

No. 042/2024

29 January 2024

Our Ref: EX7/24

To: All Branches

Dear Colleagues,

Royal Mail Group – First Aid Re-Qualification Courses Availability (Health & Safety (First Aid) Regulations 1981)

Would all ASRs and WSRs bring this LTB to the attention of all First Aiders in their Constituency Units and Groups as soon as possible.

The First Aid at Work Requalification Training Course updates the first aid skills of those who need to renew their First Aid at Work certificate. The Health and Safety Executive (HSE) strongly recommends that you requalify within a month of your certificate expiring.

This 2-day first aid re-qualification course re-qualifies individuals as a first aider if their original First Aid at Work certificate is about to expire, and will re-qualify you as a first aider at work for another 3 years.

Alongside meeting health and safety regulations, a first aider's skills will also be refreshed to keep them sharp and ready in the event of a first aid emergency. This is especially vital if 3 years have passed since the original training and some may no longer feel confident enough to accurately apply life saving techniques during a major emergency. By renewing these skills with this first aid re-qualification course, it ensures that First Aiders will be able to act decisively in emergency, high-stress situations where a colleague has had an accident or fallen ill.

Health & Safety (First Aid) Regulations 1981

The course is HSE recommended and complies with Health & Safety (First Aid) Regulations and the approved code of practice L74 guidelines for the re-qualification of workplace first aiders.

In order for delegates to be able to sit the 2 Day Requalification First Aid at Work Training course delegates' certificates must have expired for no more than 7 days of the expiry date.

Course Content

This 2-day course includes course materials, expert tutoring and practical exercises to give learners in-depth re-qualification training.

Course Certificate

Upon successful completion, an Ofqual approved and nationally recognised First Aid at Work Certificate which is valid for 3 years will be issued.

Course Dates for Requalification

Royal Mail Group have the below list of courses planned for anyone due to requalify January-March 2024. Those courses with less than the minimum of 50% course fill not having been reached (6 people) are at risk of being cancelled and we are therefore wishing to raise awareness of availability and would urge those eligible to apply as soon as possible.

NOTE: If the existing First Aider doesn't sit the requalification course and still wants to be a First Aider they will need to sit the full course. Please share and raise awareness in an attempt to fill the courses to their minimum requirement.

Class ID	Title	Start Date/Time	End Date/Time	Facility	Status
103866	First Aid Requalification	30/01/2024 09:00	31/01/2024 17:00	Greenford Mail Centre (GREEN_MC)	4 of 12 enrolled, 0 waitlisted, 1 pending
103897	First Aid Requalification	05/02/2024 08:00	06/02/2024 16:00	HWDC (HWDC)	6 of 12 enrolled, 0 waitlisted
103867	First Aid Requalification	06/02/2024 09:00	07/02/2024 17:00	Jubilee Mail Centre (JUB_MC)	2 of 12 enrolled, 0 waitlisted, 1 pending
103870	First Aid Requalification	27/02/2024 09:00	28/02/2024 17:00	Sheffield HRSC/CDO (SHEFF_HRSC/CDO)	6 of 12 enrolled, 0 waitlisted, 2 pending
103861	First Aid Requalification	05/03/2024 09:00	06/03/2024 17:00	Bristol Mail Centre (BRISTOL_MC)	2 of 12 enrolled, 0 waitlisted, 1 pending
103865	First Aid Requalification	05/03/2024 09:00	06/03/2024 17:00	Gatwick Mail Centre (GAT_MC)	7 of 12 enrolled, 0 waitlisted, 1 pending
103871	First Aid Requalification	05/03/2024 09:00	06/03/2024 17:00	The Royal Mail Academy - Midlands Parcel Hub (MIDLANDS_PARCEL_HUB)	3 of 12 enrolled, 0 waitlisted, 1 pending
103868	First Aid Requalification	06/03/2024 09:00	07/03/2024 17:00	Leeds Mail Centre (LEEDS_MC)	8 of 12 enrolled, 0 waitlisted
103872	First Aid Requalification	06/03/2024 09:00	07/03/2024 17:00	Warrington Mail Centre (WARR_MC)	4 of 12 enrolled, 0 waitlisted, 1 pending
103869	First Aid Requalification	07/03/2024 09:00	08/03/2024 17:00	Preston Mail Centre (PRESTON_MC)	1 of 12 enrolled, 0 waitlisted, 1 pending
103862	First Aid Requalification	11/03/2024 09:00	12/03/2024 17:00	Chelmsford Mail Centre (CHELMS_MC)	4 of 12 enrolled, 0 waitlisted, 1 pending
103860	First Aid Requalification	12/03/2024 09:00	13/03/2024 17:00	Birmingham Mail Centre (BIRM_MC)	0 of 12 enrolled, 0 waitlisted
103863	First Aid Requalification	12/03/2024 09:00	13/03/2024 17:00	Edinburgh Mail Centre (EDIN_MC)	3 of 12 enrolled, 0 waitlisted
103864	First Aid Requalification	26/03/2024 09:00	27/03/2024 17:00	Exeter Mail Centre (EXETER_MC)	1 of 12 enrolled, 0 waitlisted, 1 pending

For Further information, Unit Managers/PiCs can contact Rachel Shepperd, Business Learning Planner, Rachel.Sheppard@royalmail.com

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer

ROYAL MAIL GROUP FIRST AID REQUALIFICATION COURSE AVAILABILITY

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