment criteria: 2.1, 2.2, 3.2, 3.3, 3.4, 4.2 and 5.2, and simulation is allowed
- must provide evidence that they possess all the necessary knowledge, understanding and skills to satisfy the requirements of this unit
- must be assessed against the 'Emergency first aid in the workplace' checklist and provide supplementary evidence where required
- may be re-assessed if they do not meet all the criteria. The number of re-assessments is at the centre's discretion. YMCA Awards have provided 2 columns on the checklist to allow for 1 re-assessment.

### Assessment element 3: Compulsory questions

Learners are required to answer the compulsory questions for assessment criteria 'Know how to provide first aid to a casualty with minor injuries'. These questions cannot be completed as a homework task.

Tutors/assessors will need to ask their learners the compulsory questions outlined in the Learner Assessment Record (LAR) and record the learners' answers. These questions are in place of practical simulation and relate to learning outcome 7. Learners must provide evidence that they possess all the necessary knowledge and understanding to satisfy the requirements of this learning outcome.

# Recognition and management of illness and injury in the workplace (H/615/8036)

## Unit aim

The aim of this unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations.

## Unit content

The learner will:

### 1. Be able to conduct a secondary survey

The learner can:

#### 1.1 Identify the information to be collected when gathering a casualty history, to include:

- Any existing conditions
- Any medication
- Signs and symptoms

#### 1.2 Demonstrate how to conduct a head to toe survey, to include:

- Skull for bleeds or breaks
- Eyes for dilation
- Nose and ears for signs of fluid loss
- All bony structures for signs of breaks/bleeds
- Any swelling of abdomen or other areas to detect internal bleeding
- Checks for medic alert bracelets or necklaces to indicate medical conditions

Tutor note: head to toe survey: must be conducted on a casualty with a continually monitored or protected airway (e.g., a conscious casualty or a casualty placed in the recovery position).

The learner will:

### 2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints

The learner can:

#### 2.1 Recognise suspected:

- Fractures and dislocations
  - Open
  - Closed
  - Complicated and greenstick (children)
  - Inability to move
  - Swelling
  - Deformity (dislocations)

- **Sprains and strains**
  - Soft tissue injuries involving ligaments and tendons

Tutor note: recognise to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

## 2.2 Identify how to administer first aid for:

- Fractures and dislocations
- Sprains and strains

Tutor note: for all of the above mention when it would be necessary to summon help.

Administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

## 2.3 Demonstrate how to apply:

- A support sling
- An elevated sling

The learner will:

# 3. Be able to provide first aid to a casualty with suspected head and spinal injuries

The learner can:

## 3.1 Recognise a suspected:

- **Head injury**
  - Concussion
  - Compression
  - Skull fracture
- **Spinal injury**

Tutor note: recognise to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

## 3.2 Identify how to administer first aid for a suspected head injury to include:

- Concussion
  - Sit casualty down if conscious
  - Check airway and breathing and place casualty in recovery if unconscious
  - Monitor responses
- Skull fracture
  - Summon help
  - Control bleeding
  - Head and shoulders raised
  - Monitor and place in recovery position if unconscious
  - Be prepared to resuscitate if not breathing
- Cerebral compression
  - Summon help
  - Lay casualty down, monitor responses
  - Check airway and breathing regularly
  - Be prepared to resuscitate

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

### 3.3 Demonstrate how to administer first aid for a suspected spinal injury to include:

- Spinal injury
  - Do not move casualty, unless in danger
  - Summon help immediately
  - Maintain open airway in position found, if airway is compromised casualty must be placed in recovery position carefully

Tutor note: administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 4. Know how to provide first aid to a casualty with suspected chest injuries

The learner can:

### 4.1 Recognise a suspected:

- Flail chest
- Penetrating chest injury

Tutor note: recognise to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury

### 4.2 Identify how to administer first aid for a:

- Flail chest
- Penetrating chest injury

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 5. Know how to provide first aid to a casualty with burns and scalds

The learner can:

