

NEBOSH

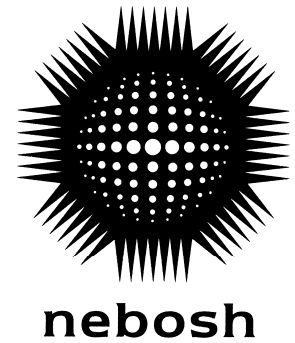
MANAGEMENT OF HEALTH AND SAFETY

UNIT NG1:

For: NEBOSH National General Certificate in Occupational Health and Safety

UNIT NGC1:

For: NEBOSH National General Certificate in Occupational Health and Safety
NEBOSH National Certificate in Construction Health and Safety
NEBOSH National Certificate in Fire Safety and Risk Management



Open Book Examination

ANSWER TEMPLATE

Available for 24 hours from: 02 December 2020, 09:00 GMT

Learner name	
NEBOSH learner number	
Learning Partner name	

Please note: if you decide not to use this template, you will need to include the same information on your submission, including the following:

- your unit code (eg NG1);
- the examination date;
- your name;
- your NEBOSH learner number;
- your Learning Partner's name;
- page numbers for all pages;
- question numbers next to each of your responses.

You do **not** need to copy out the questions.



Please save your completed answer document with your surname, your first name, your NEBOSH learner number, and your Learning Partner's name.

For example, a learner called Dominic Towlson with the learner number 12345678, who has taken their course with a Learning Partner called GMMTA International will name their submission:

Towlson Dominic, 12345678, GMMTA International

Task 1: Managing risks for those working from home

Question 1

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. As a guide, you should aim for around 30 words per answer.

The organisation is following and complying the with government guidance in relation to homeworking.....

One to one online meetings have been set up.....

Weekly 30-minute team meetings have been set up.....

Procedures and guidance for homeworking has been created and send to employees.....

The organisation is taking advantage of technology to allow homeworking.....

Video conferencing facilities are used to communicate remotely with clients

Business meetings take place remotely using video conferencing facilities.....

The organisation is utilising the Intranet to communicate important return to work guidance & procedures etc to people working from home.....

The new risk assessment has been produced and sent via e-mail to all home working staff. This will ensure workers can read this from the safety of their home before eventually returning to work and then following the risk assessment.....

Guidance on setting up a workstation at home has been created and communicated with support available.....

Task 2: Communicating health and safety

Question 2

When expanding on these answers, provide details on what will be communicated out to people and which method below will be used. Consider for example the guidance, risk assessments, policies and procedures etc

As a guide you should aim for around 30 words per answer.

One-to-one meeting.....

Team meetings online.....

Business conference calls.....

Meetings to plan for possible returns to work.....

Noticeboards.....

Email's.....
Intranet.....
Posters.....
Training.....
Workshops.....
Safety representatives are utilised to consult with workers.....

Task 3: Benefits of certification to an ISO occupational health and safety management system standard to the organisation

Question 3

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. You should aim for around 30 words per answer.

When expanding on these answers, try your best to make reference to the information contained in the scenario.

Makes the organisation more efficient

Improves organisational culture

Improves reputation

Increases trust

Demonstrates you are adhering to an internationally certified occupational health and safety standard

ISO45001 is checked by an internationally recognised body for example UKAS and externally audited as well as internally audited.

Increases your chances of gaining contracts and allows you to tender for more contracts. In the scenario the organisation has attracted some important corporate clients

Manages your Health & Safety Risks– whether ensuring that you know of, and are complying to your legal obligations, or improving the management of your Health & Safety risks.

Employee engagement – employees will feel empowered if you give them the power to manage their own Health & Safety responsibilities and contributing to your overall business H&S record.

Increased profits due to lower accidents and illnesses

Clear policies– In the event of an accident or emergency, everyone knows what to do and their responsibilities, thus reducing the impact on the business

Near Misses – Identifying the potential for accidents using ISO45001 ensures that you can alter your practices should you encounter a near miss.

Continual Improvement – As businesses change and grow, so do the risks. ISO45001 helps you to monitor the risks within your business and make the appropriate factual decisions and actions.

Lower staff turnover

Lower absenteeism

Less likely to receive an enforcement notice or be prosecuted

Lower insurance premiums

Higher moral amongst the workforce

Can position your business as a business leader

Improves individual safety as well as organisational

Having a recognised Management System for example ISO45001 will enable the organisation to implement ISO9001 and ISO14001 easier.

Task 4: Applying further control measures

Question 4

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. You should aim for around 30 words per answer.

Virus specific risk assessment.....

Team meetings to discuss proposed measures.....

Displaying of the risk assessment on the noticeboard.....

Cleaning schedule changed for more frequent and routine.....

Step by step approach to thoroughly washing hands sent by email.....

Other hygiene procedure to be prepared and sent to worker via email.....

