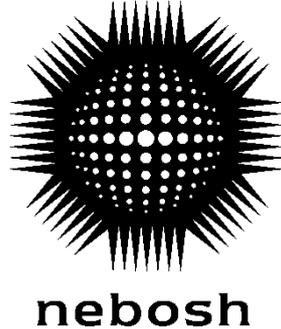


NEBOSH Award in Health and Safety at Work



UNIT HSW2: RISK ASSESSMENT ACTIVITY

Guidance and information for candidates and internal assessors

This document provides comprehensive guidance on the presentation and submission of the Unit HSW2 risk assessment. Candidates should study this document carefully before submitting their risk assessment.

The guidance should be read carefully in conjunction with the risk assessment mark sheet, which is attached at the end of this guidance document, to provide a clear guide to the requirements of the risk assessment.

Introduction

The aim of this unit is to assess a candidate's ability to complete a risk assessment activity:

- To carry out, unaided, a risk assessment of a workplace activity, identifying a minimum of eight hazards, deciding whether they are adequately controlled and, where necessary, suggesting appropriate control measures.
- To prioritise proposed control measures and include an appropriate review date for the risk assessment.

This will require candidates to apply the knowledge and understanding gained from their studies of Unit HSW1 in a practical environment. The time allowed to complete the assessment is not restricted but candidates should aim to complete the risk assessment in 90 minutes. The risk assessment may be submitted in the candidate's own hand writing or be word processed.

The risk assessment must be carried out in the candidate's own workplace. The activity chosen should provide a sufficient number and range of hazards.

Where the candidate does not have access to a workplace, the course provider should be consulted to help in making arrangements for the candidate to carry out the risk assessment at suitable premises. Providers seeking to run the practical in this way should contact NEBOSH for advice and approval.

Management at the premises should be consulted to ensure the candidate can carry out the risk assessment without endangering their own health and safety. Where confidentiality requires, locations and company names may be omitted from the report, or alternatively guidance should be sought from NEBOSH.

Candidates do not require supervision when carrying out the risk assessment but the candidate must sign a declaration that the submission is their own work (see Appendix 1). If this declaration is not submitted the candidate's result may be declared void. A signature can be electronic or can be faxed.

Candidates, employers and internal assessors should be aware that the status of the risk assessment undertaken to fulfil the requirements of Unit HSW2 is for **educational purposes only**.

What to do if an accredited course provider's staff, family members or friends are sitting a NEBOSH examination or assessment

Accredited course providers **must** declare in writing to NEBOSH any employment and/or familial, spousal or other close personal relationship with any examination or assessment candidate.

For any such candidate declared, the accredited course provider must select one of the following options, inform NEBOSH of their choice in writing, and bear all necessary costs:

- The candidate may sit their NEBOSH assessments as an (external) candidate at another accredited course provider; or

- Accredited course provider may arrange with NEBOSH for an independent invigilator appointed by NEBOSH. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.
- If outside of the UK the accredited course provider may arrange for the candidate to sit their examinations with the British Council. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.

Date of assessment

The risk assessment activity takes place in the candidate's own workplace and the accredited course provider should advise the candidate of the latest date by which the completed risk assessment must be received by the accredited course provider for marking. It is the responsibility of the accredited course provider to ensure that the results of the risk assessment (HSW2) are input online via the NEBOSH website **no later than 15 working days** after the date of the examination for HSW1.

Completion of study for HSW1 is recommended in order to undertake the risk assessment unit HSW2.

The risk assessment activity (HSW2) must normally take place **within 10 working days** of (before or after) the date of the HSW1 written paper (the 'date of the examination').

Any risk assessment result not submitted by this deadline will be declared at zero marks. The candidate will then be required to re-register (and pay the registration fee) at the next standard (or local) sitting date.

If a candidate is absent from the written paper because of illness corroborated by a doctor's note, but successfully completes the HSW2 unit with the 10 working day deadline, the result will stand. If a candidate is unable to complete the HSW2 unit under similar circumstances, NEBOSH may allow it to be taken at a later date beyond the normal 10 working day deadline.

Candidates planning to post their risk assessments to the course provider should be reminded of the need to guard against loss in the post by sending their work by trackable delivery. Candidates are therefore advised to retain copies of their risk assessments.

Submission of risk assessments

Candidate

The candidate must submit their risk assessment to their accredited course provider for marking by the date specified by the accredited course provider. A risk assessment not received by the accredited course provider by the specified date will mean that the candidate will be marked as absent for the assessment. The candidate will then need to register for the next available assessment and pay the appropriate registration fee.

Accredited course providers

Following the marking of completed risk assessments they **must be** scanned, including the candidate and course provider declarations, and emailed to cpi@nebosh.org.uk no later than **15 working days** after the date of the multiple choice examination. These are required by email as access is required for moderation and it reduces time delays in releasing results.

