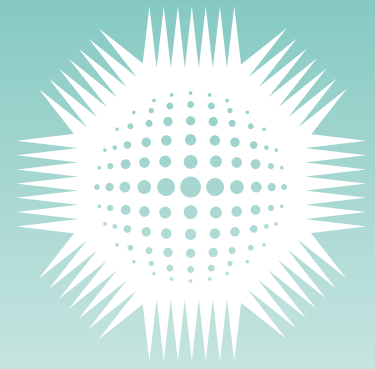


February 2010

Guide to the NEBOSH Award in Health and Safety at Work Qualification



nebosh



Qualification title: NEBOSH Award in Health and Safety at Work
Guide version: 7
Specification date: February 2010
Guide publication date: August 2014

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Guide to the NEBOSH Award in Health and Safety at Work (February 2010 specification)

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1. Introduction

The NEBOSH Award in Health and Safety at Work is the first recognised qualification of its kind, piloted in 2009 and launched in 2010.

It is suitable for anyone who needs to understand the principles of health and safety as part of their job, including team leaders and supervisors, HR professionals, facilities managers and those training young people in a working environment.

1.1 Benefits for employers

The new qualification will benefit organisations who are seeking to implement a health and safety management system. It will ensure their workforce and in particular supervisory staff can apply the principles of risk assessment and control of common workplace hazards.

Upskilling your workforce in risk assessment can help reduce the number of accidents in the workplace, improving staff morale, and resulting in costs saving for the business.

This course can be delivered within an organisation, or employees can attend accredited training courses run throughout the UK by our network of accredited course providers. NEBOSH accredited course providers offer a variety of flexible course formats, so training can be arranged according to business needs; either in-house or at training centres around the globe.

1.2 Qualification level and UK accreditation

The NEBOSH *Award in Health and Safety at Work* is accredited and credit rated by the Scottish Qualifications Authority (SQA - www.sqa.org.uk) for delivery across the UK. It is rated within the Scottish Credit and Qualifications Framework (SCQF - www.scqf.org.uk) at SCQF Level 5 with 3 SCQF credit points.

For users in England, Wales and Northern Ireland, this qualification is intended to be *broadly comparable* to a Vocationally-Related Qualification (VRQ) at Level 2 in the Qualifications and Credit Framework (QCF), comparable to GCSE standard.

For further information regarding UK qualification levels, please refer to the “*Qualifications can cross boundaries*” comparison chart issued by the UK regulators, available from the SQA website (www.sqa.org.uk).

1.3 Key topics covered

- Risk assessment hazards
- Controlling workplace hazards
- Fire, manual handling, work equipment, electrical safety, hazardous substances and transport.

1.4 Course tuition and private study time requirements

Unit HSW1: 17 hours tuition and 3 hours private study

Total: 20 hours

Unit HSW2: 1 hour of tuition and 3 hours private study

Total: 4 hours

A programme of study therefore needs to be based around a minimum of **18 taught hours** and approximately **6 hours of private study** for an overall total of **24 Hours**.

A full-time block release course would be expected to last for a minimum of three working days and a part-time day release course would be spread over at least three weeks. For candidates studying by open or distance learning, the tuition hours should be added to the recommended private study hours to give the minimum number of hours that this mode of study will require.

Quoted hours *do not* include assessment time, ie, sitting written examinations or the practical application unit (see 1.4).

1.5 Unit examinations

- **Unit HSW1: Workplace safety foundations**

Assessed by a one hour multiple choice examination scanned and marked electronically.

- **Unit HSW2: Risk assessment activity**

Assessed by a one hour risk assessment activity which is carried out in the candidate's own workplace; it is marked by the accredited course provider and moderated by NEBOSH.

1.6 Entry requirements

There are no specific barriers, in terms of academic qualifications, skills or experience to entry to the NEBOSH Award in Health and Safety at Work programme.

The qualification includes a requirement to complete a risk assessment activity based in the candidate's own workplace. Candidates should discuss this with the accredited course provider before undertaking the qualification.

1.7 Minimum standard of English required for candidates

The standard of English required by candidates studying for the NEBOSH Award in Health and Safety at Work must be such that they can both understand and articulate the concepts contained in the syllabus. It is important to stress that the onus is on accredited course providers to determine their candidates' standards of proficiency in English.

NEBOSH recommends to accredited course providers that candidates undertaking this qualification should reach a minimum standard of English *equivalent* to an International English Language Testing System score of **5.0** or higher in IELTS tests in order to be accepted onto an Award in Health and Safety at Work programme.

For further information please see the latest version of the IELTS Handbook or consult the IELTS website: http://www.ielts.org/institutions/test_format_and_results.aspx

Candidates wishing to assess their own language expertise may consult the IELTS website for information on taking the test: <http://www.ielts.org/institutions/faqs.aspx>

1.8 Legislation

Rather than being guided by a specifically UK framework, the Award in Health and Safety at Work takes a risk management approach based on best practice and international standards, such as International Labour Organisation (ILO) codes of practice.

If this qualification is delivered overseas, accredited course providers may refer to examples of local legislation as part of the course programme but examination questions will refer only to the best practice mentioned in the syllabus.

Candidates will not be expected to have knowledge of specific legislation or regulations as part of the assessment for either unit HSW1 or HSW2.

NB: Accredited course providers are still expected to ensure their course notes remain current with regard to best practice and international standards.

