

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:	A. Learner
Learner number:	01234567
Learning Partner:	NEBOSH
Date of assessment:	06/05/2026
Description of your organisation and the nature of work activities: (1)	Small factory producing cardboard packaging. Main processes are cutting, printing, and assembly. The company works a shift system.
Number of workers employed and typical roles: (1)	Approximately 50 workers are employed in total; 38 workers carry out the cutting, printing and assembly processes, there are 5 office workers who carry out administrative tasks, and 7 members of the management team.

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, 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 (12)	How the organisation could improve (12)
Leadership		
Managers show that health and safety is important	Shift managers report on incidents during weekly 'toolbox talks'. There is a HSE manager and any incidents are reported to them. Little involvement / visibility from other leadership.	
Communication		
Health and safety information is effectively communicated	Safety information is included in training, especially for roles working with machinery. Incidents are spoken about in toolbox talks. Some safety signage, but it has not been updated for many years.	Make more information available to workers such as policies and risk assessments. Should be available for workers to view at any time ie on a noticeboard. Safety information in toolbox talks could be expanded to talk about current risks and controls, rather than just when there is an incident.
Consultation/participation of workers		
Workers are involved with health and safety issues	HSE manager distributes information via shift managers where necessary.	Appoint H&S staff representatives to consult on issues.
Workers are aware of their health and safety responsibilities	Basic H&S information is included in induction training.	Provide more information on this to workers, rather than current safety information which focusses on rules and controls only.
Checking and monitoring performance		
Data is collected on incidents and ill health	Process for reporting incidents to HSE manager, via shift managers.	Ensure workers are aware / encouraged to report all types of incident, not only accidents (for example, to report near misses). Work with other management to capture instances of ill-health.
Regular safety inspections are carried out	Weekly inspections of factory floor/machinery by H&S manager	

Health and safety processes are audited	Processes are updated as required following any issues identified.	Implement audit schedule to regularly review processes and proactively update them.
Information from monitoring is reviewed	Incident data is reviewed annually.	Schedule quarterly review of inspection reports to identify trends/issues and identify opportunities for improvement. Consider if other monitoring may be useful.
There is a process for investigating workplace incidents	H&S manager responsible for incident investigation. No detailed process in place.	Develop a process for investigations that ensures root causes are identified and action plans are produced following an incident.
Risk assessment		
Risk assessments are carried out	A general risk assessment has been carried out and is reviewed annually.	Update risk assessment process to ensure that all potential people at risk of harm are considered eg contractors, delivery drivers etc. Carry out specific risk assessments for manual handling tasks and fire safety.
Controls put in place to manage risk are regularly reviewed and risk assessments updated	The general risk assessment (and controls in place) is reviewed annually.	Ensure that a suitable review date is set when the assessment is carried out, based on the findings of the assessment.
The organisation prioritises actions based on the level of risk	No prioritisation is recorded	Consider using a risk matrix to help prioritise risks.

PART 3 – Health and safety inspection

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

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

*Note – you might not be able to include something for every single hazard category. You should include at least **10** different health and safety hazards, from at least **5 different hazard categories**.*

Hazard Category (see guidance)	Hazard found (10)	Controls already in place (10)	Suggested additional controls (10)
Access	Steps leading from delivery area are poorly lit.	Painted markings on step edge.	Install additional lighting Add warning signage.

Hazard Category (see guidance)	Hazard found (10)	Controls already in place (10)	Suggested additional controls (10)
Housekeeping	Deliveries unloaded in walkway before being moved to storage area.	None	Assign more workers to receive delivery and transport boxes immediately.
Manual handling	Delivered boxes (approx. 5kg) are carried to storage area.	Manual handling training given at induction.	Provide trolleys to transport boxes.
First Aid	There are two trained first-aiders, but due to shift patterns sometimes neither are on-site.	First-aid training provided. Basic first-aid equipment available on site.	Review scheduling of work patterns. Train additional workers.
Hazardous chemicals and substances	Workers handling printing chemicals without using PPE – although suitable PPE is available on site.	PPE provided for this task	Refresh training on importance of wearing PPE. Ensure PPE is easily accessible and fit tested.
Work at height	Workers climbing onto printer to remove blockage – no suitable ladder/steps available.	None	Develop safe working procedure for dealing with blockages. Ensure suitable equipment is available.
Work equipment	Workers climbing onto printer to remove blockage without shutting off machinery.	Machinery has guards in place. Machine guarding included in weekly inspections.	Develop safe working procedure for dealing with blockages. Refresh training on safe working practice / hazards of machinery and equipment.
Noise	Workers subject to noise from printers for up to 10 hours per shift.	Optional ear defenders available if requested.	Carry out monitoring to determine noise levels. Consider implementing PPE requirement.
Manual handling	Workers involved in hand-finishing cardboard repeatedly reaching/stooping to reach materials.		Re-arrange workstations to be on both sides of conveyor.
Slips, trips and falls (on same level)	Offcuts of cardboard from hand-finished process are thrown onto floor causing a slipping hazard.	Floor is cleared every couple of hours during shift.	Provide bins at workstations.

From the hazards you have identified, select **one** hazard you think is the *most important* to prioritise for improvement.

In the table below, explain why this is a priority, giving moral, legal and financial reasons.

Most important hazard to prioritise for improvement (1)	Moral, legal and financial reasons (3)
Workers climbing onto printer to remove blockage.	The risk is high as this activity could result in workers falling from height, as well as potentially being injured from mechanical hazards of the machinery. Injuries would likely be severe. The organisation has a moral and legal duty to take care of workers' health and safety. A fall from height would also probably incur a high cost to the company, through shutdown, repair, and medical costs, as well as potential legal costs or fines if they were prosecuted.

Unit HSA1

Workplace health and safety review

Assessor's marking sheet

Date of assessment: 06/05/2026

Learning Partner number Learning Partner name

Learner number Learner name

		Available marks	Marks awarded	NEBOSH moderated marks
1	Information			
	Details of organisation and work activities given	1	1	
	Number of workers employed and typical roles detailed	1	1	
2	Management and processes			
	Current practice has been included	1 each max 12	12	
	Relevant opportunity for improvement against current practice	1 each max 12	10	
3	Health and safety inspection			
	Hazard identified from a listed category 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.	1 each max 10	10	
	Current control listed for identified hazard	1 each max 10	7	
	Suitable additional control suggested for identified hazard	1 each max 10	10	

	Suitable hazard selected as priority for improvement	1	1	
	Moral reasoning for selection has been detailed	1	1	
	Legal reasoning for selection has been detailed	1	1	
	Financial reasoning for selection has been detailed	1	1	
	TOTAL	60	55	

Outcome: PASS (45 or more marks)

Refer (less than 45 marks)

Assessor: N.E. Marker

Assessor signature: *N. Marker*