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NEBOSH Health and Safety at Work Award

Qualification guide for Learning Partners

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Qualification overview

Qualification overview

Qualification key features

| | | | |
|--|---|------------------------|------------------|
| Unit prefix and title | Unit HSA1: Health and safety at work | | |
| Assessment | Assessment Type | Assessment Time | Pass mark |
| Unit HSA1: | Practical assessment | 3 hours (approx.) | 75% |
| Notional learning hours | 23 hours (See 'Notional learning hours' for a breakdown of the hours) | | |
| Qualification level and number of credits | SCQF Level 5 (equivalent to RQF Level 2) with 2 credits | | |
| Modes of study | A full-time block release course (minimum of 3 days) Part-time day release (spread over 3 weeks) Open, distance learning, eLearning | | |
| Entry requirements | None | | |
| Recommended minimum standards of English | Learners: International English Language Testing System 5.0 or higher Tutors: International English Language Testing System 7.0 or higher | | |
| Languages available | English and Arabic | | |
| Assessment dates/ registration | On-demand only. Registrations can be made at any time pre-course, once the assessment is available in CPI and up to 10 working days from the assessment date. | | |
| Qualification grades | Pass Refer | | |

Qualification summary

Qualification summary

Introduction

The *NEBOSH Health and Safety at Work Award* is an introductory level qualification that looks at health and safety in the workplace. It is suitable for anyone who needs to understand the principles of health and safety as part of their job; this would include team leaders and supervisors, HR professionals, facilities managers and those training young people in a working environment.

On completion of the course, your learners will be able to:

- understand why health and safety needs to be managed, ensuring effective processes are in place;
- inspect the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures and assigning actions; and
- understand why incidents happen and how to investigate them.

The June 2021 specification replaces the July 2016 specification.

Qualification type

NEBOSH offers Vocationally-Related Qualifications (VRQs) in England, Wales and Northern Ireland. In Scotland, VRQs are known as 'Other accredited qualifications'.

VRQs provide the knowledge and practical skills

required for particular job roles through a structured, study-based training programme that combines 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.

Minimum standard of English required for learners

The standard of English required by your learners studying for the *NEBOSH Health and Safety at Work Award* 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 you to determine your learners' standards of proficiency in English.



Qualification summary

Notional learning hours

The qualification has the following notional learning hours:

| Unit | Notional learning hours | | | | Credits |
|------|-------------------------|------------------|------------------|-------------|---------|
| | Taught hours | Self-study hours | Assessment hours | Total hours | |
| HSA1 | 18 | 2 | 3 | 23 | 2 |

A programme of study therefore needs to be based around a minimum of **18 taught hours** and approximately **2 hours of self-study** for an overall total of **20 hours** (excluding assessment time).

A full-time block release course would be expected to last for a minimum of three working days (teaching for 6 hours per day) and a part-time day release course would be spread over at least three weeks. The tuition hours should be added to the recommended self-study hours to give the minimum number of hours for learners studying by open, distance learning or e-Learning.

Tuition time should normally be allocated proportionate to the tuition time for each element but may require adjustment to reflect the needs of a particular learner group.

Supporting a beautiful garden that gives back to the community

Alnwick Garden is a top visitor attraction in the North East of England with a difference. Rather than simply measuring its success by the volume of people passing through its gates, it has a much bigger interest in what it gives back to the community. Each year it creates a packed agenda focused on social contribution.



The attraction wanted to ensure that the risks associated with these activities were being effectively managed. To achieve this the Garden turned to NEBOSH, with one member of staff taking a NEBOSH National General Certificate in Occupational Health and Safety while around a dozen more gained the NEBOSH Health and Safety at Work qualification.

“This meant we had someone with specialist knowledge, plus people on the ground everyday who could also review incidents, learn from them and work as part of a larger team.” explained Mark Brassell, Director at Alnwick. “NEBOSH has supported change here, particularly around the level of importance given to health and safety. Suggestions from staff, for example, tended to always focus on customer experience, but now we’re seeing a lot more around risk, which is great.”

Qualification summary

Teaching of the syllabus content

We have produced a face-to-face training pack (which includes a lesson plan) that you can use to deliver this qualification (see 'additional resources' section). Although the lesson plan sets out the elements in the order of the syllabus, your tutors can teach the elements in any order they feel is appropriate. If you are not using our training pack, you will need to reflect this in your lesson plans which you will need to submit as part of the accreditation process.

Assessment

To achieve the qualification, learners must complete and pass the Unit HSA1 assessment. This assessment is a workplace health and safety review which should be carried out in the learner's own workplace. For more information, please refer to the Unit HSA1: Guidance and information for learners and Learning Partners document which can be downloaded from our website (the resources section of the qualification page).

Achieving the qualification

The *NEBOSH Health and Safety at Work Award* has one assessment (see 'Qualification overview' for details on the assessment and the pass mark); your learners must achieve a 'Pass' in the unit to be awarded the qualification.

Issue of qualification parchment

Once a learner has achieved a 'Pass' they are normally considered to have completed the qualification and a qualification parchment will be issued within **20 working days** of the notification date.

However, once the result of the qualification has been issued the learner has **20 working days** from the date of issue of that result to submit an Enquiry About Result (EAR) request. For more details see the NEBOSH "Enquiries About Result (EARs) and appeals policy and procedures" document available from the NEBOSH website (www.nebosh.org.uk).

