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International General Certificate in Occupational Health and Safety

Unit IG2: Risk assessment

Guidance and information for learners and Learning Partners



Contents

Part 1 Guidance for students

1.1	Introduction	4
1.2	Stages of the assessment	5
1.3	Location	11
1.4	Assessment time and tutor guidance	11
1.5	Assessment forms and submitting Unit IG2 for marking	12
1.6	Marking	13
1.7	Results	16
1.8	Resubmission in case of referral	16

Part 2 Guidance for Learning Partners

2.1	Practical assessment date	18
2.2	Location	18
2.3	Guidance on assessment completion	18
2.4	A Learning Partner's staff, family or friends taking the Unit IG2 assessment	18
2.5	Assessment submission	19

Part 1:
Guidance for learners

Part 1

Guidance for students

Introduction

The aim of this assessment is for you to practically apply the knowledge and understanding that you have gained from your studies. To do this, you will need to complete a risk assessment of your workplace. Before you start the assessment, you must have completed your studies of the whole of the IG syllabus (elements 1 to 11).

The stages of the assessment are as follows:



The rest of this guidance tells you what you need to do to complete the assessments. The guidance also contains some helpful hints and tips (including information on how to complete the various forms).

An assessment pack has been produced to provide you with everything that you will need to complete the assessment. This can be downloaded from the NEBOSH website (www.nebosh.org.uk).

When completing your risk assessment it can be difficult to know **how much detail is enough**.

So here's some useful tips. Your risk assessment should not be about creating huge amounts of paperwork, but should instead be about identifying sensible and proportionate measures to control the risks in your workplace. We want your risk assessment to be realistic and the level of detail to be proportionate to the level of risk in your organisation. To help you with this exercise, we have based this risk assessment format on the Health and Safety Executive's (HSE) approach to risk assessment. The HSE is the British health and safety regulator. You can refer to the risk assessment guidance, examples and frequently asked questions (FAQs) on the HSE website <http://www.hse.gov.uk/risk/controlling-risks.htm> and the completed example provided by NEBOSH in the assessment pack. We have also included in the forms approximate word counts for each section. These word counts should be used as a guide only and should not be seen as an absolute minimum or maximum.

Part 1

Guidance for students

Stages of assessment



You must use the headed tables in Part 1 of the assessment pack to complete the description of the organisation and the risk assessment methodology used.

Start by giving a clear and concise description of your chosen organisation (normally the organisation you work for, but it doesn't have to be). You can hide the name and location of your organisation if you like (for confidentiality) by using false details, but everything else needs to be factual. You also need to think about the scope of the risk assessment. For example, are you going to look at the whole organisation or just a specific department/division etc? If you work for a large organisation, we recommend that you concentrate on a part of the organisation or a specific activity or process. If you are unsure, ask your tutor for advice.

Your assessment is going to be marked by an examiner appointed by NEBOSH. The examiner will need a clear description of your organisation to allow them to judge whether your risk assessment is suitable and sufficient. If you provide an unclear or incomplete description, this could affect the marking of the risk assessment.

You will need to include the following information as a minimum:

1. the name of the organisation;
2. site location (you don't need to give the full address, just the general location eg, New Delhi, India);
3. how many workers are employed by the organisation;
4. a general description* of the organisation, which must include products manufactured or services provided, the types of activities undertaken and shift patterns worked;
5. a description of the area to be included in the risk assessment; and
6. any other relevant information eg, who has the day-to-day responsibility for health and safety in your organisation. If you feel there is nothing relevant here, you do not need to include this in the description.

* The description of the organisation should be detailed enough to give the examiner (who may not be familiar with your industry) a clear image of your organisation. For example, 'garage-related activities' is far too brief. Something like this would be better (extract from the worked example in the assessment pack):

Part 1

Guidance for students

...