The hygiene procedures and step by step method of washing hands will also be presented in poster form.....

New hand sanitising procedures to be created and relayed during.....

Social distancing work instruction to be created.....

Procedure to be created for working in enclosed rooms and the wearing of Personal protective equipment.....

First aid policy to be updated to reflect the changes.....

Other emergency procedures including fire evacuation arrangements to be reviewed and updated.....

Reporting requirements for any virus-related ill-health cases to the Government authorities will need to be introduced.....

Detailed analysis and corresponding update of the Health & Safety Management System to be carried out.....

Remote team meeting to take place to enable agreement and communication of the procedures and guidance before returning to work.....

Training to be carried out.....

Workshops to be carried out.....

Scheduled behavioural safety observations will be undertaken by.....

Managers and Supervisors will conduct Safety Tours.....

Disciplinary procedure will be updates.....

Revised policies for visitors are required.....

Revised policies for contractors are required.....

Sufficient time given for the implementation of all these measures.....

Task 5: Influencing behaviour to improve performance

Question 5

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. As a guide, you should aim for around 30 words per answer.

Prior to returning to work workers are given the opportunity to learn about the new controls and are given the opportunity to discuss these.....

Research was conducted via visits to another organisation to establish what worked and did not work. This would help prevent measures being implemented that do not work or may experience increased resistance from employees....

Consultation took place with the workers that will be expected to follow the new control measures.....

The Safety Representative was also included in consultation and worked together with the Management Team to come up with suitable measures.

Adequate time will be given to allow this behavioural change and the organisation will need to be patient and understand that it will not happen overnight.....

Training sessions planned to take place to educate employees.....

Workshops planned to take place.....

Management and supervisors will be involved in Safety Tours, which shows they are visible and getting involved.....

Management and Supervisors to conduct behavioural safety observations, which will allow them to correct issues that arise right away.....

A wide variety of methods have been used to communicate these measures to ensure.....

The Managing Director is taking the lead and ensuring these measures are discussed and researched before they are created and implemented.....

People from across the company are involved in this crisis and are all working together to ensure a satisfactory outcome, for example the Managing Director, HR Manager, Facilities Manager, Managers, Supervisors, Health and Safety Team, Safety Representatives and workers.....

The review of existing policies and procedure is taking place to ensure they remain up to date and relevant and then they are communicated to employees.....

It was positive to see a Health & Safety Management System review is to take place, which demonstrates the organisations commitment to Managing Health & Safety.....

The new procedures, guidance, risk assessments, cleaning contracts, training etc demonstrates to the employees, that the organisation is committed to keeping them safe and free from ill health.....

Task 6: Checking management system effectiveness through auditing

Question 6 (a)

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. As a guide, you should aim for around 30 words per answer.

Audits focus on the full or part of the health and safety management system and check whether it is operating effectively.....

Audits examine documents for example, policies and procedures

Audits look closely at records for example, maintenance log sheets, cleaning records

Safety inspections focus on the hazards in your work environment to help ensure compliance with a small part or element within the Management System

Safety audits, focus on the processes your organisation uses to address these hazards and protect workers.....

Safety inspections generally benefit from the eye of someone who is familiar with the workplace, which is why they're often conducted internally.....

Safety audits, on the other hand, can benefit from an objective outsider's perspective to look at a program without bias.....

Audits involve observing employees and conducting interviews.....

Audits are not often carried out as often as inspections, they are usually carried out for example, 6 monthly or annually

Inspections are usually carried out more frequently and may be carried out daily, weekly, monthly etc.

Question 6 (b)

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. As a guide, you should aim for around 30 words per answer.

Independent and less likely to be influenced by the organisation

Fresh pair of eyes

Wider experience in different types of workplace

Recommendations carry more weight

Extensive auditing experience as they may be auditing on a daily basis.

Task 7: Identifying data used to monitor health and safety performance

Question 7

Guidance: I have listed answers below from the scenario in line with the number of potential marks that can be awarded. You will have to provide detail or these answers / justify them. Use examples to help you. You should aim for around 30 words per answer.

Near misses

Accidents

Ill health

Property Damage

Enforcement Action

Number of Civil Claims

Number of virus-related ill health cases reported to the Government authorities

Results of Behavioural Safety Observations

Safety Tours

Results of the detailed analysis of the health & safety management system (Internal Analysis / Internal Audit)

External Audit Results

Inspection conducted

Your total word count*	
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** please note that this form already has 309 words (excluding text boxes and footers), which you can deduct from your total amount if you are using your word processor's word count function.*

Documents and sources of information you used in your examination	<i>For example: course notes, HSG245</i>
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End of examination

Now follow the instructions on submitting your answers in the NEBOSH *Open Book Examinations: Technical Learner Guide*. All Open Book Examination guidance documents can found on the NEBOSH website: <https://www.nebosh.org.uk/open-book-examinations/resources/>.