1.9 National Occupational Standards (NOS) and best practice

The syllabus is mapped to the relevant UK National Occupational Standard (NOS):

- NOS for Health and Safety (Standalone units) published by Proskills Sector Skills Council (www.proskills.co.uk).

The mapping of the syllabus units to each NOS can be found on pages 10-11.

1.10 Qualification type

NEBOSH qualifications are categorised as 'Other' qualifications by SQA Accreditation in Scotland. These are categorised as Vocationally-Related Qualifications (VRQs) in England, Wales and Northern Ireland.

VRQs provide the knowledge and practical skills required for particular job roles through a structured study-based training programme, that combine the testing of knowledge and understanding in written examinations with practical application of learning in the workplace.

VRQs are a popular type of qualification because they are nationally recognised, flexible and offer routes for progression to employment or further study.

1.11 Qualification progression

The Award in Workplace Health and Safety provides both a valuable introduction to the subject and a foundation for further study.

Candidates looking to build their health and safety expertise for use overseas may consider:

- NEBOSH International General Certificate in Occupational Health and Safety

This qualification focuses on international standards and management systems rather than UK legislation.

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Candidates wishing to further develop their UK health and safety expertise may consider studying:

- NEBOSH National General Certificate in Occupational Health and Safety

This is the most widely held health and safety qualification of its kind in the UK with over 100,000 people having gained the award since it was launched in 1989. It is suitable for managers, supervisors and staff from all types of organisations making day-to-day decisions at work that need a broad understanding of health and safety issues and be able to manage risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety.

Unit NGC1 of the National General Certificate is also common to:

- NEBOSH National Certificate in Construction Health and Safety
- NEBOSH National Certificate in Fire Safety and Risk Management

This enables students seeking to develop specialist knowledge to combine units across these NEBOSH qualifications. NGC1 unit holders do not need to re-sit this examination providing it was successfully achieved within the five year completion period for each qualification.

Further information regarding our qualification portfolio can be found on our website: www.nebosh.org.uk/qualifications

1.12 Programmes offered by NEBOSH-accredited course providers

Accredited course providers can be located using the 'Where to study' tab on our website: www.nebosh.org.uk

NB: Candidates are advised to check up-to-date information on course dates with accredited course providers directly.

1.13 Examination dates

Accredited course providers may request 'on-demand' examinations on a date of their choosing for this qualification. Course providers should contact NEBOSH for an 'on demand' examination request form. Once the 'on demand' examination date has been set by NEBOSH, providers may register candidates using the NEBOSH online registration system available via the NEBOSH website.

1.14 Specification date

The February 2010 specification for this qualification replaces the previous pilot specification for all examinations from (and including) 28 June 2010.

1.15 Syllabus development and review

The syllabus has been developed by NEBOSH following extensive consultation with key stakeholders, notably accredited course providers, professional bodies, employers, standards setting organisations, enforcement bodies and subject experts. NEBOSH would like to take this opportunity to thank all those who participated in the development, piloting and implementation of this qualification.

1.16 Further information for candidates

Further information for candidates including a syllabus summary, qualification overview leaflet, guidance regarding the practical unit and a sample examiner's report can be found via the NEBOSH website (www.nebosh.org.uk). Examiners' reports and past examination papers may be purchased from the NEBOSH online shop.

1.17 Further information for accredited course providers

Further information for accredited course providers including policies and procedures can be found in the accredited course providers' section of the NEBOSH website.

2. Qualification structure

2.1 Unit assessment

The Award in Workplace Health and Safety is divided into two units:

Unit HSW1: Workplace safety foundations

Assessed by a one hour multiple choice examination scanned and marked electronically.

- Unit HSW1 is a taught unit, assessed by a one hour multiple choice examination
- Each examination consists of forty questions (1 mark each) with one correct and three incorrect responses available per question
- Each examination paper covers the whole unit syllabus with at least one question per unit element and all questions are compulsory
- Candidate scripts are scanned and marked electronically
- A sample examination paper can be found in Section 5.

Unit HSW2: Risk assessment activity

- Unit HSW2 is assessed by a one-hour risk assessment activity carried out in the candidate's own workplace
- This is held on a date set by the accredited course provider and must be taken within 10 working days of a multiple choice examination
- The practical assessment is internally assessed by the accredited course provider and externally moderated by NEBOSH
- Guidance for candidates and accredited course providers is available in a separate document available on the NEBOSH website (www.nebosh.org.uk).

NEBOSH applies best practise in relation to assessment setting and marking. NEBOSH uses external assessment for written examinations and assignments: scripts are sent to NEBOSH and undergo rigorous marking, checking and results determination processes to ensure accuracy and consistency.

2.2 Achieving the overall qualification

Candidates will need to pass **both units** within a **two year** period to achieve the overall qualification. The two years commence from the result declaration date of the first successful unit.

2.3 Unit pass standard

The pass standard for each unit is 60% for both the multiple choice paper (HSW1) and the risk assessment activity unit (HSW2).

2.4 Unit result notifications

NEBOSH issues results notification letters to accredited course providers via the online registration system for this qualification. Accredited course providers will then email or post the results to candidates.

2.5 Overall qualification grade

Once candidates have achieved a Pass in units HSW1 and HSW2, they are deemed to have passed the overall qualification. The only grade available for successfully completing this qualification is 'Pass'.

2.6 Overall qualification certificates

Once a candidate has achieved a Pass in both units they are normally considered to have completed the qualification and an overall qualification parchment will be issued, within 40 working days of the result declaration date for the second successfully completed unit.