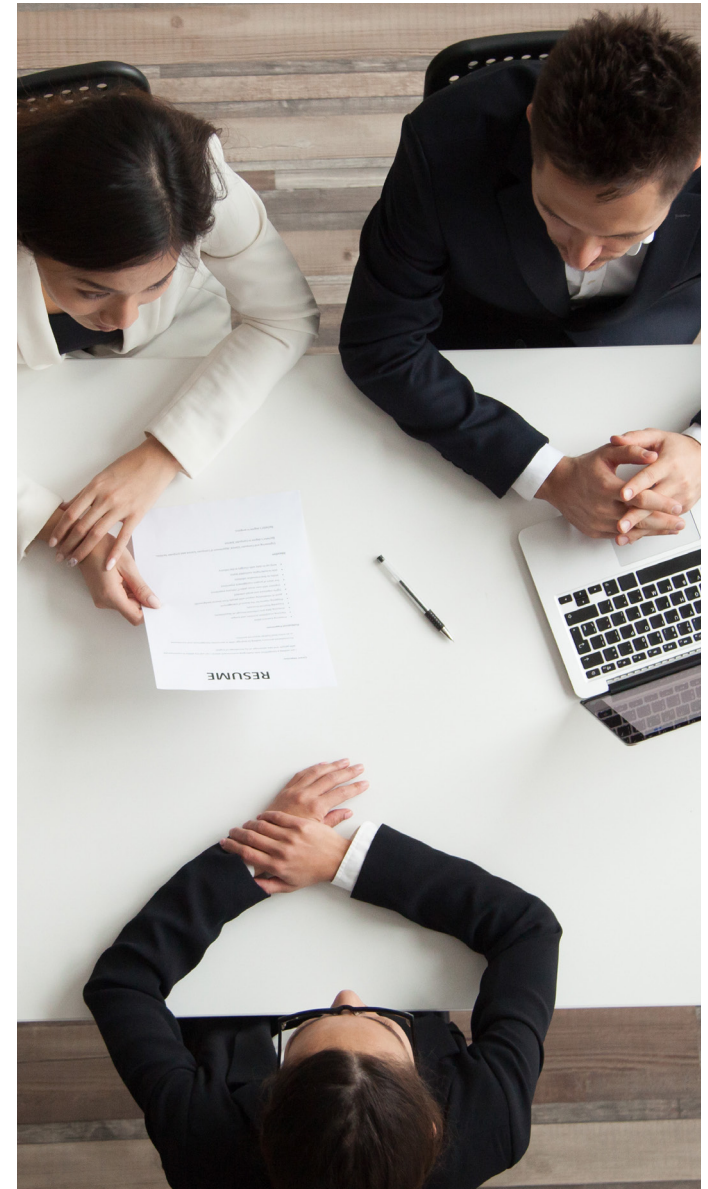
IGG Ltd is a medium-sized garage with offices, vehicle repair shop and paint spray booth. The business does a lot of body repairs on vehicles involved in accidents for insurance companies. Servicing is also carried out for members of the public. Typical activities undertaken include moving spare parts from the stores to the workshop area, engine repairs, activities relating to servicing/MOTs, body repair, draining fuel/oil from vehicles, spray booth activities (including the use of paints that are solvent based). The garage operates from 8am to 6pm on weekdays and is closed at the weekends. Workers are only required to work 7 hours per day so there are staggered start and finish times in place.

...

You will then need to outline how you carried out the risk assessment (methodology used). You will need to include as a minimum:

- the sources of information that you consulted;
- who you spoke to; and
- how the hazards and controls were identified.

You may also include anything else that is relevant to the completion of the risk assessment.



Part 1

Guidance for students



You must use the table in Part 2 of the assessment pack to complete the risk assessment.

You will now need to complete a risk assessment of your organisation.

You must find and record at least **10 different hazards** that are taken from at least **5 different hazard categories**. For the avoidance of doubt, hazard categories for this assessment are the topic headings for Elements 5 – 11 of the IG syllabus as shown in Table 1:

Element	Hazard categories
5	Noise; vibration; radiation; mental ill-health; violence at work; substance abuse at work
6	Work related upper-limb disorders (ergonomics, workstation design etc); manual handling; load handling equipment
7	Hazardous substances
8	Health, welfare and work environment; working at height; confined spaces; lone working; slips and trips; movement of people and vehicles in the workplace; work-related driving
9	Work equipment and machinery
10	Fire
11	Electricity

Table 1

Part 1

Guidance for students



Your risk assessment must include details on:

- the hazard and the hazard category (column 1)*;
- who may be harmed and how (column 2);
- what you are already doing to control the hazard (column 3)**;
- what further controls or actions might be needed (column 4)** – remember you must take account of the hierarchy of control and the prevention and control measures in ILO-OSH 2001, Section 3.10.1 in deciding on further controls;
- what the timescales are for completion of each action (column 5); and
- the role of the person responsible for completing each action (column 6).

