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Unit RAW1: Managing risks in the workplace

Guidance and information for learners and Learning Partners

This document provides comprehensive guidance on the presentation and submission of the Unit RAW1 assessment.

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Part 1: Guidance for learners

Part 1

Guidance for learners

Introduction

This qualification is an introductory level qualification that looks at health and safety risk management at work and the step-by-step process to be adopted for controlling health and safety risks caused by workplace hazards.

This qualification has been designed to assist workers or volunteers involved in managing workplace risks and who undertake risk assessments, to confidently identify sensible and proportionate precautions to control the risks in the workplace. The qualification has been developed by NEBOSH, in conjunction with Great Britain's Health and Safety Regulator, the Health and Safety Executive (HSE), and reflects published HSE guidance.

Completion of the assessment

The NEBOSH HSE Award in Managing Risks and Risk Assessment at Work, assessment, 'Managing risks in the workplace', is made up of four parts and you are required to answer each part:

Part 1 – you will be given a partially completed risk assessment based on a familiar scenario. You will be asked to select an appropriate range of actions to further control the risks presented in the assessment. Any controls selected, from a prepopulated list, should be done so on the basis that they are proportionate and informed by practicality, relevance and cost. You will also be asked to provide timeframes for prioritising the controls selected and a date as to when the risk assessment should be routinely reviewed.

Part 2 – based on the findings of the risk assessment, you will be asked what your top three priorities will be for action and why. Any priorities should be based on reducing the risks identified in the risk assessment scenario.

Part 3 - you will be asked to describe what the manager should do with the risk assessment once it is finalised.

Part 4 – you will be asked under what circumstances would you consider it necessary to review the risk assessment.

Date of assessment

Your assessment will normally take place at the end of the day's training (if taught face-to-face). If you are studying by distance or eLearning, you will complete the assessment once you have studied all course content. It is important that the assessment is undertaken on your own and not as part of a group activity. Your Learning Partner (the training company with whom you are studying) will provide you with further information and support through this process.

Part 1

Guidance for learners

Submission of the assessment

If taught face-to-face, you will leave your completed assessment forms with your course tutor for marking at the end of the day's training. If you have studied via distance or eLearning, your Learning Partner will provide you with further information on how to submit your assessment for marking. You can either hand-write your assessment. To avoid any malpractice issues your Learning Partner will confirm your identification before you undertake your course of study. Your assessment (Parts 1, 2, 3 and 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.

Marking

Your assessment will be marked by your course tutor. You will receive a 'Pass' or 'Refer' for each part of your assessment. Should you be referred, your Learning Partner will be able to provide you with further support. Your Learning Partner will work with you to identify where your submission did not meet the required standard. This will allow you to resubmit your assessment for marking once it has been revised.

Moderation

Your marked assessments may be moderated by NEBOSH. The reason that we do this is to monitor your tutor's marking standard. Your assessment mark may, therefore, be subject to adjustment (this could result in a change of grade, eg, an assessment originally marked as a 'Pass' being downgraded to a 'Refer' or vice versa).

Results

We aim to issue results within 24 working days of the date of the assessment. However, results may be issued after the deadline dependent on any moderation undertaken.

Part 2: Guidance for Learning Partners

Part 2 Guidance for Learning Partners

Learning Partner contacts sitting the assessment

You must declare in writing to NEBOSH the details of any employee and/or familial, spousal, or other close personal relationship who will be taking the assessment. In these cases, the assessment must be marked by an internal assessor approved by NEBOSH.

Identifying learners

You must be sure of the identity of all learners prior to qualification delivery. This should be done ahead of the training; on the day for classroom delivery or, for eLearning, verification can be undertaken remotely via webcam. This will involve checking photographic identification. Photographic evidence of identity includes driving licences, national identity cards and passports. If you are unable to identify the learner, then you should contact us for further advice.

Resources

You should provide your learners with the assessment template form (which consists of four sections). This will have been provided to you directly by NEBOSH along with the completed sample risk assessments.

Submission of the assessment

You must upload the learner's results within ten working days of the assessment date.



