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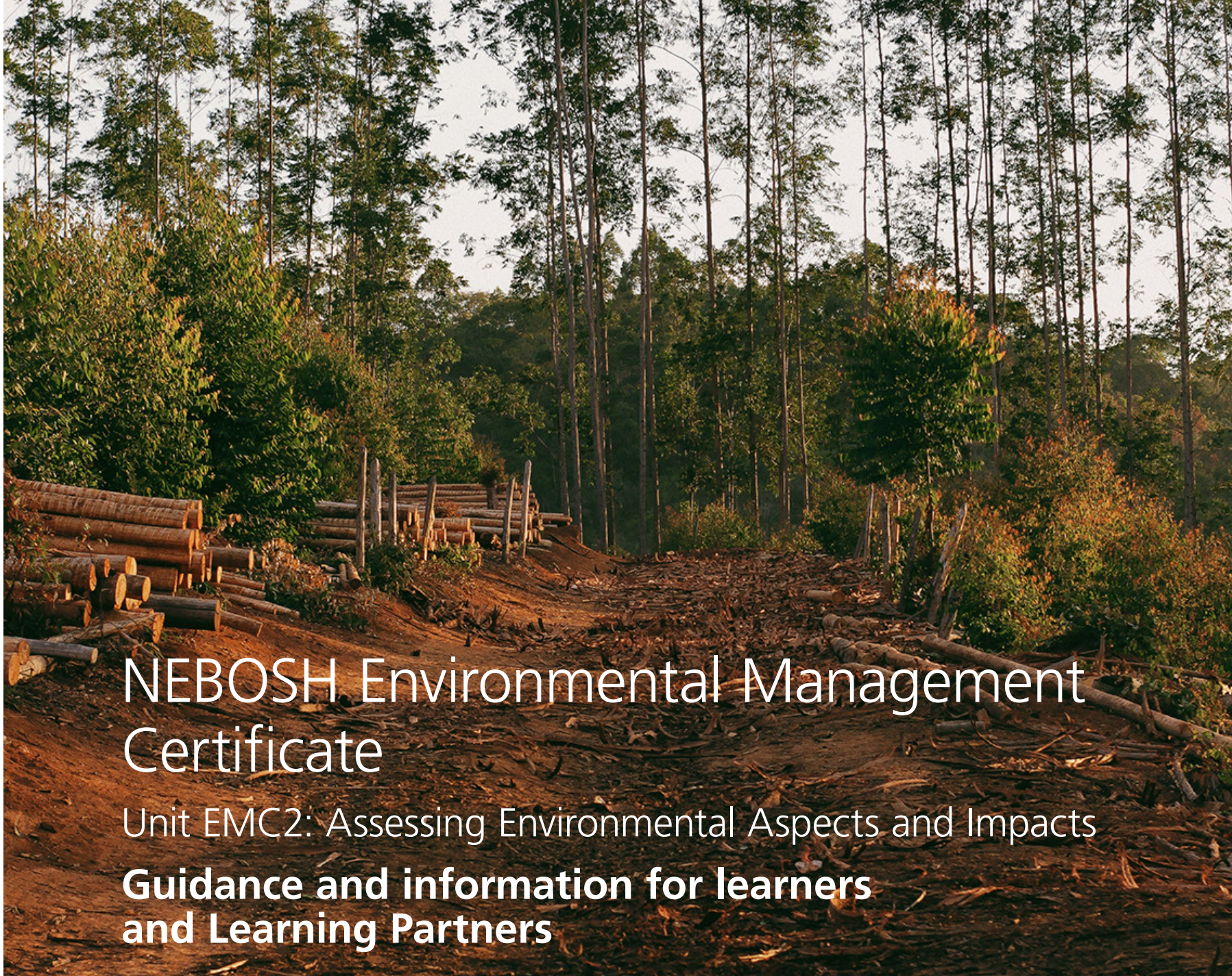
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NEBOSH Environmental Management Certificate

Unit EMC2: Assessing Environmental Aspects and Impacts

Guidance and information for learners and Learning Partners



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Part 1:
Guidance for learners

Part 1

Guidance for learners

Introduction

The aim of this assessment is for you to practically apply the knowledge and understanding that you have gained from your Environmental Management Certificate (EMC) studies. To do this, you will need to assess the environmental aspects and impacts in your workplace. Before you start the assessment, you must have completed your studies of the whole of the EMC syllabus (elements 1 to 9).