*Column numbers – please see Table 2.

***When you complete your risk assessment you will see that columns 3 and 4 work together. If you are already doing enough to control the risk, there will be a lot of controls listed in column 3 but very few (if any) in column 4 (you might even just note that no further action is necessary). On the other-hand, if you have very few controls in place, column 3 will contain very little and column 4 will contain a lot more. Both of these scenarios are fine because they are realistic.*

So that you can get an idea of the level of detail required and the way that columns 3 and 4 work together, please see the example in Table 2 (this has been extracted from the full example that is included in the assessment pack).

Part 1

Guidance for students

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within...)	Responsible person's job role
<p>Working at height</p> <p>People and/or items falling into the inspection pit whilst work is being carried out in this area.</p>	<p>Anyone working in or around the inspection pit.</p> <p>Likely injuries include bruising, sprains/strains, fractures or more serious injuries eg, head, internal injuries, worst case death. These types of injuries are likely to be life changing and involve the worker being in constant considerable pain (eg, the worker may no longer be able to work after such a fall/ need to rely on family/ friends for constant care).</p>	<p>When the inspection pit is in use, the area is restricted (by use of barriers) for those working near the area.</p> <p>Fixed stairs to allow safe access and ingress to the inspection pit.</p> <p>Inspection pit is covered when not in use.</p> <p>Lone working is not allowed in the inspection pits (there are always at least two people working in the area).</p> <p>The workshop manager regularly monitors the use of access equipment and work in the inspection pit.</p>	<p>Purchase a mobile 'bridge' to allow mechanics to be able to safely access both sides of the inspection pit when working at ground level.</p> <p>Add the bridge into the maintenance schedule - needs to be inspected at least every six months.</p> <p>Arrange for all workers to be trained in how to use the bridge safely.</p>	<p>2 months</p> <p>2 months</p> <p>2 months (following the purchase of the bridge)</p>	<p>Workshop and Stores Managers for all actions</p>

Table 2

Part 1

Guidance for students



You must use the table in Part 3 of the assessment pack to prioritise your actions and justify your selection.

Once you have completed the risk assessment, which includes allocating actions, you must pick the **3** highest priority/most urgent **actions** needing attention. These actions can be associated with the same or different hazards/hazard categories; the important thing is that they need to be your highest priorities for action.

You must give a justification for why you think these are the highest priority/most urgent actions. Your justification must include:

- **Moral, legal and financial arguments** for all actions. Your legal arguments **must** be based on the International Labour Organization's (ILO) Conventions, Recommendations and Codes of Practice. You may also include country-specific legislation but this will not be marked.

Please note that you are not expected to include detailed descriptions of the Articles in the conventions. You just need to say what the duties are. For example, you could say that your employer has a duty to ensure that equipment under their control is safe to use.

- Consideration of the **likelihood AND severity** (taking account of current control measures) of injury, ill-health or harm occurring. You will need to typically consider the types of injury, ill-health or harm likely to be seen, the number of workers at risk, how often the activity is carried out and how widespread the risk is, eg, does the same threat exist in other parts/branches/divisions/sites of the organisation?
- Detail on **how effective each action is likely to be in controlling the risk**. Here you should describe:
 - > the intended impact of each action;
 - > justification for the timescale for completion for each action; and
 - > whether you think the action will fully control the risk.

Part 1

Guidance for students



You must use the tables in Part 4 of the assessment pack to complete the review, communicate and check exercise.

The final part of the assessment is to:

1. set a realistic review date for the risk assessment and say why you have chosen that review date;
2. indicate how the findings of the risk assessment are to be communicated (verbal or written and the methods to be used, eg, email, noticeboards) **and** who needs to know the information; and
3. indicate how you will follow up on the risk assessment to check that the actions have been carried out.