However, once the result of the second successfully completed unit has been issued the candidate has **20 working days** from the confirmation date of the unit to either:

- Inform NEBOSH in writing of their intention to re-sit a successful unit for the purposes of improving their mark
- Submit an Enquiry About Result (EAR) request (see Section 3.3).

2.7 Re-sitting examinations

If a candidate's performance in a unit is lower than a pass, the candidate may register to re-sit the unit if they so wish.

Candidates, who wish to improve the mark from the unit they have successfully passed, may do so. Any candidate who re-sits a successful unit, and does not surpass their original mark, eg, is referred in the paper, will keep the *original* mark awarded. Re-sit marks are not capped. There is no limit to the number of re-sits. However, it must be noted that a candidate cannot improve on their qualification grade as there is only a Pass or Refer grade for this qualification; marks achieved are not indicated on the qualification parchment.

Candidates who register for any unit of the Award in Health and Safety at Work whilst awaiting a result from a previous sitting of an assessment for the same qualification may not seek a refund of the registration fee if they retrospectively claim exemption from any part of the qualification, subsequent to the issue of the awaited result.

3. Policies

3.1 Requests for access arrangements/reasonable adjustments

Access arrangements and reasonable adjustments are modifications which are approved in advance of an assessment to allow attainment to be demonstrated by candidates with either a permanent or long-term disability or learning difficulty, or temporary disability, illness or indisposition.

Requests for access arrangements or reasonable adjustments must be made to NEBOSH by accredited course providers at least one month before the assessment.

For further details see the NEBOSH *“Policy and procedures for access arrangements, reasonable adjustments and special consideration”* available from the NEBOSH website (www.nebosh.org.uk).

3.2 Requests for special consideration

Special consideration is a procedure that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of temporary illness, injury, indisposition or an unforeseen incident at the time of the assessment.

Candidates who feel disadvantaged due to illness, distraction or any other reason during the assessment must report this to the invigilator (or the accredited course provider in the case of a practical examination) before leaving the examination room and request that their written statement, together with the invigilator’s comments on the statement, be sent by the accredited course provider to NEBOSH.

Requests for special consideration must be made to NEBOSH by the accredited course provider as soon as possible and no more than seven working days after the assessment.

For further details see the NEBOSH *“Policy and procedures on reasonable adjustments and special consideration”* available from the NEBOSH website (www.nebosh.org.uk).

3.3 Enquiries about results and appeals

NEBOSH applies detailed and thorough procedures to moderate and check examination results before they are issued. It thereby ensures that the declared results are a fair and equitable reflection of the standard of performance by candidates.

There are, however, procedures for candidates or accredited course providers to enquire about results that do not meet their reasonable expectations. An ‘enquiry about result’ (EAR) must be made in writing within one month of the confirmation date of the unit result to which it relates.

For details see the NEBOSH *“Enquiries and appeals policy and procedures”* document available from the NEBOSH website (www.nebosh.org.uk).

3.4 Malpractice

Malpractice is defined as any deliberate activity, neglect, default or other practice by candidates and/or accredited course providers that compromises the integrity of the assessment process, and/or the validity of certificates. Malpractice may include a range of issues from collusion or use of unauthorised material by candidates, to the failure to maintain appropriate records or systems by accredited course providers, to the deliberate falsification of records in order to claim certificates. Failure by an accredited course provider to deal with identified issues may in itself constitute malpractice.

For further details see the NEBOSH *“Malpractice policy and procedures”* document available from the NEBOSH website (www.nebosh.org.uk).

4. Syllabus - NEBOSH Award in Health and Safety at Work (February 2010 specification)

Structure

The qualification is divided into two units. Unit HSW1 is further divided into ten elements.

The matrix below indicates how the syllabus elements map to the relevant UK National Occupational Standards (See also section 1.9):

- National Occupational Standards (NOS) for Health and Safety published in August 2011 by Proskills Sector Skills Council (www.proskills.co.uk).

Unit HSW1: Workplace safety foundations

| Element Number | Element Title | Recommended hours | Relevant Proskills units and elements | Page |
|-----------------------|--|--------------------------|--|-------------|
| 1 | The foundations of health and safety | 1 | PROHSS 1-3, 5-6, 8-9 | 12 |
| 2 | The responsibility for health and safety | 2 | PROHSS 1-3, 5-6, 8-9 | 14 |
| 3 | Health and safety risk assessment and control | 3 | PROHSS 1-3, 6, 8-9 | 16 |
| 4 | Hazards and control associated with work equipment | 1 | PROHSS1-3, 6, 8-9 | 19 |
| 5 | Transport safety | 1 | PROHSS1-3, 6, 8-9 | 21 |
| 6 | Hazards and controls associated with working with electricity | 1 | PROHSS1-3, 6, 8-9 | 23 |
| 7 | Fire safety | 2 | PROHSS1-3, 6, 8-9 | 25 |
| 8 | Hazards and controls associated with manual handling and repetitive movement | 2 | PROHSS1-3, 6, 8-9 | 27 |
| 9 | Hazards and controls associated with hazardous substances | 2 | PROHSS1-3, 6, 8-9 | 29 |
| 10 | Hazards and controls associated with the working environment | 2 | PROHSS1-3, 6, 8-9 | 31 |

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| | |
|---------------------------------------|-----------|
| Minimum unit tuition time | 17 |
| Recommended private study time | 3 |

Unit HSW2: Risk assessment activity

| Element Number | Element Title | Recommended hours | Relevant Proskills units and elements | Page |
|-----------------------|--|--------------------------|--|-------------|
| 1 | Workplace risk assessment | 1 | PROHSS 1-3, 6, 8-9 | 33 |
| | Minimum unit tuition time | 1 | | |
| | Recommended private study time | 3 | | |
| | <i>Minimum total tuition time</i> | 18 | | |
| | <i>Recommended total private study time</i> | 6 | | |
| | <i>Total overall hours</i> | 24 | | |

4.1 Unit HSW1: Workplace safety foundations

Element 1: The foundations of health and safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 1.1 Outline the scope and nature of workplace health and safety
- 1.2 Identify the reasons for practicing good standards of health and safety
- 1.3 Identify the key internal and external sources of health and safety information.

