



nebosh

**The National Examination
Board in Occupational Safety
and Health (NEBOSH)**

Dominus Way,
Meridian Business Park,
Leicester LE19 1QW

Tel: +44 (0) 116 263 4700
Fax: +44 (0) 116 282 4000
Email: info@nebosh.org.uk
www.nebosh.org.uk

Version: 2
Specification date: June 2021
Publication date: February 2026

Registered Charity Number: 1010444

© NEBOSH. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form, or by any means, electronic, electrostatic, mechanical, photocopied or otherwise, without the express permission in writing from NEBOSH.

NEBOSH Health and Safety at Work Award

Unit HSA1: Health and Safety at Work

Guidance and information for learners and Learning Partners



Contents

Part 1: Guidance for learners

Introduction	4
Date of assessment	4
Completion of the assessment	5
Submission of the assessment	6
Marking	7
Moderation	7
Results	7

Part 2: Guidance for Learning Partners

Conflicts of interest	9
Identifying learners	9
Resources	9
Marking	9
Retention of sample assessments	10
Results	11
Resubmission	11

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 your 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 is required, 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 (HSA1 assessment form). 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. Health and safety inspection**

1. Information

This section requires you to give a brief description of your organisation and the nature of the work activities carried out. You also need to detail how many workers are employed and their typical roles (only a general overview is required here rather than listing every single role, ie. number of people in main job roles). The marker needs this information in order to judge whether the information you have given 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 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, 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 process improvements based on your findings.

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. Health and safety inspection

What health and safety hazards 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 hazard category covered by the syllabus. You should include at least **ten** different health and safety hazards, from at least **five different hazard categories**. You can identify multiple hazards from the same hazard category, provided that there are at least **five** different hazard categories selected across the entire health and safety inspection. If your hazards have not been taken from at least five different hazard categories, you will not be awarded full marks for this section.

Part 1: Guidance for learners

You should select a range of hazards from across the hazard categories in order to demonstrate your breadth of knowledge of the syllabus.

The hazard categories are based on the different sections of element 2, and are shown here:

Hazard categories (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
Work-related violence and aggression	Work equipment
Mental ill-health	Work at height
Hazardous chemicals and substances	Workplace transport

From the hazards you identify, you will need to select one hazard you think is the most important to prioritise for improvement. You should explain why you consider this a priority, 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 towards the end of this document and are also detailed in the HSA1 assessor's marking sheet).

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.

Conflicts of interest

You **must** declare in writing to NEBOSH the details of any employee and/or familial, spousal, or other close personal relationship with any learner who will be 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 HSA1 assessor's marking sheet must be completed by the internal assessor for each assessment. Internal assessors should indicate on the learner's assessment where each mark has been awarded. This can be done by the use of a tick.

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 in the HSA1 assessor's marking sheet and in the following table. 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

HSA1 Marking Criteria	
	Available marks
Part 1: Information	
Details of organisation and work activities given	1
Number of workers employed and typical roles detailed	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
Part 3: Health and safety inspection	
Hazard identified from a listed category	1 each max 10
Note: Hazards should be taken from at least five different hazard categories. If not, marks to be limited to the number of hazard categories covered.	
Current control listed for identified hazard	1 each max 10
Suitable additional control suggested for identified hazard	1 each max 10
Suitable hazard selected as priority for improvement	1
Moral reasoning for selection has been detailed	1
Legal reasoning for selection has been detailed	1
Financial reasoning for selection has been detailed	1
Total	60
Pass mark	45 (75%)

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.

Part 2: Guidance for Learning Partners

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.