Part 2 Guidance for Learning Partners

Marking

The assessment will be marked by your appointed internal assessor; for face-to-face delivery, this would usually be the course tutor. We need to be confident that the course tutor has adequate qualifications and experience in the areas covered by the syllabus and preferably has experience in delivering courses/teaching. Prior to marking any assessments, internal assessors must view the pre-recorded training presentation that has been provided for this qualification. Further details will be supplied by the NEBOSH Learning Partner Quality department.

It is also recommended that the Lead Tutor will hold a NEBOSH National or International Diploma in Occupational Health and Safety, or an equivalent recognised qualification in health and safety.

Membership with an appropriate professional body is preferred at a level that reflects the Lead Tutor's qualifications. If no membership is held, the Lead Tutor must be able to demonstrate how they keep up-to-date with current health and safety legislation. The Lead Tutor must demonstrate relevant experience in the field, and preferably have experience in delivering courses/teaching. Our Learning Partner Quality department will be able to provide you with further information on this before or at the time you submit your accreditation application.

Your course tutor will be required to mark and give feedback on the learners assessment submission; this feedback is to be detailed on the assessment template, in the feedback / comments boxes provided. You must upload the grade (Pass/Refer) for each learner. When you enter the marks, a 'Pass' should be entered as 100% and a 'Refer' as 99% (these marks will not be shown on the learner's Unit Results Notification).

Where a learner's grade is a 'Refer' you should attempt to work with them to get them to the required standard. You should set a deadline for the amended assessment to come back to you for re-marking. If the assessment is not received by this deadline, the learner's mark must be entered as 'Refer' (99%). If the learner still wishes to achieve the qualification after the initial mark declaration, you will need to re-register them, (the learner will need to pay all appropriate fees, including the NEBOSH registration fee). The learner must then resubmit their amended assessment to you by the new deadline for marking/ feedback.

Part 2 Guidance for Learning Partners

The marking criteria for the four part assessment are as follows:

Pass	Refer
Part 1	
Response shows a selection of proportionate controls based on cost, practicality and relevance. Timeframes for action are sensible and prioritised. Timeframes are based on the concept of Immediate (2 – 4 weeks), Medium-term (1 – 6 months) and Long term (6 – 12 months) . The risk assessment review date should reflect best practice.	Response shows a lack of understanding of proportionate risk controls (mostly all available risk control options ticked) and/or time-frames all considered high priority/immediate.
Part 2	
The 3 priority risk controls selected to further manage the health and safety risks should reflect, practicality, relevance and cost. A sensible and reasoned justification is provided to support each selection.	Interventions identified are inappropriate or disproportionate and not suitably justified.
Part 3	
Learners are able to identify what should happen to the risk assessment once signed off by the manager.	Incorrect or no understanding as to what should happen to the risk assessment once completed.
Part 4	
Based on the training provided, Learners will have identified a range of circumstances under which it would be necessary to review the risk assessment.	Limited understanding of when risk assessments should be revisited/revised.

In order to pass, learners must have attempted all assessment areas. Learners are able to use their course materials when completing the assessment.

The learner does not need to achieve the 'Pass' standard for each of the hazards contained within the risk assessment but should demonstrate an understanding of proportionate controls. The learner must achieve a 'Pass' for Parts 2, 3 and 4 of the assessment.

Part 2 Guidance for Learning Partners

Retention of sample assessments by Learning Partners

You must retain the assessments for at least six weeks following the date of issue by us of the assessment result to which they relate. The assessment may be moderated (see 'Moderation' section in Part 1) at any time from the date of the assessment until six weeks after the issue of results and, therefore, should be scanned and available at any time, in a easily retrievable format.

We monitor the consistency of the marking of internal assessment by you over time. You are, therefore, required to retain representative samples of practical applications (eg, high Pass, low Pass, Refer) for each cohort of learners for a rolling three-year period. The sample of assessments to be

retained will be no more than 24 assessments per year per qualification, but you may choose to retain more for internal quality assurance purposes. The archived samples must be retained in a format that makes them easily retrievable. Other assessments must be disposed of as confidential waste where appropriate.

Results

We will aim to issue results within 24 working days of the date of the assessment. However, results may be issued before or after the deadline dependent on moderation. If you delay sending the completed assessments (including tutor feedback) this could delay the issue of the learners' results.

