

NATIONAL EXAMINATION BOARD OF OCCUPATIONAL SAFETY AND HEALTH (NEBOSH) CERTIFICATE

GC3 PRACTICAL ASSESSMENT GUIDANCE

Introduction

This is the third element of the Nebosh Certificate course assessment, it requires delegates to complete a workplace inspection and then write a report to persuade a local manager to take action on the hazards identified. It enables delegates to demonstrate that they can apply the theoretical elements of the syllabus.

There is no exact time limit for the completion of the assessment but it is recommended that both sections take no more than 4 hours to complete.

The inspection proforma must be completed in the candidates own hand writing, the report must be completed using the template word document provided by Nebosh which is available online for you to download in the GC3 section of the online portal.

The practical must be carried out in the candidates own workplace. If required for confidentiality company names may be changed or omitted.

Once completed candidates are required to submit a declaration stating the report and inspection are the candidates' own work. If this declaration is not completed the report will not be marked and the result voided by Nebosh.

The inspection and report must be completed within 14 days of the examination, either 7 days before or after the date of their examinations. The exact submission date will be confirmed by the course tutor when the practical assessment pack is issued. The report and inspection should be sent back Cambridge Safety by Recorded Delivery or Royal Mail Special Delivery and a copy kept by the candidate. Reports submitted after the submission date may not be marked in sufficient time to meet the deadlines set by Nebosh for the submissions of scores by each examination centre. As assessments' have to be marked and then verified, it is important that if you are not able to meet the deadline you should contact your course tutor as soon as possible as we are not able to hold up the submission of assessments' results for other candidates registered for the same examination sitting. Candidates can register to complete the assessment at the next available examination date if required.

Completing the Inspection Proforma

- The inspection must be recorded on the Nebosh standard form.
- A variety of areas should be visited
- The area selected for the inspection needs to contain a range of hazards, consider: hazardous substances, fire, electrical, machinery, ergonomic, housekeeping, noise, vibration, transport, manual handling and health hazards along with issues related to poor welfare facilities.
- Note not all these issues are needed but a good range is essential to demonstrate a good overall knowledge of the variety of issues within the syllabus and a typical workplace with at least five different types of hazard identified.
- Try to identify a few good practices (The main focus is on hazards but note a couple of good practices if they are seen)
- Candidates must note this is an **inspection** not an audit or risk assessment, focus on the hazards not risks.
- Identify a range of hazards, if there are two trailing cables, they are the same hazard and so will only count as one hazard, so try to find a different hazard.

Format for completing the inspection form

<i>Observations</i> <i>Hazards/good practices</i>	Control measures (Immediate, medium and long term actions) If there are existing controls these can be noted but identify them as existing controls rather than recommendations for further controls.	<i>Timescale</i>
Location of hazard Clear description of the hazard	Recommendation(s) to reduce the risks of the hazards causing harm and comment on existing controls. Give each recommendation a timescale for action. Remember to not just solve the problem today but to take steps to stop it recurring. Consider short and long term action Hint: Make sure you consider long term management controls to stop the problem re-occurring.	Immediate (I) Or timescale e.g. 1 month, 3 months, 6 months.
Good example Kitchen Variety of unmarked chemicals stored in food cupboard could lead to food contamination.	Separate out Provide separate store cupboard Provide info to staff on safe storage	Immediate 1 week 1 month then ongoing
Good Example : Kitchen area Damaged kettle lead – could cause electric shock.	Remove kettle Replace or repair Ensure electrical equipment is tested on a regular basis	(I) 1 month 3 months
Poor example Electrical cables Better Damaged electrical cable leading to electric shock.	Stop use Stop Use Arrange for cable to be replaced Train staff in pre use checks	Immediate Immediate Within 1 week Within 1 month

There is no set number of hazards to be found, as the number spotted will depend on the types of areas visited and available. However a full range of hazards must be found and noted, in normal circumstances this will be between 20-25 uncontrolled hazards plus two examples of good practice. **No more than 30 issues should be covered.**

Remember to focus on the workplace, work practices, people and equipment not procedures and systems.