### 5.1 Identify the factors that affect the severity of burns and scalds, to include:

- Depth and percentage of body area affected
- Different depths of burns to include:
  - Superficial
  - Partial thickness
  - Full thickness

### 5.2 Identify how to administer first aid for burns involving:

- Dry heat
  - Treated with cold running water for 10 minutes as a minimum
  - Sterile dressing cover to minimise the risk of infection
  - Look for signs of possible shock
  - Summon help (when necessary)
- Wet heat
  - As above
- Electricity
  - Consider danger from source
  - Entry and exit wounds need to be treated
  - Look for signs of possible shock
  - Summon help (when necessary)



- **Chemicals**
  - Contamination risk – wear protective clothing and gloves/face shields
  - If fumes are present, area may need to be ventilated and other services may be required
  - Treated with cold running water for 10 minutes as a minimum, irrigate away from contaminated area
  - Signs and symptoms of shock

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 6. Know how to provide first aid to a casualty with an eye injury

The learner can:

### 6.1 Identify how to administer first aid for eye injuries involving:

- **Dust**
- **Chemicals**
- **Embedded objects**
  - Keep the casualty still
  - Do not remove any embedded object(s)
  - Summon help immediately

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 7. Know how to provide first aid to a casualty with sudden poisoning

The learner can:

### 7.1 Identify the routes that poisons can take to enter the body, to include:

- Ingestion
- Inhalation
- Injection
- Absorption through the mouth and skin

### 7.2 Identify how to administer first aid to a casualty affected by sudden poisoning, to include:

- Risk assessment
- Identify poison (if possible)
- Summon help
- Airway and breathing checks/CPR
- Use of face shield
- Possible burns treatment

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

### 7.3 Identify sources of information for treating those affected by sudden poisoning, to include:

- NHS Direct
- National Poison Information Service
- HSE website ([www.hse.gov.uk](http://www.hse.gov.uk) or [www.hseni.gov.uk](http://www.hseni.gov.uk))

The learner will:

## 8. Know how to provide first aid to a casualty with anaphylaxis

The learner can:

### 8.1 Identify common triggers for anaphylaxis, to include:

- Food
- Medicines
- Chemicals
- Insect stings

### 8.2 Recognise suspected anaphylaxis, to include:

- Swelling of airways, mouth and tongue
- Red blotchy skin
- Difficulty in breathing

Tutor note: recognise to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

### 8.3 Identify how to administer first aid for a casualty suffering from anaphylaxis, to include:

- Summoning for immediate help
- Positioning of casualty
- Using own medication/adrenalin via an EpiPen (containing epinephrine)
- Monitoring condition
- Being prepared to give CPR

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

## 9. Know how to provide first aid to a casualty with suspected major illness

The learner can:

### 9.1 Recognise suspected:

- **Heart attack**
  - Severe chest pain
  - Difficulty in breathing/speaking
  - Pain in arms, jaws and abdomen
  - Blueness of skin (cyanosis)
- **Stroke**
  - Paralysis down one side of the face
  - Slurred speech
  - Inability to move one side of the body
- **Epileptic seizure**
  - Strange/odd behaviour
  - Lip smacking
  - Jerky movements
  - Convulsions
- **Asthma attack**
  - Difficulty in breathing
  - Clutching chest
  - Wheezing sound

- Blueness of skin
- **Diabetic emergency**
  - Disorientated
  - Stomach pains
  - Nausea
  - Aggressive

Tutor note: should focus on the condition of hypoglycaemia.

Tutor note: recognise to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

The learner can:

## 9.2 Identify how to administer first aid to a casualty suffering from:

- **Heart attack**
  - Sit casualty down
  - Loosen tight clothing
  - Summon help immediately
  - Give 300mg aspirin (check for aspirin allergy first)
  - Monitor condition
  - Be prepared to resuscitate
- **Stroke**
  - Sit or lie down
  - Head raised
  - Summon help immediately
  - Keep casualty calm
- **Epileptic seizure**
  - Minor
    - Keep casualty safe
    - Sit them down
    - Establish history/medication
    - Monitor and discuss condition of casualty
  - Major
    - Protect casualty
    - Make area around safe
    - Allow convulsion to take place
    - Turn casualty into recovery position, monitor airway and breathing
    - Summon help if needed
- **Asthma Attack**
  - Sit casualty down
  - Encourage to use inhaler
  - Summon help immediately if pain does not ease
  - Monitor airway and breathing
  - Be prepared to resuscitate

Tutor note: may include assisting a casualty to use a spacer device and to take their own inhaler.

