



Safety Simplified.

Making health & safety work

Course guide for learners

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Created by **NEBOSH**



Course overview

Course key features

Assessment:	Assessment Type	Assessment Time	Pass Standards
Unit SS1: General health and safety awareness:	Multi-format examination	30 minutes	60%
Unit SS2: General workplace risk assessment:	Practical assessment	1.5 hours	See guidance later in document
A 'Pass' must be achieved in both units to achieve the course.			
Modes of study:	A full-time block release course (minimum of 18 hours, three working days) Part-time day release (minimum of 18 hours) Open, distance or ELearning		
Entry requirements:	None		
Languages available:	English (More languages to be available in 2020)		
Course grades:	Pass Refer		
Certificate issue:	E-certificate		

Course overview

Who is the course designed for?

Safety Simplified is ideal for anyone who is looking for an introduction to health and safety issues in the workplace and risk assessment. This may include team leaders and supervisors, HR professionals, facilities managers and those training young people in a working environment.

Benefits for learners

Safety Simplified looks at everyday solutions for general workplace health and safety issues. When you have completed the course, you will be able to:

- make a case for managing health and safety including recognising what good health and safety management looks like;
- do a general risk assessment in your own workplace – inspecting the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures and assigning actions;
- understand why incidents happen and how to investigate them; and
- help your employer to check their health and safety management system effectiveness – through monitoring, audits and reviews.

Benefits for your employer

When you have passed the course, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

Achieving the course certificate

You need to pass both assessments to get the course certificate.

Fair assessments for all

We want you to have a fair chance at the assessments. If you have any disabilities, special educational needs or temporary injuries, please discuss these with your Learning Partner. They can make adjustments to assessment conditions to take your needs into account.

Appeals

If you feel that your assessments were unfairly marked, you should speak to your Learning Partner in accordance with their complaints procedure.

Syllabus

Syllabus

Syllabus summary

Element	
1	Making the case for health and safety
2	Stopping incidents and ill-health before they happen
3	Stopping incidents from repeating themselves
4	Dealing with common workplace hazards
5	Keeping an eye on how things are going

Learning outcomes and assessment criteria

Learning outcome The learner will be able to:	Assessment criteria	Assessment (QP = question paper, P = practical)
Make a case for managing health and safety including recognising what good health and safety management looks like	Identify the moral, legal and financial reasons for managing health and safety in the workplace Identify the main ingredients of an effective health and safety management system	QP
Do a general risk assessment in their own workplace – inspecting the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures and assigning actions	Produce a risk assessment of a workplace which considers a wide range of identified hazards (drawn from element 4) and meets best practice standards ('suitable and sufficient')	QP/P
Understand why incidents happen and how to investigate them	Identify why incidents happen and how they can be investigated	QP
Help their employer to check their health and safety management system effectiveness – through monitoring, audits and reviews	Identify common methods used to check and improve the effectiveness of health and safety management systems	QP

Assessment SS1 – Multi-format examination

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This multi-format assessment will include a range of different question types and will be marked by your course tutor.

You will receive a 'Pass' or 'Refer'. The 'Pass' mark is 60% (18 marks out of a possible 30).

If you receive a 'Refer' (i.e. don't pass) on your first attempt at the multi-format examination, you will be given another chance to take the assessment using a different paper.

Assessment SS2 – Practical

Guidance on completing the risk assessment

You can complete your risk assessment using the template we provide (it's based on the one recommended by the British regulator (the HSE) and should be fine for most workplaces). But, you can use any template you like (like your organisation's own format). But whatever you use, you must make sure that you have included all of the right information outlined below to meet the assessment criteria. Risk assessments don't have to be perfect or too detailed – they just need to be good enough to help you decide on what to do to control risks. The HSE has lots of examples on their website of what good risk assessments look like for a range of different workplaces: www.hse.gov.uk/risk/. You will have many hazards in your workplace but we only want you to spend around 90 minutes on this assessment. So we want you to limit your risk assessment to just five hazard types.

The following page gives guidance on completing each section of the risk assessment. You can also use the guidance as a checklist to remind you to complete each section.

Submission of the assessment

This must be your own work and be submitted to your course tutor for marking. You can either hand write or type your assessment.

So as to avoid any malpractice issues, as part of your studies, your Learning Partner will also confirm your identity.

Marking

Your assessment will be marked by your course tutor. You will receive a 'Pass' or 'Refer'. We want you to be confident in completing risk assessments and do it well. So, if your tutor decides that you haven't met the 'Pass' standard they will work with you to help you to see how to fix any shortfalls before submitting the results to NEBOSH. But remember, to learn well the assessment must still be your own work – your tutor won't do it for you.

Learner name	Your full name	Date	The date you carry out the assessment
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Background Information

Include the following information about your organisation and the area you risk assessed:

- Who your organisation is and what sort of business it is
- The sorts of activities carried out in the location/area you are using for your risk assessment

How did you carry out this risk assessment?

Include what you did, such as:

- Sources of information you looked at (official guidance, company documents)
- Walking around the location to look at hazards
- People you talked to about the area/job

What are the hazards? (things, activities, anything that could cause harm)	Who might be harmed and how?	What are you already doing?	What else do you need to do to control this risk?	Action by whom?	Action by when?
<p>Identify five hazards</p> <p>Each hazard should be a different type ie, not multiple manual handling hazards</p> <p>Consider the types of hazard contained in Element 4 of the syllabus</p>	<p>Identify groups of people that may be harmed by each hazard eg, staff, visitors</p> <p>And how they may be harmed eg, a hazard of 'damaged electrical cable' could cause electric shock/burns</p>	<p>List what is already in place to control this hazard. There may be several things you are doing for each hazard, so list them all – but you only need to do this briefly, not too detailed.</p>	<p>List anything else that can be realistically put in place to reduce the risk</p> <p>If nothing else is needed give a brief explanation is to why you think this is</p> <p>To do this compare what is already in place against good practice (covered in your course or other guidance)</p> <p>Make sure the actions (if required) are sensible and proportionate to the risk. Often you will have more than one action for each hazard.</p>	<p>State the role of the person carrying out the action – making sure that the role is suited to the action eg, HR, Supervisor, Office Manager, Facilities Managers. This may involve multiple people.</p>	<p>Give a realistic date for when the action should be completed</p>

Review date: Give a realistic date for when the risk assessment should be reviewed to see if hazards are still well controlled. For example, if risks are low and things don't change very often, you can set a review date that is quite far in the future. But be prepared to look at it sooner if things do change. Although not part of this assessment, when you are back in your workplace remember to check the actions have been completed.