The stages of the assessment are as follows:



The different parts of the assessment are based on the requirements of ISO 14001:2015, which you learned about during the course.

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). This includes a template, as well as a completed example.

We have also included approximate word counts for each section in this guide. These word counts should be used as a guide only and should not be seen as an absolute minimum or maximum. We want your aspect and impact assessment to be realistic.

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Stages of assessment



You must use the headed tables in the template to complete the description of the organisation and the methodology used.

Start by giving a clear and concise description of your chosen organisation (if possible, this should be the organisation you work for). You can change the name and location of your organisation for confidentiality purposes, but everything else needs to be factual. You will also need to think about the scope of the assessment; for example, are you going to look at the whole organisation or just a specific department/product/process? 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, please ask your tutor for advice.

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

You should aim to complete this section in 200 - 250 words

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

- the name of the organisation;
- site location (you do not need to give the full address, just the general location eg, New Delhi, India);
- how many workers are employed by the organisation;
- a general description* of the organisation, which must include products manufactured or services provided, the types of activities undertaken and shift patterns worked;
- a description of the area to be included in the assessment; and
- any other relevant information eg, who has the day-to-day responsibility for environmental management in your organisation, nearby vulnerable receptors. If you feel there is nothing else relevant, you do not need to add anything else to your submission.

Part 1

Guidance for learners

* 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, 'catering facility' is far too brief. Something like this would be better (extract from the worked example in the assessment pack):

...

There are five café booths across campus serving takeaway hot drinks (teas and coffees), cold drinks in bottles/cans, and packaged snack foods. All booths are owned by the university and manned by directly employed university workers. These are located on the ground floor of University buildings close to offices, classrooms, and lecture theatres. One cafe is located in the library building. Most of the café's customers work or study at the university, although some locations are also open to the public. Opening times vary by location and some are closed over the weekend.

...

You will then need to outline how you carried out the aspect and impact assessment (methodology used).

You should aim to complete this section in 100 - 200 words.

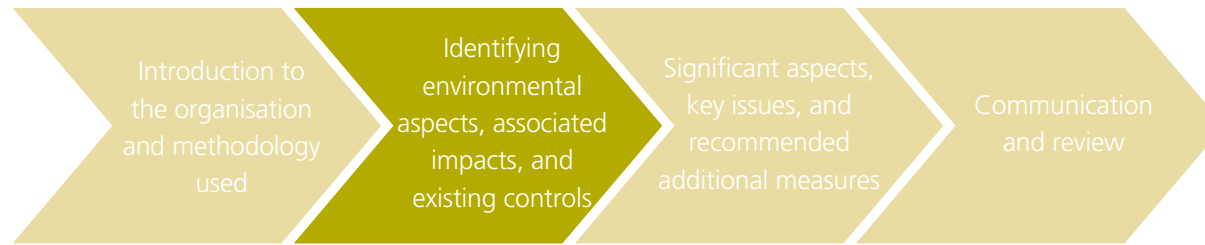
- the internal and external sources of information that you looked at;
- who you spoke to; and
- how existing controls were identified.

You may also include anything else that is relevant to the completion of the aspect and impact assessment.



Part 1

Guidance for learners



You must use the template provided to record the aspect and impact assessment.

You will now need to complete an assessment of the environmental aspects, and associated impacts, for your organisation. You should include at least four different activities/products/services from your chosen area. You must record at least ten different environmental aspects in your assessment, with associated impact(s) for each.

Your completed assessment must show that you have considered the different operating conditions, which are listed in Table 1. **To pass the assessment, you must include at least two of these conditions.**

Operating conditions
Normal operation
Abnormal operation
Incidents / accidents
Potential emergency situations

Table 1

Your aspect and impact assessment must state:

- the activity, product, or service
- each environmental aspect, and under what condition(s) it is present
- the impact(s) which are associated with each aspect*
- what is already in place to control these environmental aspects.