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: <https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future/>

What to do if your staff, family or friends are sitting the course

If any of your staff, family or friends want to sit the course you must tell us first. Further information can be found in the "Instructions for Conducting Examinations" document.

Qualification summary

Available resources

In addition to this guide, the following resources are downloadable from the NEBOSH website:

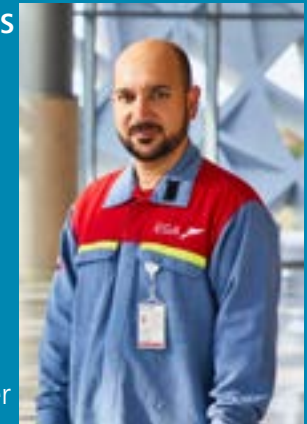
- Unit HSA1: Health and Safety at Work, Guidance and information for learners and Learning Partners
- Leaflet.

A face-to-face training pack is also available as part of your accreditation. The pack includes:

- lesson plan;
- slides; and
- course book in eBook format (additional copies for your learners can be purchased separately in printed or eBook format).

Learning organisations perform better (and that includes safety)

Dedication to learning and development is one of the key reasons why Emirates Global Aluminium (EGA) has risen to become the world's largest 'premium aluminium' producer and the biggest industrial company in the United Arab Emirates outside of oil and gas.



EGA's training centre is accredited to deliver NEBOSH courses and 117 supervisory level employees now hold the NEBOSH International General Certificate in Occupational Health and Safety and a further 600 operational employees have achieved the NEBOSH Health and Safety at Work qualification.

EGA Safety Manager, Zubair Majeed, who is a tutor for NEBOSH courses at the centre, said: *"We have many different high risk activities here, from molten metals and other dangerous substances to electrical hazards and working in confined spaces. Having qualified personnel, including supervisors and shop-floor workers who are not full-time safety practitioners, is a vitally important part of successfully managing these risks."*

Syllabus

Syllabus

Syllabus summary, learning outcomes and assessment criteria

| Element summary | | Recommended tuition hours | Learning outcome | Assessment criteria |
|-----------------|--|---------------------------|---|--|
| 1 | Why and how you manage health and safety | 2.5 | On completion of this course the learner will be able to: Understand why health and safety needs to be managed, ensuring effective processes are in place. | Carry out a workplace health and safety review which: <ul style="list-style-type: none"> • considers how health and safety is currently managed, and how it can be managed better • identifies health and safety issues present, how they are controlled, and if the risk can be reduced • selects the most important issue for improvement using moral, legal and financial reasons. |
| 2 | Dealing with common workplace hazards | 10 | Inspect the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures and assigning actions. | |
| 3 | Stopping incidents and ill-health before they happen | 2.5 | | |
| 4 | Learning from incidents | 1 | Understand why incidents happen and how to investigate them. | |

Note: 2 hours of tuition time is recommended to summarise topics and prepare for the practical assessment.

Element 1: Why and how you manage health and safety

1.1 Moral, legal and financial reasons and benefits for managing health and safety

- Reasons and benefits
- Overview of responsibilities of employers and workers and legal consequences.

1.2 Managing health and safety consistently well

- Plan-Do-Check-Act
- Leadership – committed, promoting a culture that supports health and safety
- Effective processes (including identification/control of risk, incident investigation)
- Checking/monitoring performance
- Communication
- Consultation/participation of workers
- Ignoring the trivial and focusing on the important.

1.3 Auditing

- What, why and how.

Syllabus

Element 2: Dealing with common workplace hazards

| | |
|-------------|--|
| 2.1 | General workplace issues – workplace access, housekeeping, lighting, temperature, slips, trips and falls (on same level), welfare, first aid. |
| 2.2 | Violence and aggression |
| 2.3 | Work-related stress |
| 2.4 | Hazardous chemicals and substances |
| 2.5 | Computers |
| 2.6 | Substance abuse |
| 2.7 | Electricity |
| 2.8 | Fire |
| 2.9 | Manual handling |
| 2.10 | Noise and vibration |
| 2.11 | Work equipment |
| 2.12 | Work at height |
| 2.13 | Workplace transport |

Element 3: Stopping incidents and ill-health before they happen

| | |
|------------|---|
| 3.1 | Inspecting the workplace <ul style="list-style-type: none">• Using checklists• Talking to people. |
| 3.2 | Risk assessment theory <ul style="list-style-type: none">• What 'hazard', 'risk', 'risk assessment' and 'control measure' really mean• Why we do risk assessment (what it is designed to do)• How you do risk assessment (steps to risk assessment)• Controlling risks (hierarchy of control)• Being sensible and proportionate• General workplace risk assessment vs specific (including laptop/computer use, fire, manual handling, hazardous chemicals). |

| Element 4: Learning from incidents | |
|------------------------------------|---|
| 4.1 | Why investigating incidents makes sense <ul style="list-style-type: none">• What 'incident', 'accident' and 'near miss' really mean. |
| 4.2 | A simple four-step approach to investigations <ul style="list-style-type: none">• Gather information• Analyse information (5 Whys method)• Identify risk control measures• Develop and implement the action plan. |

Note: The detailed syllabus content is contained within the associated NEBOSH Health and Safety at Work course book (Edition 3, Version 1).