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Unit HSA1: Health and Safety at Work

Guidance and information for learners and Learning Partners

This document contains comprehensive guidance on the completion and submission of the Unit HSA1 assessment

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Part 1: Guidance for learners

Part 1: Guidance for learners

Introduction

The aim of this assessment is for you to practically apply the knowledge and understanding that you have gained from studying the NEBOSH Health and Safety at Work Award. To do this, you will need to apply your knowledge to their workplace. Before you start the assessment, you must have completed your studies of the whole of the HSA syllabus (elements 1 to 4).

The assessment must be carried out in your own workplace. Where you do not have access to a workplace, your Learning Partner should help make arrangements for you to carry out the assessment at a suitable premises.

Management at the premises should be consulted to ensure you can carry out the assessment without endangering your 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.

Date of assessment

Your assessment should be carried out after you have completed studying the HSA course. Your Learning Partner will tell you the date that they need to receive your assessment. If you fail to submit your assessment to your Learning Partner by the date requested, you will be marked as 'absent'.



Part 1: Guidance for learners

Completion of the assessment

The time allowed to complete the assessment is not restricted but we suggest that you should aim to complete the assessment in 3 hours. Please note that the suggested timescales are for guidance only. You must use the template provided to complete the assessment (Appendix 1). An editable version can be downloaded from the NEBOSH website (www.nebosh.org.uk). There is also a completed example available.

The stages of the assessment are as follows:

1. Information
2. Management and processes
3. Issues and actions

1. Information

Markers will need the information in this section (nature of work activities) in order to judge whether the information in the assessment is relevant and realistic.

2. Management and Processes

How is health and safety managed in the workplace, and how could it be better?

This part of the assessment applies knowledge from elements 1, 3 and 4 of the syllabus. You will need to think about how things are done, see what policies are in place and also reflect on your own experience of working.

The completed assessment must show current practice in the organisation against each of the good practice examples listed, which relate to different parts of health

and safety management. You should include suitable suggestions for improvements for the processes you have found.

Next, you will need to think about how these processes fit into the 'Plan-Do-Check-Act' model that you learned about during the course.

Note: the level of knowledge and detail expected for this assessment is based on you as an employee, ie you may not have a detailed understanding of some procedures that a manager would have. You should still be able to identify current practices based on your experience of working, combined with knowledge gained from the HSA course.

3. Issues and actions

What health and safety issues are currently present in the workplace, how are they controlled, and can the risk be reduced even more using additional controls?

This part of the assessment applies knowledge from elements 2 and 3 of the syllabus. You will need to look around the workplace and speak to relevant workers

It might not be possible to include something for every single type of hazard that is covered by the syllabus. You should include at least **ten** different health and safety issues, that show at least **5 different hazard types**.

Part 1: Guidance for learners

The different types of hazard are covered in element 2, and are shown here:

Hazard types (from element 2)	
Access	Computers
Housekeeping	Substance abuse
Lighting	Electricity
Temperature	Fire
Slips, trips and falls (on same level)	Manual handling
Welfare	Noise
First aid	Vibration
Violence and aggression	Work equipment
Work-related stress	Work at height
Hazardous chemicals and substances	Workplace transport

From the hazards / issues identified, you will need to select one that you think would be the most important issue for improvement with your suggested additional controls. You should explain your selection using moral, legal, and financial reasons.

Submission of the assessment

Your assessment must be entirely your own work. By submitting your assessment for marking, you are declaring that it is your own work. Falsely claiming that your assessment is your own work is malpractice and NEBOSH may impose severe penalties, as set out in the NEBOSH Malpractice Policy. You can either hand write or type your assessment.

Part 1: Guidance for learners



Marking

Assessments will be marked by an internal assessor – a person proposed to NEBOSH by your Learning Partner and approved by us.

You must achieve the pass standard 45 out of 60 (75%) in this unit in order to pass the assessment and achieve the qualification (marking criteria can be found at the end of this document, Appendix 2).

Moderation

Your marked assessments may be chosen by NEBOSH to be moderated. The reason that we do this is to monitor the marking standard of your tutor. Your assessment mark may, therefore, be subject to adjustment (this could result in a change of grade, eg, an assessment originally marked as a 'Pass' being downgraded to a 'Refer' or vice versa).

Results

NEBOSH will aim to issue results within 24 working days of the date of the assessment.

However, results may be issued before or after the deadline dependent on any moderation undertaken.

Part 2: Guidance for Learning Partners

Part 2: Guidance for Learning Partners

This section of the guidance either expands on the detail in Part 1 or gives specific information for Learning Partners that is not relevant to learners.

A Learning Partner's staff, family or friends taking the Unit HSA1 assessment

You must declare in writing to NEBOSH any staff member, spouse, family or other close personal relationship with any learner taking the HSA1 assessment. You must refer to the instructions given in the document 'Instructions for Conducting Examinations' for further information.

Identifying learners

You must be sure of the identity of all learners prior to qualification delivery. This can either be done ahead of the training, on the day for classroom delivery or, for e-learning learners, verification can be undertaken remotely via webcam. This will involve checking photographic identification. Photographic evidence of identity includes driving licences, national identity cards and passports.

If you are unable to identify the learner, then you should contact us for further advice.

Resources

An assessment pack has been produced to provide everything needed to complete the assessment. This can be downloaded from the NEBOSH website (www.nebosh.org.uk). This includes a template with prompts, as well as a completed example.

