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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.

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website.

Conflicts of interest

Your staff, including Head of Learning Partner, tutors, administrators, examinations officers and invigilators, must declare in writing to NEBOSH any employee and/or familial, spousal or other close personal relationship with any examination or assessment student. 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:

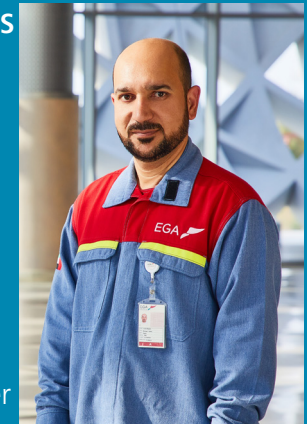
- Unit HSA1: Health and Safety at Work, Guidance and information for learners and Learning Partners
- Leaflet.

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.

Syllabus content

Use of the term 'incident'

There are various terms that can be used interchangeably when referring to incidents. This includes accident (generally used when there has been actual harm/ill-health/damage caused) or near miss/close call (generally used when there has been the potential for harm/ill-health/damage to be caused but it did not actually occur in that instance).

NEBOSH has, therefore, adopted the approach taken in the 'Occupational health and safety management systems' (ISO 45001) standard in that an incident is:

An event that happens in the workplace that causes (or has the potential to cause) harm, injury, ill-health or damage.

When the term 'incident' is used in an assessment, the context of the question and other supporting information will provide context for the term. For example, if a question in a scenario-based assessment is asking about the outcome of an incident, information will be provided in the scenario to give context. This could be something like 'the worker fell from a ladder and broke their leg'. The term 'accident' may still occur in the syllabus if this is a recognised term or part of a title, eg, Reason's model of accident causation, accident incidence rates, etc.

Element 1: Why and how you manage health and safety

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

- Moral reasons - 'Doing the right thing'
- Legal reasons:
 - > health and safety law
 - > enforcement
- Financial reasons - The business case for health and safety:
 - > direct and indirect costs
- Roles and responsibilities of:
 - > organisations
 - > directors, managers and supervisors
 - > workers
 - > the self employed
 - > everyone.

Element 1: Why and how you manage health and safety

1.2

Managing health and safety consistently well

- Plan-Do-Check-Act
- Leadership:
 - > management commitment
 - > promoting a positive health and safety culture:
 - setting clear priorities and targets
 - leading by example
 - promoting changes to improve health and safety
- Effective processes (including identification/control of risk, incident investigation)
- Checking/monitoring performance:
 - > active monitoring (inspections and audits)
 - > reactive monitoring (incident and ill-health data and the limitations of this)
- Communication:
 - > effective communication
 - > methods of communicating health and safety information
 - > barriers to good communication and overcoming these barriers
- Consultation/participation of workers:
 - > health and safety committees
- Ignoring the trivial and focusing on the important.

Element 2: Dealing with common workplace hazards

2.1	General workplace <ul style="list-style-type: none">• Workplace access and housekeeping• Lighting• Temperature• Slips, trips and falls (on the same level)• Welfare; what needs to be provided for workers• First aid (including what needs to be considered when deciding the first aid arrangements required).
2.2	Work-related violence and aggression <ul style="list-style-type: none">• Workers at higher risk of violence and aggression• Reducing the risk of violence and aggression in the workplace.
2.3	Mental ill-health <ul style="list-style-type: none">• Definition of mental health• The extent of mental ill-health at work• Common mental health conditions that may be present in the workplace (depression, anxiety, panic attacks, PTSD)• Recognition that most people with mental ill-health can continue to work effectively in the workplace• Work-related stress:<ul style="list-style-type: none">> definition of stress> effects of excessive stress> measures to address work-related stress.

Element 2: Dealing with common workplace hazards

2.4	Hazardous chemicals and substances <ul style="list-style-type: none">• Product labels• Safety data sheets• How hazardous substances cause harm (how they enter the body, duration of exposure)• Control measures:<ul style="list-style-type: none">> eliminating the hazard> replacing the hazardous substance with something less hazardous/non-hazardous> reducing the time of exposure to the hazardous substance> enclosing the hazardous substance> using ventilation> storing chemicals safely> keeping things clean> using Personal Protective Equipment (PPE)> training> monitoring concentrations of hazardous substances in the air> monitoring worker health.
2.5	Computers <ul style="list-style-type: none">• Health issues from computer use• Set up and use of computer workstations.
2.6	Substance abuse <ul style="list-style-type: none">• Definition of substance abuse• Common signs of substance abuse• Substance abuse policy.

