



Albacare completed
HSE Due Diligence Check List

Check	Yes	No	Notes
Trainer/Assessors			Our trainers/assessors all have a vast quantity of experience in first aid and all have several professional training qualifications EACH that satisfy the HSE.
Do the trainers/assessors have current FAW certificates or qualify for an exemption?			
Do the trainers/assessors have an appropriate training/assessing qualification?			
Quality Assurance			Our quality assurance is managed primarily by Gary Hickman (Director). We have for the 2 nd year running ISO 9001 accreditation. Gary also is one of our registered instructors and as such has the appropriate qualifications to train, assess and verify.
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?			
Does the designated person have a current FAW certificate or qualify for an exemption?			
Does the designated person have an assessing/verifying qualification?			
Is there a documented course evaluation procedure?			Our course evaluation procedure is online here - www.albacare.co.uk/feedback.html
Teaching current accepted first-aid practices			Our teaching standard has always been to the Resuscitation Council (UK) guidelines found on their website - www.resus.org.uk/pages/guide.htm
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with the current guidelines published the Voluntary Aid Society or other published guidelines that are supported by a responsible body of medical opinion?			
Training Syllabus			Our course content is as defined by the HSE and our course are (on the overleaf dates) at the required length and time frame.
Does the course content adequately meet the needs of your workplace as indicated by your First-Aid needs assessment?			
For FAW, does the syllabus include the topics listed by the HSE and does the course include at least 18 contact hours over 3 days?			
For FAW Requalification, does the syllabus include the topics listed by the HSE and does the course last at least 12 hours over 2 days?			If you First-Aid needs assessment defines specific hazards, defibrillator training or anything else we can also provide training to go above and beyond the FAW.