Content

1.1 The scope and nature of workplace health and safety

- the meanings and where appropriate distinctions between:
 - health, safety and welfare
 - accidents, dangerous occurrences, near-misses and work-related ill-health
 - health, safety and workplace fire law and its supporting guidance
 - health, safety and workplace fire enforcing agencies/labour inspectors.

1.2 The reasons for practising good standards of health and safety

- Moral: the numbers of work-related fatalities, injuries and incidence of ill-health
- Legal: the need for the inclusion of health and safety in national law (with examples), role of enforcement agency, possible enforcement options
 - enforcement measures/notices
 - prosecution
- Financial: the business case for health and safety: the financial and non-financial (including public image) costs of accidents and ill-health to the organisation.

1.3 The sources of health and safety information

- Written, verbal and observational information both internal and external to the organisation i.e. legal and other guidance, health and safety policy, risk assessments, health and safety posters, inspection and audit reports, incident data and reports, material safety data sheets, manufacturers information.

Recommended tuition time not less than 1 hour

Element 2: The responsibility for health and safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 2.1 Outline the health and safety role and responsibilities of relevant parties
- 2.2 Outline the key features of a system to effectively manage health and safety
- 2.3 Outline how accidents are caused and the role and function of accident recording and investigation
- 2.4 Identify the methods of improving health and safety performance.

Content

2.1 The health and safety role and responsibilities of relevant parties

- The roles and responsibilities of:
 - the employer for the health, safety and welfare of workers and the health and safety of those affected by work activities (eg, visitors, employment agency workers, contractors, the public)
 - directors, managers and supervisors
 - workers for the health and safety of themselves and others
 - the self-employed for the health and safety of themselves and others
- consultation with workers/employees: benefits of consultation, worker representatives, safety committees.

2.2 Systems for managing health and safety

- The role and content of a health and safety policy
- The need for effective hazard identification, risk assessment and control
- The need to communicate effectively with workers and others taking into account any issues of literacy and language
- The importance of monitoring and checking health and safety performance through techniques such as accident data, inspections, surveys and audits.

2.3 How accidents are caused

- How to identify immediate causes and underlying causes
- The role and function of accident recording and reporting
- The role and function of accident investigation.

2.4 Improving health and safety performance

- Examples of poor health and safety performance: high accident rates, absenteeism, unsafe behaviour, complaints, poor housekeeping
- Factors which negatively affect health and safety performance: eg, lack of resources, management commitment, unsafe behaviour, lack of training, poor risk assessment and control, poor communication
- Improving safety performance through management commitment, leadership by example, competence, training, learning from past incidents, communication, consultation.

Recommended tuition time not less than 2 hours

Element 3: Health and safety risk assessment and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 3.1 Outline the aim and objectives of risk assessment and give examples of common hazards
- 3.2 Explain what constitutes an adequate risk assessment
- 3.3 Outline the stages of risk assessment
- 3.4 Outline the general principles for controlling health and safety risks
- 3.5 Identify common safety signs.

Content

3.1 The aim and objectives of risk assessment

- The meaning of:
 - hazard
 - risk
 - risk assessment
- Examples of common workplace hazards (eg, slips, trips and falls; falling objects; collision with objects; trapping/crushing under or between objects; manual handling; contact with machinery/vehicles; electricity; hazardous substances; fire and explosion; psycho-social; noise and vibration)
- The aim and objectives of risk assessment: likelihood and outcomes.

3.2 Adequate risk assessment

- Who should be responsible for the risk assessment
- Who should undertake the risk assessment
- Who should be involved in the risk assessment process
- Meets legal requirements if relevant
- Identifies all significant hazards
- Current
- Identifies all people affected
- Records all significant findings
- The need to undertake “general” and “specific” risk assessments, eg, manual handling.

3.3 The stages of risk assessment based on the United Kingdom Health and Safety Executive 5-steps to risk assessment

- Carrying out risk assessment
- How to identify hazards with reference to 3.1
- How to identify persons at risk: workers, contractors, visitors, public, vulnerable persons, eg, due to age, condition or disability
- How to evaluate risk and adequacy of current controls: factors affecting the likelihood of harm and probable severity/consequence, applying controls to specified hazards, the risk remaining once controls have been applied; prioritisation of action based on risk
- How to record the significant findings: format, information to be recorded
- How to carry out a review: reasons for review.

3.4 Controlling health and safety risks

- General hierarchy of control
 - elimination
 - substitution
 - engineering controls
 - signage/warnings and/or administration controls
 - Personal Protective Equipment (PPE)
- The role of monitoring and health surveillance.

3.5 Common safety signs

- The purpose of safety signs
- A range of common safety signs: prohibition, warning, mandatory and safe condition signs in general workplace use.