Location

The assessment must be carried out in your own workplace. This means that your risk assessment will be realistic and provide added value for you and your organisation. Your workplace should be large enough to provide a sufficient range of hazard categories/hazards.

If you do not have access to a workplace please speak to your Learning Partner. Your Learning Partner will help you to make arrangements for the assessment to be carried out at other suitable premises.

Before carrying out the assessment, you must speak to the management at the premises to ensure that you can carry out the inspection without endangering your own health and safety (so that advice can be given on any restricted areas, whether PPE must be worn, etc).

Assessment time and tutor guidance

The time needed to complete the assessment is not restricted. We do, however, recommend that you take around **3 hours** to complete all four parts of the assessment. We feel that the 3 hours will allow you to show your understanding of the assessment requirements and complete a good quality risk assessment. Please note that the 3 hours is for guidance; you may choose to take more or less time to complete your assessment.

We advise that you discuss your approach with your tutor after reading this guidance. They can give you advice on whether you are 'heading in the right direction' – for example, they may comment on whether you have chosen a suitable workplace or situation that will give enough scope to be able to tackle this assessment properly. **Do not** submit drafts of your work to your tutor as they are not allowed to pre-mark or comment on specific details.

Part 1

Guidance for students

Assessment forms and submitting Unit IG2 for marking

Your assessment can either be hand written or completed electronically. The assessment pack contains two sets of forms; one for a hand written assessment and the other for an electronic assessment.

Electronic forms

When you start your assessments you must double-click the page footer and insert your learner number and name on the first sheet. The page numbering will change automatically as you increase the number of pages that you use.

Hand written forms

You must ensure that your learner number and name are written on the top of every form. Additionally, you must all ensure that you include the page numbers at the top of every sheet where indicated eg, page 2 of 8.

We would recommend that you submit electronically, but understand that there will be occasions when this is not possible. The headings in both sets of forms are the same, so feel free to choose the format that is best for you.

Before submitting your assessment for marking, you may wish to use the checklist included in the Assessment Pack. This breaks the assessment down into the various stages. It should help you to make sure that you meet the minimum criteria for the assessment (see the 'Marking' section for further details). Please note that the checklist does **not** need to be submitted for marking.

Assessment submission

Your assessment (Parts 1 - 4) 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.

Your assessment must be submitted to your Learning Partner electronically as a PDF (portable document format) document. If you do not know how to, or are unable to, produce a pdf document, please ask your Learning Partner for advice.

Your Learning Partner will tell you the date that they need to receive your assessment. Once received, your assessment will be upload to NEBOSH for marking. 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 students

Marking

Your assessment will be marked by an examiner appointed by NEBOSH.

You will receive a 'Pass' or 'Refer' for your assessment. If you are referred, you can re-submit your assessment (see 'Resubmission if you have been referred').

The marking criteria used by the examiner is shown in Table 3. These give the **minimum** standard that you must achieve in order for your assessment to receive a '**Pass**' result. If any of the minimum criteria are not met then your assessment will receive a '**Refer**' result.

For example, you will receive a 'Refer' result if you:

- do not include a methodology;
- include 9 hazards from 5 hazard categories;
- include 11 hazards from 4 hazard categories;
- include 10 hazards but do not state the hazard category for all hazards;
- prioritise two actions;
- include how the risk assessment will be communicated but do not say who needs to know the information.

Part 1

Guidance for students

Minimum standard required for a Unit IG2 'Pass'	
Assessment section	Marking criteria
Part 1: Description of the organisation and risk assessment methodology used	<p>The description must be clear and concise so that the examiner is able to understand what types of hazard may be present in the learner's workplace. The description must include:</p> <ul style="list-style-type: none"> • the name of the organisation; • the site location; • how many workers are employed; • a general description of the organisation which must include products manufactured/ services provided, the types of activities undertaken and the shift patterns worked; • a description of the area to be included in the risk assessment. <p>The learner does not need to include 'any other relevant information' in the description as there may be nothing to include here.</p>
	<p>The methodology must include as a minimum: sources of information consulted, who was consulted and how the learner decided on additional control measures.</p>
Part 2: Risk assessment	<p>There are a minimum of 10 hazards taken from at least 5 hazard categories.</p>
	<p>All columns in the table have been completed with relevant and realistic detail ie,</p> <ul style="list-style-type: none"> • the hazard category and the hazards found; • who might be harmed and how; • what is already being done (existing control measures)*; • what further controls/actions are required* (with these being sensible and proportionate) • timescales for implementation of the additional control measures for each action, with these generally being reasonable/appropriate; and • the job role of the person responsible for each action. <p>*See table 2 of this guidance document for the level of detail required for these columns.</p>