The scanned documents must meet the following criteria:

File Type: PDF

Image Resolution: 100 x 200 dpi

Image Quality: 2 bit colour (black and white or gray scale)

File sizes should be between 200Kb and 500Kb per risk assessment, which means potentially a maximum of 50 could be returned on one email (given our 30Mb Email limit).

The risk assessment should have a defined margin on either side, to ensure data is not lost during the scanning process. Candidates completing their risk assessment electronically must ensure that they do not move these margins whilst typing.

The results must be input online via the NEBOSH website **no later than 15 working days** after the date of examination.

Marking

Risk assessments will be marked by an internal assessor – a person proposed to NEBOSH by an accredited course provider and approved by NEBOSH. Internal assessors will be at least Tech IOSH of the Institution of Occupational Health and Safety or equivalent.

A mark sheet (Appendix 2) will be completed by the internal assessor for each candidate and attached to the candidate's risk assessment. The total mark for each candidate should be entered into the course provider interface, accessed through the NEBOSH website. Entries must be completed by no later than 15 working days after the examination date of HSW1.

Candidates must achieve the pass standard 30 out of 50 (60%) in this unit in order to satisfy the criteria for the qualification. The total available marks for the risk assessment is 50 but this will be converted to a percentage for results issue.

Moderation

Marked HSW2 assessments are subject to external moderation by NEBOSH to monitor the standard being set and marks awarded by the internal assessor may be adjusted accordingly.

In addition to the mark sheet for each candidate, risk assessments must be retained by the accredited course provider for at least six weeks following the date of issue by NEBOSH of the examination results to which they relate. Risk assessments may be moderated at any time from the date of examination until six weeks after the issue of results and therefore should be scanned and available.

Candidates may lodge an EAR (enquiry about result) within the timeframe as advised on their URN (unit result notification).

Retention of practical samples by accredited course providers

NEBOSH monitors the consistency of internal assessment by accredited course providers (eg. practicals marked by the course provider) over time. Accredited course providers are therefore required to retain representative samples of practical applications (eg high pass, low pass, refer) for each standard sitting or cohort for a **rolling three year period**.

The sample of practicals to be retained by accredited course providers will be no more than 24 scripts per year per qualification, but providers may choose to retain more for internal quality assurance purposes. Providers should retain the archived sample for three years in a manner that makes them easily retrievable. This is intended to enable course provider staff

to monitor the standards of candidate performance in the practical application over time, and make improvements to their delivery when necessary. Additionally, the samples will serve as exemplar materials for practical application assessors appointed by accredited course providers to use as guidance in their assessment decisions.

Sampling of accredited course provider-marked scripts enables NEBOSH to ensure that the standard of marking for internal assessment remains consistent over time both within and between accredited course providers. Using archived materials in this way is intended to maintain marking standards and enhance parity between the marks before and after moderation.

Other scripts should be disposed of as confidential waste.

Completion of risk assessment sheets

Whilst carrying out the risk assessment candidates will be able to walk around making observations, asking questions of employees and referring to data where appropriate.

Candidates will be supplied with a sufficient number of risk assessment sheets from their course provider which may be photocopied for the purpose. An example risk assessment sheet is given at Appendix 3. The risk assessment sheets must be completed at the workplace and it is recommended that candidates take approximately 90 minutes to complete this exercise. Candidates should ensure all boxes on the risk assessment sheet are completed.

The risk assessment sheets should be completed by:

- stating the activity risk assessed, eg maintenance work in a factory, office work;
- stating the date of the assessment, the area / unit / department where the activity takes place and who carried out the risk assessment (ie candidate name);
- identifying, in the left hand column, a minimum of eight hazards, with a range across at least TWO Elements from the syllabus, eg fire, manual handling;
- identifying in the next column who might be harmed by each hazard and how they will be harmed;
- identifying in the next column what is already in place to control the risk;
- in the next column stating 'YES' if further controls are needed or 'NO' if existing controls adequately control the identified hazard;
- identifying in the next column any additional control measures necessary to reduce the risk presented by each hazard;
- in the final column prioritising proposed control measures using a numerical scale.

Whilst poor spelling and grammar will not be marked or penalised, if the assessor is unable to read or to understand the form completed by candidates during their risk assessment then invariably fewer marks will be awarded than would otherwise have been the case.

Marking of risk assessment sheet

Candidates are advised to refer to the mark sheet given at Appendix 2.