Recommended tuition time not less than 3 hours

Element 4: Hazards and controls associated with work equipment

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 4.1 Identify the general health and safety requirements for work equipment
- 4.2 Identify the main hazards and controls for work equipment.

Content

4.1 The general requirements for work equipment

- The scope of work equipment: hand tools, power tools, machinery and access equipment
- The provision of work equipment including its selection and suitability
- The importance of operating the work equipment safely; emergency controls; stability; lighting; markings and warnings; clear unobstructed workspace
- The general requirement for equipment to be adequately maintained and maintenance to be conducted safely
- The extent of information, instruction and training to be provided in relation to specific risks and persons at risk (eg, users, maintenance staff and managers)
- Safe use.

4.2 Work equipment hazards and controls

- The hazards and misuse of hand tools (eg, knives); portable power tools (eg, portable drill); machinery (eg, paper shredder) and equipment for working at height (ie, ladders)
- The main controls in the use of work equipment listed above to include guarding where appropriate and the general requirements detailed in 4.1.

Recommended tuition time not less than 1 hour

Element 5: Transport safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 5.1 Identify the hazards presented by the movement of vehicles in the workplace and the appropriate control measures.

Content

5.1 Hazards and controls for vehicles

- Hazards in vehicle operations causing:
 - loss of control and overturning of vehicles, collisions with other vehicles, pedestrians and fixed objects
- Control measures:
 - safe traffic routes and safety signage
 - management of vehicle movements
 - environmental factors (eg, visibility, gradients, changes of level, surface conditions)
 - maintenance of vehicles
 - driver protection and restraint systems
 - means of segregating pedestrians and vehicles
 - protective measures for people and structures (eg, barriers, marking signs, warnings of vehicle approach and reversing)
 - site rules
 - driver competence.

Recommended tuition time not less than 1 hour

Element 6: Hazards and controls associated with working with electricity

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 6.1 Identify the hazards associated with the use of electricity in the workplace
- 6.2 identify the control measures that need to be taken when working with electrical systems or using electrical equipment.

Content

6.1 Hazards associated with the use of electricity in the workplace

- Hazards of electricity:
 - direct and indirect electric shock and its effect on the body, electrical burns
 - electrical fires
 - secondary hazards (eg, falls from heights)
 - risks specifically associated with portable electrical equipment
 - risks from charged storage equipment (batteries, capacitors, etc).

6.2 Control measures associated with working with electricity

- Control measures:
 - selection and suitability of equipment
 - protective measures: fuses, earthing, isolation, reduced low voltage systems, residual current devices, double insulation
 - inspection and maintenance strategies: user checks, formal inspection and tests, frequency of inspection and testing, records of inspection and testing.

Recommended tuition time not less than 1 hour

Element 7: Fire safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 7.1 Outline the common fire hazards in the workplace
- 7.2 Identify the benefits of adequate fire risk assessment and the matters which should be addressed when undertaking a basic fire risk assessment
- 7.3 Outline the basic principles of fire prevention and fire controls in the workplace.

Content

7.1 The common fire hazards in the workplace

- The causes of fire: fire triangle, sources of ignition, fuel and oxygen in a typical workplace
- The classification of fires by fuel source
- Heat transmission and fire spread: convection; conduction; radiation; direct burning
- The common causes and consequences of fires in workplaces.

7.2 Fire risk assessment

- The role and benefits of adequate fire risk assessment.

7.3 Fire prevention and controls

- Control measures to minimise the risk of fire in a workplace:
 - elimination of, or reduction in, the use and storage of flammable and combustible materials
 - control of ignition sources, fuel and sources of oxygen
 - systems of work
 - good housekeeping
- Fire detection, fire warning and fire-fighting equipment
 - portable fire-fighting equipment: siting, maintenance and training requirements
 - extinguishing media: water, foam, dry powder, vaporising liquids, gaseous
- Means of escape: doors, emergency lighting, exit and directional signs, assembly points

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Work (February 2010 specification)*

- Emergency evacuation procedures: role of fire marshals, fire drills, roll call, provisions for vulnerable people
- Issues associated with shared premises.

Recommended tuition time not less than 2 hours

Element 8: Hazards and control associated with manual handling and repetitive movement

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 8.1 Identify the hazards from manual handling and repetitive physical activities
- 8.2 Identify ways of controlling risks from manual handling and ergonomic risks.

Content

8.1 Hazards from manual handling and repetitive activities

- The scope of manual handling and repetitive physical activities
 - common activities involving manual handling and/or repetitive physical activities such as keyboard operation, assembly of small components, packing/unpacking, bricklaying, and checkout activities
- Factors affecting the risk of injury: i.e. task, load/force, working environment, individual.

8.2 Control measures

- The means of avoiding or minimising the risks from manual handling with reference to the task, load, working environment, individual
- The means of avoiding or minimising the risks from repetitive activities with reference to the task, force, worker and environment.

Recommended tuition time not less than 2 hours

Element 9: Hazards and control associated with hazardous substances

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 9.1 Identify the forms of, classification of and routes of entry for hazardous substances
- 9.2 Outline the sources of information to be considered when undertaking an assessment of the health risks from substances commonly encountered in the workplace
- 9.3 Identify the controls that should be used to reduce the risk of ill-health from exposure to hazardous substances.

Content

9.1 The forms and classification of hazardous substances

- The forms of hazardous substance: dusts, fumes, gases, mists, vapours and liquids
- Types of hazardous substances: chemical, biological, dusts
- Routes of entry of hazardous substances into the body (ingestion, absorption, injection, inhalation)
- The main classification of hazardous substances: irritant, corrosive, harmful, toxic, highly flammable and carcinogenic, oxidising, explosive and their appropriate recognised symbols.

