TRAINING AND EVENTS FROM HSE

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NEBOSH HSE Award in Managing Risks and Risk Assessment at Work

Qualification guide for Learning Partners

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Qualification overview

Qualification overview

Qualification key features

Unit prefix and title:	**Unit RAW1**: Managing risks in the workplace	
Assessment Unit RAW1:	**Assessment Type** Practical assessment	**Assessment Time** Approximately 1 hour
Modes of study:	Taught (face-to-face) Open, distance or eLearning	
Notional learning hours:	Taught hours: 6 hours Assessment: 1 hour **Total hours: 7 hours**	
Qualification level:	Notional SCQF Level 5 / RQF Level 2	
Entry requirements:	None	
Recommended minimum standards of English:	Equivalent to an International English Language Testing System score of 5.0 or higher in IELTS tests For further information consult the IELTS website: **www.ielts.org/institutions/test_format_and_results.aspx**	
Languages available:	English	
Assessment dates/ registration:	On-demand only. Registrations can be made at any time pre-course and up to 10 working days from the assessment date.	
Pass standards:	Learners are required to complete all parts of the assessment to achieve a pass. If a learner does not achieve a Pass, the tutor is expected to work with the learner to support them to achieve the required standard.	
Qualification grades:	Pass Refer	
Parchment issue:	Issued within 20 working days from the results notification date for the unit	

Qualification summary

Qualification summary

Introduction

NEBOSH HSE Award in Managing Risks and Risk Assessment at Work, is an introductory level qualification that looks at health and safety risk management at work and the 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 syllabus and accompanying workbook have been developed by NEBOSH, in conjunction with Great Britain's Health and Safety Regulator, the Health and Safety Executive (HSE), and is based on published HSE guidance.

On completion of the course, learners will:

- Understand the reasons for managing health and safety risks, the need for competence of those involved and the importance of consultation with relevant workers.
- Understand how to effectively manage risk, which will involve identification and understanding of risk potential and its control.
- Understand how to evaluate risks in a proportionate and sensible manner.
- Understand where to find sources of information to help identify and manage risk, and the application of the HSE risk assessment tools.

Teaching of the syllabus content

We have produced a face-to-face training pack (which includes a lesson plan) for you to use to deliver this qualification (see 'additional resources' section). If you are not using the materials published by NEBOSH and HSE you will need to reflect this in your lesson plans which are submitted as part of the approval process.

Minimum standard of English required for learners

The standard of English required by your learners studying for the Award in Managing Risks and Risk Assessment at Work must be such that they can both understand and articulate the concepts contained in the syllabus. It is important to stress that the onus is on you to determine your learners' standards of proficiency in English.

Achieving the qualification

The Award in Managing Risk and Risk Assessment at Work has one assessment (see 'Qualification overview' for details of the assessment and the pass standard); your learners must achieve a 'Pass' in the unit to be awarded the qualification.

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Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future/.

What to do if your staff, family or friends are sitting the course?

If any of your staff, family or friends want to sit the qualification you must tell NEBOSH first. Further information can be found in the 'Instructions for Conducting Examinations' document.

Available resources

In addition to this guide, the following resources are downloadable from the NEBOSH website:

- Learner Guide
- Practical Guidance document
- Course Leaflet.

A face-to-face training pack is also available to purchase. The pack includes:

- lesson plan
- slides
- one eBook. Additional copies for learners (one per unique learner) are purchased separately.

Syllabus

Syllabus

Syllabus summary, learning outcomes and assessment criteria

Element summary	Learning outcome On completion of this course the learner will be able to understand:	Assessment criteria
1 Why manage health and safety risks	The reasons for managing health and safety risks, the need for competence of those involved and the importance of consultation with relevant workers.	Complete risk assessment case study which identifies a range of identified hazards and meets best practice standards ('suitable and sufficient').
2 Managing risk: • Identifying and understanding the risks • Controlling the risks	How to effectively manage risk, which will involve identification and understanding of risk potential and its control. How to evaluate risks in a proportionate and sensible manner.	
3 Managing risk: Sources of information and the application of HSE risk assessment tools	Where to find sources of information to help identify and manage risk, and the application of the HSE risk assessment tools.	

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Element 1: Why manage health and safety risks	
1.1	• Definitions of: - Risk management, health, safety, welfare, hazard, risk, risk assessment, risk control and competence • Reasons for managing health and safety risks: - moral, business and legal reasons - other business benefits of proportionate management of health and safety risk - the importance of understanding and prioritising an organisation's key risks • The management of health and safety risk as an enabler for workplace activities and the proportionate reduction of risk. • When to assess risk - normal operation, change of process or technology, maintenance and cleaning.
1.2	• An introduction to the steps for managing risk: - identify hazards - assess the risks - control the risks - record findings - review the controls.
1.3	• Definition of health and safety competency • The need for health and safety competence (as a risk control measure) within all functions of a business - appointing competent people (internal and external, including specialists) to help in managing and assessing risk - appointing competent workers to carry out the activities from which the risk arises - building and maintenance of workplace competence • The value of worker consultation and who should be involved in managing and assessing risk - the notion of the task 'as imagined' vs the task 'as done'. • When to consult: - identifying key risks - assessment of the risks by the workers involved - in developing control measures - ongoing control of risk • Common errors when assessing risk.

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Element 2: Managing risk: Identification, understanding and control	
2.1	• In identifying hazards, consideration of: - how people work and how plant and equipment are used (activities and processes) - hazards to health including the use of chemicals and substances within the workplace - any safe or unsafe work practices that exist - the general state of repair and housekeeping within a premises - accident and ill-health records - non-routine operations • In assessing the risks, deciding on the following: - who might be harmed and how - what is already being done to control the risks - what further action is needed to control the risks - who needs to carry out the identified action - when the action must be completed • In controlling the risk: - can a hazard be removed altogether? - if not how can the risks be controlled so harm is unlikely? - consideration if further controls are required. Put the controls in place • Record any significant findings: - the hazards (things that may cause harm) - who might be harmed and how - what is being done to control the risks • The controls put in place must be reviewed to make sure they are working. They should also be reviewed if: - they may no longer be effective - there are changes in the workplace that could lead to new risks such as changes to workers, a process or substances or equipment used - following an incident - a problem has been identified by workers or by medical or health surveillance.

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2.2	• What ensures a risk assessment is suitable and sufficient: - a proper check was made - identification of those who might be affected - all the obvious significant risks are dealt with, taking into account the number of people who could be involved - the precautions are reasonable, and the remaining risk is low - workers or their representatives were involved in the process • Application of risk assessment for specific types of risk and special cases: - examples of when they are required, including fire, DSE, manual handling, hazardous substances, noise, stress - special case applications such as to young people, expectant and nursing mothers, disabled workers and lone workers • Meaning of dynamic risk assessments for non-foreseeable hazards • Mechanisms, tools and methods that can help to carry out assessment of risk e.g. checklists, apps (e.g. the official HSE health and safety app), guidewords.
2.3	• Distinction between prevention and mitigation • Benefits of multiple independent barriers • Risk control principles: - avoiding risks - evaluating the risks which cannot be avoided - combating the risks at source - adapting the work to the individual - adapting to technical progress - replacing the dangerous with the non-dangerous or the less dangerous - developing a coherent overall prevention policy - giving collective protective measures priority - giving appropriate instructions to employees.
Element 3: Sources of information and the application of HSE risk assessment tools	
3.1	• Sources of information that can be used to identify hazards • An introduction to the HSE risk assessment tools and where to find them.