Ensure you identify a wide range hazards, consider:-

- Hazardous substances
- Noise
- Vibration
- Fire
- Electricity
- MH
- Display screen equipment e.g. poorly positioned chair or screen
- Work equipment related hazards e.g. entanglement, stabling, crushing etc.
- Poor housekeeping
- Biological e.g. evidence of vermin
- Environmental e.g. evidence of spilled oil.
- Work at height issues e.g. lack of guard rails or use of broken ladder
- Health hazards e.g. stress or chemicals
- Poor welfare standards

Important note: Remember to put some long term actions on your inspection sheet, do not only put immediate actions. As a manager the issue may be solved today but what may need to be done to stop the same issue arising on site again?

Do not put “ongoing” on its own as a timescale on your inspection form include the specific time period e.g. within 2 weeks.

Do not focus on paper work and records within the workplace, as this is a workplace inspection not an audit or management review.

Guidance on the completion of the Report

Many workplace inspections fail to achieve their aim due to the way that they are presented to managers, on many occasions they fail to gain the commitment of those in authority to actually support the improvements required. Once an inspection is completed the key findings may need to be summarised in the form of a management report rather than just presenting the inspection form to the relevant manager.

The report compiled should be aimed at the local manager of the site, to identify a few key issues to the manager of the area inspected, there is not requirement to cover everything covered on the inspection sheets in the report. The report aims to convince a busy manager to take action on the key issues you have identified. An inspection with no justification, as to why the company and its management team need to take the issues seriously, will not be awarded high marks. Part of the role of a H&S practitioner is to ensure they are able to highlight the issues and encourage support for the standards required from all levels of the employees in the organisation.

The report may be typed on plain white paper with text size 12 and the Arial font used. Print single sided with large margins.

The suggested word count is between 700 - 1000 words and should not just duplicate all the observations, however this word count can be exceeded without penalty. No photos, plans or other documents should be included in or with the report.

The objective of this report is to highlight the key finding from the inspection and justify why action needs to be taken. The information in this guidance note is based on the NEBOSH guidance for the report and is designed to ensure the report completed includes all the key issues required, it may be different from reports completed by you for your employer but we suggest this format should be used to ensure the report meets the academic requirements set by Nebosh.

Introduction

- Describe the work environment and activities undertaken
- Give the date of the inspection
- The time taken
- Those involved in the inspection

Executive Summary

- Briefly summarise the key issues identified in the inspection
- Summarise the main conclusions
- Summarise the main recommendations

Findings

- Strengths
 - Outline the range of good practices identified during the inspection
- Weaknesses - Select **five priority high risk areas from the inspection**
- Briefly explain each hazard or issues, its adverse effects, who could be affected, plus any breaches of legislation involved and why the law is being breached. Legislation from the syllabus should be used and its full name should be used e.g. Control of Substances Hazards to Health Regulations rather than COSHH. Put in the year of application e.g. Health Safety at Work Act 1974.
- Next provide some justification for action for each of the hazards explained, giving a detailed description of why the employer should make changes to their systems to improve health and safety issues. Ensure that legal, moral and financial are considered along with the consequences of not taking action. Where recommendation can be taken with minimal costs but the costs not complying are high this should be explained.
- Consider the effects on poor safety on the business as a whole.

Conclusion

- To gain management support.
- Summarise the main findings
- Restate some legal, moral and financial justification for action.

Recommendations

This section should be written as a table – it does not need to deal with all the hazards spotted only the ones covered in the management report. Recommendations must be realistic, prioritised and approximations of the costs or resources needed to support their introduction must be given.

Recommendations should be given in priority order, with pressing or high risk issues dealt with first, then those which can be achieved at little or no cost. Outline recommendations given on the inspection proforma should be explained upon here. Exact costings are not required but an estimate in either money or personal time should be provided.

Recommendation	Likely resources implications	Priority	Review date
1. Arrange for trolleys to reduce the MH of loads around the despatch dept	£200 per trolley 4 trolleys required Ongoing pre-use checks and maintenance – 5 mins per day	1	October 2011

Example priority

Priority 1 – immediately or within 1 month

Priority 2 - within 3 months

Priority 3 – within 6 months

Example Report – Note this includes only three key issues you will need to cover at least five in your report.

Introduction

I am writing further to an inspection made of the warehouse area of J Greenings Company on 23rd February 2018. The site is entered off the A45, with a large yard, warehouse and manufacturing area. The company manufacture metal shelving and cupboards, the main activities are those associated with manufacture of metal products, administration and warehouse activities including the use of fork lift trucks to move items around the site. The inspection took just 1 hour 10 minutes.