9.2 Sources of information

- Sources of information
 - product labels
 - manufacturers' safety data sheets.

9.3 Hazardous substance controls

- Replacing the hazardous by a less/non hazardous
- Limiting exposure, eg, job rotation, limited time
- Total or partial enclosure
- Engineering control, eg, local exhaust ventilation
- General ventilation
- Safe storage
- Safe systems of work

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- Good personal hygiene
- Personal protective equipment, eg, respirators, gloves, overalls
- Information, instruction, training and supervision
- The role of monitoring and health surveillance.

Recommended tuition time not less than 2 hours

Element 10: Hazards and control associated with the working environment

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 10.1 Identify the common welfare and work environment requirements, hazards and controls in the workplace
- 10.2 Identify the hazards to pedestrians in the workplace and the appropriate control measures
- 10.3 Identify the common psycho-social hazards which may be encountered in the workplace, the persons affected and control measures
- 10.4 Identify the health effects associated with exposure to noise and vibration and the appropriate control measures
- 10.5 Identify the requirements for, and effective provision of, first aid in the workplace.

Content

10.1 Welfare and work environmental issues

- The need for the supply of drinking water, washing facilities, sanitary conveniences, accommodation for clothing, rest and eating facilities, seating, ventilation, heating and lighting
- The effects of exposure to extremes of temperature and associated control measures
- Smoking - effects and control measures.

10.2 Hazards and controls for pedestrians

- Typical hazards to pedestrians causing:
 - slips, trips and falls on the same level, falls from a height, striking by moving, flying or falling objects, collision with fixed or stationary objects
- Control measures for pedestrian hazards:
 - slip resistant surfaces, spillage control and drainage, designated walkways, fencing and guarding, use of signs and personal protective equipment, information, instruction, training and supervision
 - maintenance of a safe workplace, cleaning and housekeeping requirements, access and egress, environmental considerations (eg, lighting, noise and dust).

10.3 Psycho-social issues

- Work-related violence –persons affected, control measures
- Work-related stress - symptoms, control measures
- Substance misuse - signs, persons affected, control measures.

10.4 The health effects and controls associated with noise and vibration

- The effects on hearing of exposure to noise
- The effects on the body of exposure to vibration
- Basic noise control techniques and the purpose, application and limitations of personal hearing protection
- Basic vibration control techniques and the purpose, application and limitations of personal protection
- Health surveillance.

10.5 First aid requirements in the workplace

- The role of first aid
- Types of first aid training
- First aid equipment and facilities
- The factors affecting provision of first-aid: shift work and geographical locations, information to workers and others on availability of first aid provision

Recommended tuition time not less than 2 hours

4.2 Unit HSW2: Risk assessment activity

Learning outcomes

- Demonstrate the ability to apply knowledge of the unit HSW1 syllabus, by successful completion of a risk assessment in the candidate's own workplace
- To prioritise proposed control measures and include an appropriate review date for the risk assessment.

Content

This unit contains no additional syllabus content. However, completion of study for unit HSW1 is recommended in order to undertake the risk assessment activity unit (Unit HSW2).

4.2.1 Purpose and aim

The aim of the practical application is to assess a candidate's ability to successfully complete unaided a risk assessment in their own workplace using the NEBOSH risk assessment proforma:

- Identifying a minimum of eight hazards
- Deciding whether they are adequately controlled
- Where necessary, suggesting appropriate control measures
- Prioritise proposed control measures
- Include an appropriate review date for the risk assessment.

The time allowed to complete the assessment is not restricted but candidates should aim to complete the risk assessment in 90 minutes.

4.2.2 Marking

The practical application is marked by appropriately qualified tutors at NEBOSH-accredited course providers and is externally moderated by NEBOSH. Candidates must achieve the pass standard (60%) in unit HSW2 in order to satisfy the criteria for the qualification.

4.2.3 Assessment location

The practical application must be carried out in the candidate's own workplace. Where the candidate does not have access to a suitable workplace, the accredited course provider should be consulted to help in making arrangements for the candidate to carry out the practical application at suitable premises. Management at the premises should be consulted to ensure the candidate can carry out the risk assessment without endangering their own health and safety. Providers seeking to run the practical unit in this way should contact NEBOSH for advice and approval.

Candidates do not require supervision when carrying out the practical application, but the candidate must sign a declaration that the practical application is their own work.

Candidates, employers and internal assessors should be aware that the status of the report undertaken to fulfil the requirements of unit HSW2, is **for educational purposes only**. It *does not* constitute an assessment for the purposes of any legislation or regulations.

4.2.4 Assessment requirements

The risk assessment activity (Unit HSW2) must normally take place within **10 working days** of (before or after) the date of the HSW1 multiple choice paper (the 'date of the examination'). The accredited course provider must submit all candidate marks for unit HSW2 online via the NEBOSH website no later than **15 working days** after the date of examination.

Any practical application 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 sitting date.

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

4.2.5 Submission of completed work

The accredited course provider should advise the candidate of the latest date by which the completed practical application documents 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 activity (unit HSW2) are available to NEBOSH by no later than **15 working days** after the date of the examination for unit HSW1 (see 4.6).

Candidates planning to post their reports to the accredited course provider are 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 both their completed proforma and final management report.