- **Diabetes emergency**
  - Sit the casualty down
  - Give sugar immediately
  - Monitor and summon help if needed
  - Use casualty's own medication if necessary

Tutor note: should focus on the condition of hypoglycaemia.

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

# Assessment specification

## Recognition and management of illness and injury in the workplace (H/615/8036)

### Assessment element 4: Worksheet

Learners are required to complete the 'Recognition and management of illness and injury in the workplace' worksheet. This can be completed as part of the course or as part of a summative assessment.

Learners must provide evidence that they possess all the necessary knowledge and understanding to satisfy the requirements of this unit; if learners fail to provide sufficient evidence through completion of the worksheet, the assessor will need to ask supplementary questions to confirm competence, or otherwise.

All supplementary questions and answers must be recorded.

The worksheet:

- Must be the learner's sole work, and group completion of this worksheet is not permitted
- May be completed over a set period of time
- May be completed away from the centre (e.g., as a homework task)
- May be marked by the course tutor or an independent assessor.

### Assessment element 5: Observation of practical skills

Learners are required to show competence when managing a range of illnesses and injuries in the workplace, which will be observed by an assessor.

Learners will be assessed in the following areas:

- Conducting a secondary survey
- How to administer first aid to a casualty with injuries to bones, muscles and joints, including:
  - Demonstrating how to apply a sling
- How to administer first aid to a casualty with suspected head and spinal injuries, including:
  - Demonstrating how to administer first aid for a spinal injury
- How to administer first aid to a casualty with suspected chest injuries
- How to administer first aid to a casualty with burns and scalds
- How to administer first aid to a casualty with an eye injury
- How to administer first aid to a casualty with sudden poisoning
- How to administer first aid to a casualty with anaphylaxis
- How to providing first aid to a casualty with suspected major illness.

Learners must be practically observed carrying out the following assessment criteria: 1.2, 2.3 and 3.3 and simulation is allowed.

Learners must provide evidence that they possess all the necessary knowledge, understanding and skills to satisfy the requirements of this unit.

Learners must be assessed against the 'Recognition and management of illness and injury in the workplace' checklist and provide supplementary evidence where required. There is an element of assessor choice; learners are expected to know all first aid protocols as listed in the checklist and the assessor will choose on the assessment day.

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Learners may be re-assessed if they do not meet all the criteria. The number of re-assessments is at the centre's discretion; YMCA Awards have provided 2 columns on the checklist to allow for 1 re-assessment.

# Useful references

## References and websites

*First aid at work: The Health and Safety (First-Aid) Regulations 1981*. Approved code of practice and guidance L74 (third edition) HSE Books, 2013. ISBN 9780717665600.

[www.hse.gov.uk/pubns/books/L74.htm](http://www.hse.gov.uk/pubns/books/L74.htm)

*First aid at work: Your questions answered*. HSE Books, 2014. Leaflet INDG214rev2. ISBN 9780717664696

[www.hse.gov.uk/pubns/indg214.htm](http://www.hse.gov.uk/pubns/indg214.htm)

HSE's First aid at work website: [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)

HSENI's (Northern Ireland) First aid at work website: [www.hseni.gov.uk/articles/first-aid-work](http://www.hseni.gov.uk/articles/first-aid-work)

The Resuscitation Council (UK): [www.resus.org.uk/resuscitation-guidelines](http://www.resus.org.uk/resuscitation-guidelines)

## Information on training defibrillators:

Training defibrillators: <http://bit.ly/2uirp70>

The type of training defibrillator you choose will depend on the number of learners and courses you deliver.





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