Executive summary

There were a range of good practices identified on site including the layout of the warehouse and yard keeping people and vehicles apart. However there were a range of uncontrolled hazards including noise, fire and electricity which if not addressed could lead to accidents and ill health amongst your employees. There were a range of breaches of legislation which if allowed to continue could lead to enforcement action by the health and safety executive, which could damage the reputation of the company and prove costly. Overall safety standards were maintained but further action to improve housekeeping and ensure managers are maintaining local standards is essential. The cost of the recommendations made will need limited direct resources, the cost of not taking action could prove most costly.

Findings

Strengths

During the inspection several issues which were being managed well were identified, those working in the yard and warehouse were wearing their high visibility clothing and fork lift operators did sound their horns when they drive around corners to alert those in the warehouse of their presence.

Weaknesses

Noise

The noise levels appeared to be at or above the first action level of the Control of Noise at Work Regs. Employees who are continually exposed to these high noise levels are likely to

damage their hearing causing conditions known as Noise Induced Hearing Loss or Tinnitus for which there is no cure. Compensation may be sought by any injured employee, which if successfully awarded could lead to your insurance premiums rising significantly.

Electricity

Several items of electrical equipment were seen as damaged, with faulty wiring or signs of scotching evident. The Company appear not to have numbered or tested any of its electrical equipment. The Electricity at Work Regulations require all electrical equipment to be maintained in a safe condition. At present your electrical equipment may be liable to cause electrical shock, fire, explosion or burning to employees.

Fire

There were several relating to fire safety which gave cause for concern. One fire exit was blocked by a stack of chairs, additionally there was a lack of fire exits signs. These hazards could mean that should an emergency evacuation take place employees could find their route blocked, this could result in fatalities if this were the result of a fire and not a drill. These problems are breaches of the Regulatory Fire Reform Order.

Manual handling

Employees were seen moving large bulky metal filing cabinets into delivery vehicles without using the available trolleys, this could lead to muscle strains and damage to product if it is dropped. Two young members of staff work in this area and could be at greater risk if they try to move the cabinets alone without assistance from other staff or using the mechanical handing aids available. This is a breach of the Manual Handling Regulations 1992.

Safety is a key issue for every employer, if employees are injured or suffer ill health they may take time off work, which may affect the ability of the company to meet orders. Equally under the various pieces of legislation listed there are duties on the employer to ensure that employees are protected, if steps are not taken to improve safety the company could be prosecuted. This could result in a fine which would need to be paid out of company profits.

The company needs to retain staff who are vital the success of the company, providing basic welfare and safety standards could increase productivity and job satisfaction.

Conclusions

It was clear that health and safety had been considered in the design of the warehouse and yard, however there are a range of uncontrolled hazards which if not managed more effectively could result in ill health or injury. Noise levels were estimated at over 80 dB(A) with no noise surveys being completed. Several items of damaged electrical equipment were still in use by employees which could lead to electric shocks or burns. Overall poor housekeeping is contributing to an increased of workplace fires. The lack of good MH practices is putting employees at a serious risk of muscle injuries which could lead to chronic health problems. All these hazards could be effectively managed with a little additional care but in most cases they can be managed within current resources and little external expenditure. If action is not taken accidents could occur leading to lost time and the possibility of civil claims by the injured parties.

It is important that health and safety issues are taken seriously and a majority of the improvements could be made with minimal resources but some commitment from managers at all levels.

Recommendations

Recommendation	Likely resources implications	Priority	Review date
1. Stop use of defective electrical equipment in warehouse	Time Purchase and repair	1	31/10/2015
2. Brief staff on carrying out visual checks on electrical equipment prior to use	10 min briefing Time only afterwards	1	31/10/2015
3. Arrange for scheme of PAT testing	£3.50 per item	1	25/10/2015
4. Arrange for noise survey	£600.00	2	25//1/2016
5. Appoint and train local fire marshals for each shift, they should be responsible for checking all exits routes on a daily basis	£300 per half day course	2	1/2/2016

And finally

Once you have completed the inspection and report

Ensure your Nebosh PIN is entered on each sheet submitted.

Send in:

- Inspection reports – pages numbered and in order with your Nebosh PIN
- Completed Management report – pages numbered and in order, each with your Nebosh Pin written on
- Signed declaration

We suggest that you copy both the inspection and report before sending in to Cambridge Safety.

Send in by Recorded delivery or Royal Mail Signed Form to ensure you have evidence of postage.