4.2.6 Further information

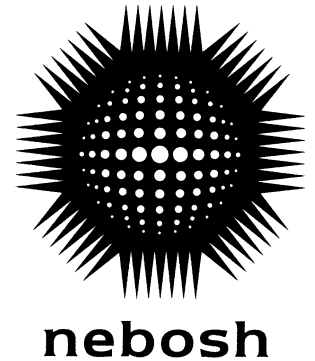
Further detailed information regarding the practical application unit including forms and mark schemes can be found in a separate guidance document for candidates and accredited course providers available from the NEBOSH website (www.nebosh.org.uk): "*Unit HSW2: Risk assessment activity: Guidance and information for accredited course providers and candidates*".

5. Sample question paper and answer sheet

EXAMINATION QUESTION PAPER

HSW1 Workplace safety foundations

For: NEBOSH Award in Health and Safety at Work
(February 2010 specification)



ACP: [NUMBER AND NAME]

VENUE: [NUMBER AND NAME]

[DATE TIME]

STUDENT NUMBER:

Before starting the examination you should check that your student number on both this question paper and the examination answer sheet are correct. If they are not correct then please inform the invigilator.

- This question paper consists of 40 questions
- Attempt all questions
- Answer the questions on the answer sheet provided
- There is only one correct answer per question, mark only one box as shown below

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- DO NOT mark your answers with a tick or a cross
- Erase any mistakes thoroughly
- Write only in the boxes provided. Do not put any other marks on the answer sheet

DO NOT TURN THE PAGE UNTIL TOLD TO DO SO

- Q 1** **Near-misses are a form of incident that could result in**
- A loss but not injury.
 - B injury or loss to equipment.
 - C injury but not loss to workers.
 - D no injury or loss.
- Q 2** **Which is a direct cost to a company as a result of a major accident?**
- A Lost production
 - B Accident investigation
 - C Fines
 - D Fines and legal costs
- Q 3** **Who is responsible for authorising a company policy statement for health and safety**
- A An external health and safety consultant
 - B The company's line managers
 - C The company's directors
 - D The company's worker representatives
- Q 4** **The content of a company health and safety policy would include**
- A substitutions.
 - B eliminations.
 - C arrangements.
 - D isolations.

- Q 5 An example of an unsafe condition is**
- A not wearing goggles to prevent eye injury.
 - B wearing footwear without toe protection on a building site.
 - C using a bench grinder with the guard raised.
 - D a telephone cable trailing across an office floor.
- Q 6 Poor health and safety performance can be indicated by**
- A high accident rates and absenteeism.
 - B high absenteeism and low accident rates.
 - C high accident rates and good housekeeping.
 - D low absenteeism and poor housekeeping.
- Q 7 Which is the definition of a hazard?**
- A Something to avoid contact with
 - B Anything with the potential for harm
 - C The possible severity of injury
 - D A worker working carelessly
- Q 8 Which one of the following is NOT a common workplace hazard?**
- A Moving vehicles
 - B Heavy loads
 - C Damage to hearing
 - D Electricity

- Q 9 The first two steps in a five-step risk assessment process are**
- A identify the hazards and record the findings.
 - B identify the hazards and the persons at risk.
 - C identify the hazards and evaluate the risk.
 - D identify the persons at risk and evaluate the risk.
- Q 10 Which of the following is an example of “health surveillance”?**
- A monitoring absence levels from common infections such as colds.
 - B measuring the level of airborne contaminants in a workplace.
 - C measuring noise levels at places where operatives work.
 - D measuring hearing ability in workers exposed to loud noise.
- Q 11 Which is the first option to control risk?**
- A Find a safer way to complete the task
 - B Provide training for all staff
 - C Provide protective clothing
 - D Eliminate the hazard altogether
- Q 12 Safety signs that indicate a warning are**
- A circular and coloured red and white.
 - B circular and coloured blue and white.
 - C triangular and coloured black and yellow.
 - D oblong or square and coloured green and white.

- Q 13 Which item of work equipment can be classed as a hand tool?**
- A An extending ladder
 - B An electrician's screwdriver
 - C A mains electric drill
 - D A bench-top grinder
- Q 14 The shape and colour of start controls on machinery should be**
- A recessed and green.
 - B domed and green.
 - C recessed and red.
 - D domed and red.
- Q 15 A mechanical hazard associated with moving parts of machinery is**
- A noise.
 - B heat.
 - C electricity.
 - D entanglement.
- Q 16 Three hazards which are commonly associated with the use of a bench-top grinder are**
- A moving machinery, flying particles and falling objects.
 - B moving machinery, noise and flying particles.
 - C moving machinery, solvent vapour and noise.
 - D noise, falling objects and flying particles.

- Q 17 Which of the following is NOT a requirement for self-propelled vehicles?**
- A Facilities to stop unauthorised start-up
 - B Emergency braking and stopping devices
 - C Lighting if used at night
 - D Foam fire extinguisher
- Q 18 How can vehicles and pedestrians be segregated?**
- A Barriers and designated parking places
 - B Barriers and designated crossing points
 - C Barriers and designated loading spaces
 - D Barriers and mirrors at crossing points
- Q 19 Which of the following is NOT a common effect of electric shock on the body?**
- A Restriction of breathing
 - B Inability to “let go” with the hand
 - C Loss of eyesight
 - D Changes to the normal heart rhythm (fibrillation)
- Q 20 Which of the following is a SECONDARY effect associated with the use of electricity?**
- A Flash burns
 - B Electric shock
 - C Cardiac arrest
 - D Falling from a height