Range and number of hazards (10 marks)

Candidates should identify a minimum of eight hazards to gain maximum marks, but are strongly recommended to identify more than eight (but no more than 12) in case of duplication

or inappropriate hazards being identified. Candidates are expected to identify different types of hazard such as hazardous substances, fire, electrical, work equipment, manual handling, housekeeping, noise, vibration, transport, working at height, slips, trips and fall, and health hazards and should also consider if there are any welfare and environmental problems. At least TWO different types of hazard must be included for maximum marks. Candidates can comment on situations where there is adequate control of hazards and where good practice is being observed, although candidates should place the emphasis on uncontrolled hazards.

Where a candidate repeats a hazard, that hazard will only be credited once eg reference to three items of work equipment requiring portable appliance testing.

Who might be harmed and how (8 marks)

Candidates are expected to give thought to who might be harmed by identifying groups of people likely to be affected by the hazard eg people working in the storeroom, visitors, cleaners etc. Candidates are also required to identify how they might be harmed i.e. what type of injury or ill-health might occur eg office workers risk injuries or back pain from handling heavy objects eg boxes of photocopying paper.

Existing / additional controls (24 marks)

What is already being done to control the risk?

Candidates should consider controls already in place for each hazard (what is already in place to reduce the likelihood of harm or make the harm less serious) eg good housekeeping, trolley used to transport boxes, high shelves for light objects only.

Are further controls needed?

Candidates should compare existing controls with good practice and see if additional controls are needed.

Where candidates decide no further controls are needed they must use the 'additional controls' box to explain why, and/or where appropriate, identify checks to make sure that control measures stay in place.

Additional controls

Proposed control measures must be realistic and reasonable and ensure that any remaining risk is low. Candidates should take into account the number of people who could be affected. Candidates should be aware that if unsuitable control measures are suggested full marks cannot be awarded.

For each hazard, three marks are available for identification of existing / additional controls as appropriate to the hazard identified.

Priority (6 marks)

Control measures should be prioritised. The most pressing issues, those which present the highest risk levels and those that can be done immediately at little or no cost, should be addressed first.

Review (1 mark)

Candidates should propose a review date that is appropriate for the activity.

Completion of all boxes on risk assessment sheet (1 mark)

Candidates will also gain 1 mark for completion of all boxes on the risk assessment sheet.

Appendix 1

HSW2 – The health and safety risk assessment

Candidate and course provider declarations:

For completion by the candidate:

I declare that the work submitted for this practical application assessment ie. the completed risk assessment, is my own work. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by a course provider representative (eg internal practical assessor):

I declare that the work marked is identical to that received from the candidate. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by the course provider's internal practical assessor:

I declare that I have marked this work and am both qualified and approved by NEBOSH to do so. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

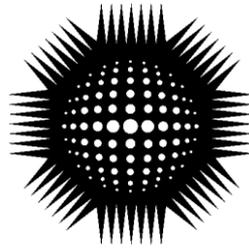
Signature _____

Date _____

NB: This declaration must be completed in full, submitted and retained with the candidate's script. If this declaration is not submitted the candidate's result may be declared void.

Appendix 2

NEBOSH AWARD IN HEALTH AND SAFETY AT WORK



Practical unit mark sheet

Unit HSW2 – Health and safety risk assessment

nebosh

Date of risk assessment _____

Name of assessor _____

Course provider number

Course provider name

Student number

Student name

	Criteria	Maximum marks available	Assessor's marks awarded	NEBOSH moderated marks (if different)
1	Hazard identification			
1.1	Number of hazards	8		
1.2	Range of hazards	2		
2	Who might be harmed and how	8		
3	Existing controls / adequate / additional controls	24 (8 x 3)		
3.1	What's already being done to control the risk?			
3.2	Are further controls needed?			
3.3	Additional actions			
4	Priority	6		
5	Review	1		
6	Completion of all boxes on risk assessment sheet	1		
	TOTAL MARKS	50		

Outcome: PASS (30 or more marks)

REFER (less than 30 marks)

Date assessed ____ / ____ / ____

Assessor's signature _____

Date received by course provider ____ / ____ / ____

Date received by NEBOSH

(if applicable) ____ / ____ / ____

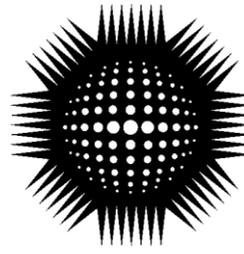
Assessor's additional comments on the risk assessment (if any):

ASSESSED BY (name in block letters) _____

The mark sheet must be retained by the Course Provider and sent to NEBOSH only if requested. A copy of the mark sheet can be given to candidates if requested.

NEBOSH USE ONLY

NEBOSH Moderator's comments (if any):



nebosh

WORKPLACE RISK ASSESSMENT					
Area/Unit/Department:		Completed by:		Review date:	
Activity:		Date:			
Hazards	Who might be harmed and how	What is already being done to control the risk?	Are further controls needed?	Additional Actions	Priority

NB: This is for educational purposes only