Part 1

Guidance for students

Minimum standard required for a Unit IG2 'Pass'	
Assessment section	Marking criteria
Part 3: Prioritise 3 actions with justification for the selection	3 actions* have been selected.
	For each action the following have been included: <ul style="list-style-type: none"> • moral, legal and financial arguments (the legal arguments must be based on ILO Conventions, Recommendations and Codes of Practice); • consideration of the likelihood and severity for each action from the same hazard category; and • description of how effective each action is likely to be in controlling the risk.
Part 4: Review, communicate and check	The learner must give a realistic review date for the risk assessment and say why they have chosen that date.
	The learner must indicate how the risk assessment findings will be communicated and include who needs to know the information.
	The learner must indicate how they will follow up on the risk assessment to check that the identified actions have been carried out.

Table 3

*Don't provide more than 3 actions as only the first three actions will be marked.

Part 1

Guidance for students

Results

We aim to issue results within 50 working days of the date of the assessment.

Resubmission if you have been referred in the assessment

You can only achieve a 'Pass' or 'Refer' for the assessment. If you need to resubmit you will need to register for the assessment again and pay the appropriate fee. You are not limited on the number of times that you can resubmit the practical for marking. However, you must remember that both of the units (IG1 and IG2) must be passed within a five year period.



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.

Practical assessment date

You can set up the practical assessment for 'On Demand' assessments on any date that you choose; it is not dependent on the date of the written examination (Unit IG1). For Standard Date assessments, the submission (upload date) will be the same as the written examination (IG1). Please see 'Assessment submission' for further details.

Location

The assessment should normally be carried out in your learner's own workplace. If your learner does not have access to a workplace, you must help the learner make arrangements to carry out the practical assessment at suitable premises. If you are running the practical in this way, you should contact the Customer Experience team at NEBOSH for advice and approval.

You should ensure that before the learner carries out the assessment, they speak to the management at the premises. This is to ensure that the learner can carry out the inspection without endangering their own health and safety (so that advice can be given on any restricted areas, whether PPE must be worn etc).

Guidance on assessment completion

You may give your learners guidance on whether they are 'heading in the right direction' – for example, you may comment on whether they have chosen a suitable workplace or situation that will give sufficient scope to achieve the necessary breadth and depth of content required. You must not carry out a pre-mark prior to submission to NEBOSH.

A Learning Partner's staff, family or friends taking the Unit IG2 assessment

You **must** declare in writing to NEBOSH any staff member, spouse, family or other close personal relationship with any learner taking the IG2 assessment. You must refer to the instructions given in the document 'Instructions for Conducting Examinations' for further information.

Part 2 Guidance for Learning Partners

Assessment submission

You must satisfy yourself that the assessments that your learners submit are their own work. By submitting their assessments for marking they are declaring that it is entirely their own work. Falsely claiming that it is their own work is malpractice and NEBOSH may impose severe penalties (see the NEBOSH Malpractice Policy for further information).

You must tell your learners the date that you will require their completed assessment by. You must allow sufficient time for the upload and the following rules apply:

Assessment type	Date from which assessments can be uploaded to NEBOSH	Latest date for assessments to be uploaded to NEBOSH
On demand	The day after the registration closing date	The date specified on the examination request form
Standard date		10 working days following the written assessment IG1

Assessments must be uploaded in PDF format via the Course Provider Interface (CPI). You will need to click on the 'Practical Upload' tab; this will allow you to either upload the assessments or, if the learner fails to submit their completed assessment to you on time, mark the learner as 'absent'.