- Q 21** Which of the following is **NOT** a factor to consider when deciding the frequency of inspection and testing of a piece of electrical equipment?
- A Age.
 - B Working environment.
 - C Loose earth connections.
 - D Duration of use.
- Q 22** Which part of a desk lamp is a protective measure?
- A Switch
 - B Fuse
 - C Cable
 - D Bulb
- Q 23** Which combination is required to start a fire?
- A Ignition source, fuel and oxygen
 - B Ignition source, flame and oxygen
 - C Ignition source, fuel and nitrogen
 - D Ignition source, heat and oxygen
- Q 24** Which is a fuel in **Class A** fires?
- A Flammable liquids such as petrol or oil
 - B Gases such as methane or propane
 - C Metals such as sodium or magnesium
 - D Solid combustible materials such as paper or wood

- Q 25 Issues that should be considered in a fire risk assessment include**
- A the presence of sources of ignition, the groups of people at risk and the availability of heat-resistant personal protective equipment.
 - B the presence of sources of ignition, the presence of combustible materials and the availability of first-aid for burns.
 - C the presence of combustible materials, the presence of sources of ignition and the groups of people at risk.
 - D the presence of combustible materials, the groups of people at risk and the availability of first-aid for burns.
- Q 26 Which is a control measure to minimise the risk of fire in a workplace?**
- A Reduce the use of flammable items
 - B Increase the amount of work
 - C Reduce the number of persons
 - D Reduce the level of lighting
- Q 27 The role of a fire marshal is to**
- A maintain fire extinguishers are working correctly.
 - B carry out fire risk assessments.
 - C assist in the evacuation of the building.
 - D maintain fire detectors and alarms.
- Q 28 What does WRULD stand for?**
- A Work related upper limb diseases
 - B Work related upper limb disorders
 - C Work related upper leg diseases
 - D Work related upper leg disorders

Q 29 Which is NOT a factor to be considered when assessing the load during manual handling?

- A Size
- B Weight
- C Lighting
- D Centre of gravity

Q 30 How should a person stand when lifting a load?

- A Feet slightly apart, knees bent
- B Feet slightly apart, knees straight
- C Feet together, knees bent
- D Feet together, knees straight

Q 31 Good practice in manual handling is to

- Assess the load
- Lift the load -----
- Avoid twisting and stretching

The missing word is

- A smoothly.
- B swiftly.
- C sharply.
- D suddenly.

Q 32 What form of airborne substance is produced from an open container of petrol?

- A Dust
- B Gas
- C Mist
- D Vapour

- Q 33** When considering hazardous substances, which of the following would be properly classified as a 'biological' agent or substance?
- A acids
 - B bacteria
 - C solvents
 - D water
- Q 34** Which is the best source of information on a hazardous substance?
- A Legislation
 - B An internet search engine
 - C A chemical text book
 - D The manufacturer's safety data sheet
- Q 35** Many cleaning products are irritants. What is the best method of reducing the risk to cleaners?
- A Wear gloves
 - B Wear gloves and an apron
 - C Use a less harmful product
 - D Ensure that the workplace is well-ventilated
- Q 36** Which list includes **ONLY** common welfare requirements?
- A Drinking water, washing machines, sanitary conveniences
 - B Drinking water, washing facilities, sanitary conveniences
 - C Running water, washing facilities, convenience stores
 - D Running water, washing facilities, sanitary conveniences

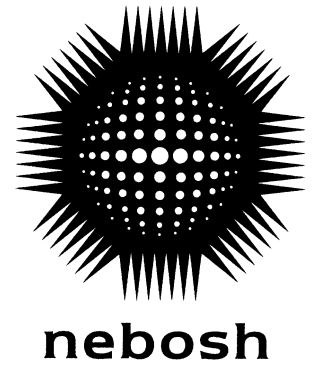
- Q 37 Which statement is INCORRECT?**
- A The floor of a traffic route must be drained
 - B The floor of a traffic route must not be slippery
 - C The floor of a traffic route must not create a risk to persons
 - D The floor of a traffic route must be painted to show the direction of travel
- Q 38 Three factors likely to increase the risk of individual stress at work are**
- A excessive work demands, lack of individual control and difficult relationships with other colleagues.
 - B excessive work demands, a high degree of individual control and difficult relationships with other colleagues.
 - C excessive work demands, a stable organisational structure and difficult relationships with other colleagues.
 - D lack of individual control, difficult relationships with other colleagues and a supportive line manager.
- Q 39 Which of the following can be caused by whole body vibration?**
- A Numbness in the fingers
 - B Low back pain
 - C Loss of grip strength
 - D Poor circulation of the blood
- Q 40 Which is NOT normally part of a first-aiders duty?**
- A Applying eyewash
 - B Keeping victims calm
 - C Giving out headache pills
 - D Plastering open wounds

End of Test

EXAMINATION ANSWER SHEET

HSW1 Workplace safety foundations

For: NEBOSH Award in Health and Safety at Work
(February 2010 specification)



ACP: [NUMBER AND NAME]

VENUE: [NUMBER AND NAME]

[DATE TIME]

STUDENT NUMBER:

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Invigilator's Use only – Absentee Box

- Please fill in box completely if the candidate is absent from the examination.
DO NOT mark box with a tick or a cross

*The Guide to the NEBOSH Award in Health and Safety at
Work (February 2010 specification)*

Declaration

I have read and understood the examination regulations as currently set
by NEBOSH. I agree to be bound by those regulations.

Signature



nebosh

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Safety and Health

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