Element 2: Dealing with common workplace hazards

2.7

Electricity

- Why electricity at work can be dangerous
- Common areas where problems might be seen
- Safe use of electrical equipment:
 - > selecting the right equipment
 - > electrical protection measures
 - > reduced or low voltage systems
 - > inspection and testing.

2.8

Fire

- The fire triangle
- Classification of fires according to fuel source, and how they are extinguished
- Heat transmission and fire spread:
 - > convection
 - > conduction
 - > radiation
 - > direct burning
- Fire precautions:
 - > Fire prevention approaches:
 - safe use and storage of flammable or combustible materials
 - smoking in designated areas only
 - use of explosion-proof equipment
 - special procedures to authorise work carrying a higher fire risk
 - maintenance of machinery

Element 2: Dealing with common workplace hazards

2.8

- checks/inspections of electrical equipment
- good housekeeping.
- > Fire protection approaches:
 - fire detectors
 - fire alarms
 - fire extinguishers
 - emergency evacuation routes
 - emergency lighting
 - signs and notices
 - assembly points
 - evacuation procedure
 - fire training and drills.

2.9

Manual handling

- Definition of manual handling
- Why manual handling injuries occur
- Common injuries from manual handling
- Control measures:
 - > remove the need for manual handling
 - > reduce the risk by looking at the:
 - task (use of lifting aids, order of activities, work layout, reducing repetition, team lifts, rotation)
 - individual capability (including considerations for workers more at risk, information and training)
 - load (lighter/smaller, easier to grasp, more stable and rigid, with useful information)
 - working environment (workstation design, floor conditions, changes in level, working conditions, PPE).

Element 2: Dealing with common workplace hazards

2.10 Noise and vibration

- The effects of exposure to noise
- Controlling noise:
 - > remove or reduce noise at source
 - > block the noise coming from the source
 - > use of noise-absorbing materials
 - > noise havens
 - > silencers/mufflers
 - > hearing protection
 - > hearing checks
- The effects of exposure to vibration:
 - > hand-arm vibration (HAV)
 - > whole-body vibration (WBV)
- Controlling vibration:
 - > treating the vibration at source
 - > reducing how much vibration is transmitted
 - > maintaining equipment
 - > work schedules
 - > clothing
 - > health checks.

Element 2: Dealing with common workplace hazards

2.11 Work equipment

- Definitions of 'work equipment', 'machinery,' 'hand-held tools', and 'portable power tools'
- Mechanical hazards:
 - > potential consequences of mechanical hazards
- Non-mechanical hazards:
 - > potential consequences of non-mechanical hazards
- Controls:
 - > the right tool for the job
 - > training
 - > maintenance
 - > check and inspect
 - > wearing the correct PPE
 - > guards and protective devices
 - > worker breaks
 - > reduced voltage systems
 - > non-portable equipment secured in place
 - > adequate working space
 - > good lighting
 - > clearly identify and mark all work equipment controls
- Guards and protective devices (fixed and adjustable guarding, interlocks, push sticks and jigs)
- Emergency controls.

Element 2: Dealing with common workplace hazards

2.12

Work at height

- Why work at height can be hazardous
- The general approach to controlling risks when working at height:
 - > avoid work at height
 - > prevent falls from height
 - > minimise the distance and/or consequences of a fall
- Collective and personal protection measures
- Safe use of ladders and stepladders.

2.13

Workplace transport

- Common incidents
- Control measures for workplace transport:
 - > design and control of site traffic routes
 - > suitable, maintained vehicles
 - > trained and competent drivers
 - > procedures for high-risk operations (reversing, loading and unloading)
 - > site rules.

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

3.1

Inspecting the workplace

- Using checklists
- Talking to people.

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

3.2	Risk assessment theory <ul style="list-style-type: none">• Definitions of 'hazard', 'risk', 'risk assessment' and 'control measure'• The aim of risk assessment• The risk assessment process:<ul style="list-style-type: none">> identify hazards> assess the risks> control the risks (hierarchy of control)> prioritisation of actions based on risk> record findings> review the controls• The meaning of 'suitable and sufficient'• General workplace risk assessment vs specific risk assessment.
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Element 4: Learning from incidents

4.1	Why incidents need to be investigated <ul style="list-style-type: none">• Definition of 'incident'.
4.2	A simple 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.