Marking

The assessment will be marked by your appointed internal assessor; for face-to-face delivery, this would usually be the course tutor. We need to be confident that the course tutor has adequate qualifications and experience in the areas covered by the syllabus. Prior to marking any assessments, internal assessors must complete the online assessor's course for this qualification. Further details will be supplied by the NEBOSH Learning Partner Quality department.

The assessor's marking sheet must be completed by the internal assessor for each assessment (Appendix 3). The results for the marked assessments must be input online via the NEBOSH website **no later than 15 working days** after the registered assessment date.

The marking criteria can be found at the end of this document. Marks should be awarded based on the stated criteria for each section and should not be increased or decreased based on the literacy level, grammar, or written style. We recommend learners have an English language proficiency of IELTS level 5.0 or higher, please see the qualification guide for more information.

Part 2: Guidance for Learning Partners

Retention of sample assessments

You must retain the assessments for at least six weeks following the date of issue by us of the assessment result to which they relate.

The assessment may be moderated at any time from the date of the assessment until six weeks after the issue of results and, therefore, should be scanned and available at any time.

We monitor the consistency of the marking of internal assessment by you over time. You are, therefore, required to retain representative samples of practical applications (eg, high Pass, low Pass, Refer) for each cohort of learners for a **rolling three-year period**.

The sample of assessments to be retained will be no more than 24 assessments per year per qualification, but you may choose to retain more for internal quality assurance purposes. The archived samples must be retained in a format that makes them easily retrievable.

Other assessments must be disposed of as confidential waste.

Results

We will aim to issue results within 24 working days of the date of the assessment. However, results may be issued before or after the deadline dependent on moderation. If you delay sending the completed assessments (including tutor feedback) this could delay the issue of the learners' results.

Resubmission

If the learner does not pass, but still wishes to achieve the qualification, you will need to re-register them for the next available assessment date (the learner will need to pay all appropriate fees, including the NEBOSH registration fee). The learner must then resubmit their amended assessment to you by the new deadline for marking.

Appendices

Appendix 1. Learner assessment form

Unit HSA1: Health and safety at work

Declaration: By submitting this assessment (Parts 1 – 3) for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Important note: You must refer to the document 'Unit HSA1: Health and safety at work – Guidance and information for learners and Learning Partners' while completing all parts of this assessment. Your Learning Partner should provide you with a copy, but it can also be downloaded from the relevant resources section for this qualification on the NEBOSH website.

PART 1 - information

Learner name	
Learner number:	
Learning Partner:	
Date of assessment:	
Organisation / nature of work activities:	

PART 2 – Management and Processes

How is health and safety managed in your workplace, and how could it be improved?

This part of the assessment applies knowledge from elements 1, 3 and 4 of the syllabus. You will need to think about how things are done, see what policies are in place and also reflect on your own experience of working.

Use the following checklist of good practice health and safety management to review how things work in your organisation.

Good Practice	Current practice in the organisation	How the organisation could improve
Leadership		
Managers show that health and safety is important		
Communication		
Health and safety information is effectively communicated		
Consultation/participation of workers		
Workers are involved with health and safety issues		
Workers are aware of their health and safety responsibilities		
Checking and monitoring performance		
Data is collected on accidents, dangerous occurrences, ill health, and near misses		
Regular safety inspections are carried out		
Health and safety processes are audited		
Information from monitoring is reviewed		
There is a process for investigating workplace incidents (accidents and near misses)		
Risk assessment		
There is a process in place for identifying risks		
Relevant 'specific' risk assessments have been carried out		

The organisation has a way to decide which are the most important risks to address		
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Of the current practices you have identified, and improvements you have suggested, which fit into each stage of the 'Plan-Do-Check-Act' model?	
Plan	
Do	
Check	
Act	

[illegible]

From the issues you have identified, select one that you think would be the *most important* issue for improvement with your suggested additional controls.

What makes this a priority? Give moral, legal, and financial reasons.

Issue	Reasons why

APPENDIX 2 - Marking criteria

	Available marks
Part 1: Information	
All required information is provided	1
Part 2: Management and processes	
Current practice has been included	1 each max 12
Relevant opportunity for improvement against current practice	1 each max 12
Current or suggested practices have been applied to the PDCA model	1 each max 4
Part 3: Issues and actions	
Issue identified from a listed type	1 each max 10
Current control listed for identified hazard	1 each max 10
Suitable additional control suggested for identified hazard	1 each max 10
Issue selected as priority, with reasoning	1
Total	60
Pass mark	45 (75%)

Appendix 3. Assessor's marking sheet



NEBOSH HEALTH AND SAFETY AT WORK AWARD

Unit HSA1

Workplace health and safety review

Assessor's marking sheet

Date of assessment _____

Learning Partner
number

Learning Partner
name

Learner number

Learner name

		Available marks	Marks awarded	NEBOSH moderated marks
1	Information			
	All required information is provided	1		
2	Management and processes			
	Current practice has been included	1 each max 12		
	Relevant opportunity for improvement against current practice	1 each max 12		
	Current or suggested practices have been applied to the PDCA model	1 each max 4		
3	Issues and actions			
	Issue identified from a listed type	1 each max 10		
	Current control listed for identified hazard	1 each max 10		
	Suitable additional control suggested for identified hazard	1 each max 10		
	Issue selected as priority, with reasoning	1		
	TOTAL	60		

Outcome: PASS (45 or more marks)

☐

REFER (less than 45 marks)

☐

Assessor:

Assessor signature: