

nebosh



National General Certificate in Occupational Health and Safety

Unit NG2: Risk assessment

Guidance and information for learners and Learning Partners

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Board in Occupational Safety
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Part 1:
Guidance for learners

Part 1

Guidance for learners

Learning outcome

Do a general risk assessment in their workplace, profiling and prioritising risks, inspecting the workplace, recognising a range of common hazards, evaluating risks and (taking account of current controls), recommending further control measures and planning actions.

Assessment criteria

Produce a risk assessment of a workplace which considers a wide range of identified hazards (drawn from elements 5-11 of the NG syllabus) and meets best practice standards 'suitable and sufficient'.

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 NG 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 assessment. 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 are 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. You can refer to the risk assessment guidance, examples and 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.

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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 should include the following information:

1. the name of the organisation;
2. site location (you don't need to give the full address, just the general location eg, Leicestershire);
3. how many workers are employed by the organisation;
4. a general description* of the organisation, which must include information on products manufactured and/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 'paint a picture' for the examiner (who may not be familiar with your industry) to allow them to understand what your organisation does. For example, 'garage-related activities' is far too brief. Something like this would be better (extract from the worked example in the assessment pack):

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...

NGG 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 and MOTs are 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.

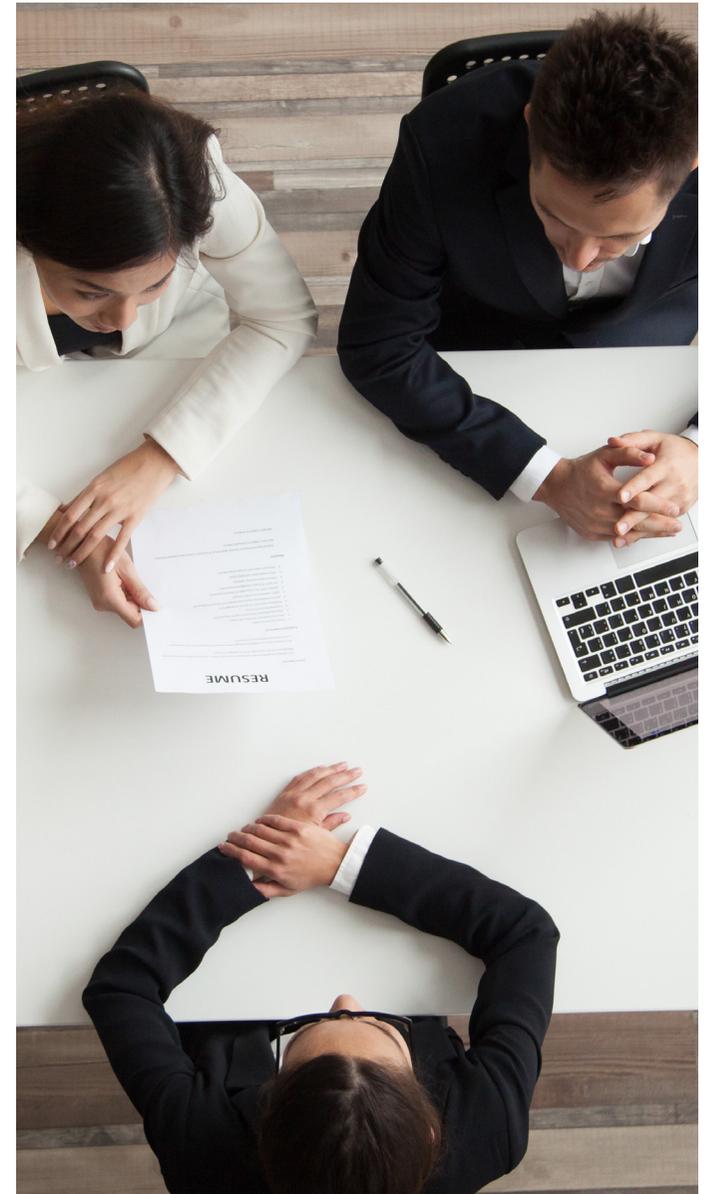
...

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

- the sources of information that you consulted;
- who you spoke to; and
- how you identified:
 - the hazards;
 - what is already being done; and
 - any additional controls/actions that may be required.

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

Please note that this section can be completed after you have completed your risk assessment.



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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 NG 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 (chemical or biological)
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

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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 principles of prevention 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).

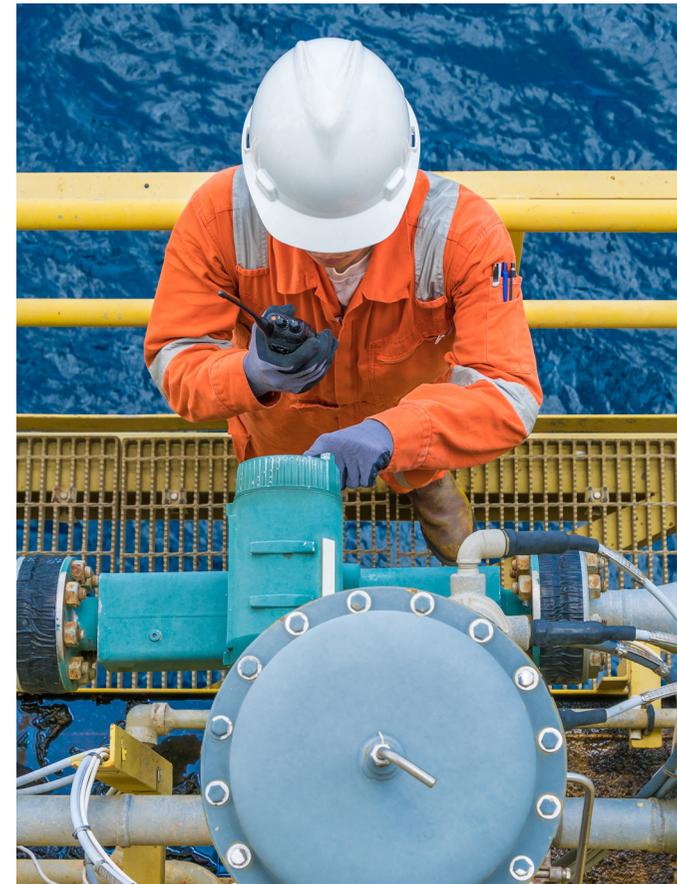
Important note: please ensure that ALL columns are completed with realistic information. If you have nothing to include, for example under additional controls/actions, please put N/A or similar, do not leave the column blank. The NG2 example on the NEBOSH website shows examples of where N/A (or similar) must be used.

*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.

You **must not** include photographs, drawings etc in your risk assessment.

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).



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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
Vibration Sanding and grinding activities	Workers in the workshop area	Maintenance programme in place for all hand-held equipment, including vibrating equipment	Monitoring system to be set up to ensure that vibration tools are not used for an excessive time	1 month	Workshop Manager
	Excessive use of or use of faulty hand-held tools such as disc cutters, sanders and grinders could lead to hand-arm-vibration (HAV) conditions such as vibration white finger	All workers are trained in the use of vibration hand-held tools	Look at rotas to ensure workers are moved between activities	1 week	Workshop Manager
		There is an 'unwritten rule' that only tools that have been designed to reduce the risk of HAVs should be purchased	Look into setting up a health surveillance programme for all affected workers	6 months	Finance Director
			Tool-box talks to be held at least twice a year on the effects of vibration from hand-held tools	6 months / ongoing	Workshop Manager
			Formalise the purchase policy to ensure that only suitable equipment is purchased to reduce the risk of HAVs	6 months	Finance Director
			Evaluation of the level of our workers' exposure to vibration should be carried out to ensure that the daily exposure and action values are not being exceeded	1 month	Finance Director and Workshop Manager

Table 2

Part 1

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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 what you consider to be 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 argument **must** reference relevant UK-specific legislation where applicable, eg, when talking about the control of hazardous substances you should reference relevant duties under the Control of Substances Hazardous to Health Regulations 2002.

Please note that you are not expected to include detailed descriptions of the Regulations. You just need to say what the duties under the regulations are. For example, you could say that your employer has a duty to eliminate or reduce risks to health and safety from noise at work.

- Consideration of the **likelihood** AND **severity** (taking account of current control measures) of injury, ill-health or harm occurring. This must include consideration of 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 of your chosen actions is likely to be in controlling the risk**. Here you must describe:
 - > the intended impact of the action;
 - > justification for the timescale that you indicate in your risk assessment for the action; and
 - > whether you think the action will fully control the risk.

Part 1

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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 when you would review the risk assessment and why;
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 findings; 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.

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Assessment forms and submitting Unit NG2 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. Please ensure that you use a font and font size that is easy to read eg, Arial size 10 to 12.

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.

For handwritten submissions, we recognise that sometimes you might not have enough room for everything that you want to add. So, if you are running out of room, simply indicate that there will be a continuation of the content by writing 'continued' where the content is to be broken; the remaining content can then be completed on the continuation sheet - write 'continued' before the content. You need to make it clear what is being

continued as this will help the examiner when they are marking your assessment. An example follows.

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.

Both sets of forms have been designed to take you through all of the assessment sections. Completing all sections of the forms and referring to this document for additional guidance should help to ensure that you receive a 'Pass' for your assessment. It is also recommended that you refer to the 'worked example' so that you can see what level of detail is required for each section. The example can be downloaded from the resources section on the qualification page of the NEBOSH website.

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Example continuation sheets

Name of organisation*	National General Garage Ltd (known as NGG Ltd)
Site location*	Leicestershire
Number of workers	24 workers
General description of the organisation	<p>NGG Ltd is a medium sized garage with offices, vehicle repair shop and paint spray booth. The business does a lot of repairs and maintenance on commercial vehicles and body repairs on vehicles (mainly cars and vans) that have been involved in accidents for insurance companies. Servicing and MOTs are also carried out for members of the public. Typical activities undertaken include moving spare parts from the stores to the workshop, engine repairs, activities relating to servicing/MOTs, body repair, draining fuel/oil, spray booth activities (including the use of paints that are solvent based).</p> <p><i>Continued ...</i></p>
Description of the area to be included in the risk assessment	The garage and spray booth activities; the office area has a separate risk assessment.
Any other relevant information	The Finance Director (who reports directly to the Managing Director) has direct responsibility for health and safety.

Name of organisation*	
Site location*	
Number of workers	
General description of the organisation	<p><i>Continuation ...</i></p> <p>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.</p>
Description of the area to be included in the risk assessment	
Any other relevant information	

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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'.

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 unit assessments (NG1 and NG2) 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.

Setting up the assessment

You can set up the practical assessment for 'On Demand' assessments on any date that you choose; it is not dependent on the Unit NG1 assessment date. For Standard Date assessments, the submission (upload date) will be the same as the written examination (NG1). 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 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 NG2 assessment

You **must** declare in writing to NEBOSH any staff member, spouse, family or other close personal relationship with any learner taking the NG2 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 NG1

Assessments must be uploaded in PDF format via the Course Provider Interface (CPI). Before uploading the assessments, please make sure that the pages are in order eg, run from pages 1 to 5 and are rotated so that they can be immediately read eg, the pages are the right way up. 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'.