



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:	12/10/2021
Organisation / nature of work activities:	Small factory producing cardboard packaging. Main processes are cutting, printing, and assembly. Approximately 50 workers are employed and they work in shifts.

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	Shift managers report on accidents during weekly 'toolbox talks' There is a HSE manager and any accidents 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. Accidents are spoken about in toolbox talks. Some safety signage but 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 accident.
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 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 accidents, dangerous occurrences, ill health, and near misses	Process for reporting accidents to HSE manager, via shift managers.	Ensure workers are aware / encouraged to also 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	Accident 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 (accidents and near misses)	H&S manager responsible for accident 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		
There is a process in place for identifying risks	General risk assessment has been carried out and is reviewed annually.	Update process to ensure that all potential people at harm are considered eg contractors, delivery drivers etc. Ensure that a suitable review date is set when the assessment is carried out, based on the findings of the assessment.
Relevant 'specific' risk assessments have been carried out	None – manual handling and fire risks are listed in the general risk assessment	Carry out specific risk assessments for manual handling tasks and fire safety
The organisation has a way to decide which are the most important risks to address	Not clear – no prioritisation is recorded	Consider using a risk matrix to help prioritise risks.

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	Develop structured investigation procedure
Do	Carry out specific risk assessments; appoint H&S staff representatives
Check	Weekly inspections; reporting of accidents
Act	Review of accident statistics, review of risk assessments. Identifying trends from inspection reports.

PART 3 – Issues and actions

What health and safety issues are present in your workplace today, 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 type of hazard. You should include at least **ten** different health and safety issues, that show at least **5 different hazard types**.*

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

Type (see guidance)	Issue you found	Controls already in place	Suggested additional controls
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 workstation.

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
Workers climbing onto printer to remove blockage	The risk is high as this activity could result in a fall from height as well as potential injury from mechanical hazards of the machinery. Injuries would likely be severe and would also probably incur a high cost to the company, through shutdown, repair, medical costs, as well as potential legal costs or fines. The organisation as employer has a moral duty to protect their workers' health.

NEBOSH HEALTH AND SAFETY AT WORK AWARD



Unit HSA1

Workplace health and safety review

Assessor's marking sheet

Date of assessment 12/10/2021

Learning Partner number	000	Learning Partner name	NEBOSH
Learner number	01234567	Learner name	A. Learner

		Available marks	Marks awarded	NEBOSH moderated marks
1	Information			
	All required information is provided	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	
	Current or suggested practices have been applied to the PDCA model	1 each max 4	4	
3	Issues and actions			
	Issue identified from a listed type	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	
	Issue selected as priority, with reasoning	1	1	
	TOTAL	60	55	

Outcome: **PASS (45 or more marks)**

REFER (less than 45 marks)

Assessor: N.E. Marker

Assessor signature: *N. Marker*