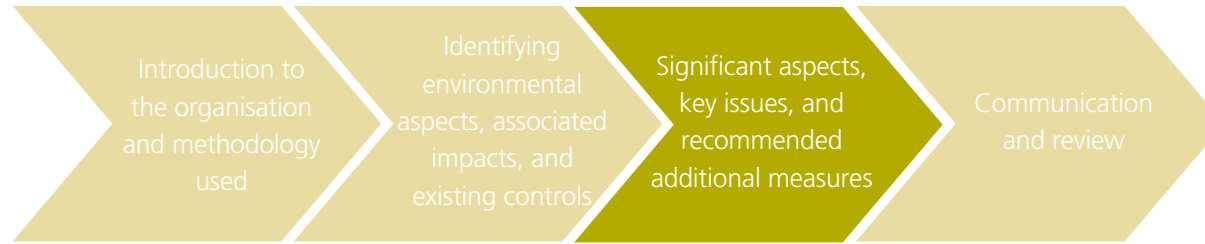
****As a minimum, you must include one impact for each environmental aspect. Usually there will be more than one potential impact for each - particularly when considering different conditions – and you should include all of them, in order to demonstrate your understanding. Remember that environmental impacts can be positive or negative, and direct, indirect, or cumulative.***

Once you have identified all of the environmental aspects and impacts, you need to determine which ones are significant. You should use the significance rating table in the assessment pack to help your evaluation. Put the rating for each aspect, and which criteria it meets, in the assessment table.

Please see the blank table in the template to see the layout of the assessment. To get an idea of the level of detail required, look at the full example included in the assessment pack.

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Choose **three significant aspects** to evaluate further. Remember, significance varies from organisation to organisation. Even if nothing that you have identified seems very drastic, it is the most important for your organisation to address. What have you found that would have the biggest impact (positive or negative)?

You must write about each of these three significant aspects, to support your recommendations for further actions. This section should contain enough information for decision-makers with little environmental knowledge. You can refer to the criteria from the significance rating table to help form the basis of your explanation. To get an idea of the level of detail required, look at the full example included in the assessment pack.

You should aim to complete this section in 300 - 400 words for each aspect.

Your reasoning must explain:

- What environmental receptors may be affected (directly, indirectly, or cumulatively) by these impacts, and how.
- Business concerns, relevant compliance obligations, and the needs and expectations of interested parties.
- Which key environmental issues the impacts are linked to (see table 2)*.
- The likelihood and severity of potential impacts, taking account of current control measures.

*Impacts might relate to multiple issues, or you might find that different impacts are linked to the same issue. You must include at least three issues in your assessment overall.

Key environmental issues
Local effects of pollution (air quality, noise, waste, lighting, odour)
Carbon emissions and the greenhouse effect/global warming
Water resources and ocean pollution
Deforestation, soil erosion and land quality
Material resources and land despoliation, supply chain issues and inequal distribution of impacts
Energy supplies, innovations in food & fuel
Waste disposal and international waste trade
Agricultural issues arising from global trade
Climate change and extreme weather events
Biodiversity loss

Table 2 - from EMC syllabus 1.1

Part 1

Guidance for learners

For each of the **three significant aspects** you have already identified, you must state what further controls or actions you would recommend in order to reduce associated negative impacts, or enhance associated positive impacts. The 'additional measure' might be a development of an existing control eg, increased monitoring or change to policy.

Here you should describe:

- The intended outcome of each action;
- Rough timeframe for actions; and
- Resource requirements.



Lastly, you should recommend:

- When / how often the aspect and impact assessment should be reviewed.
- Who should receive your recommendations* and how you will communicate them.
- How you will follow up on your recommendations to check that additional measures are put in place.

**Role only needed. This might be multiple people depending on your recommendations*

You should aim to complete this section in 50 - 100 words

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Guidance for learners

Location

The assessment must be carried out in your own workplace. This means that your 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 activities with associated environmental aspects.

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 access any information you might need, and so that you can carry out the assessment without endangering your own health and safety.

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 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 learners

Assessment template and submitting Unit EMC2 for marking

We recommend that your assessment is completed electronically. The assessment pack contains an editable template which has 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.

Template

When you start your assessment 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.

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 (EMC1 and EMC2) 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

The EMC1 unit will be held quarterly and you can choose to either connect the EMC2 to this date or set up a separate on demand assessment. If you chose the first option, you can start to upload assessments for marking the day after the registration closing date. If you book an on-demand assessment, you must upload the assessments 10 working days after the assessment date at the latest.

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 will have access to information they might need, and can carry out the assessment without endangering their own health and safety

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 EMC2 assessment

You **must** declare in writing to NEBOSH any staff member, spouse, family or other close personal relationship with any learner taking the EMC2 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 (please see 'Setting up the assessment' for further information).

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'.