**NEBOSH CERTIFICATE (NGC1)**

**PRIVATE STUDY**

**Element 1 - Foundations in Health and Safety**

**1. Using practical examples explain the difference between the terms hazard and risk.**

**2. Identify four common law duties the EMPLOYER has to their employees giving a practical example of how each duty may be met in your workplace.**

**3. Give the meaning of the terms:**

Absolute:

Practicable:

So far as is reasonably practicable:

**4. Outline the duties of the EMPLOYER to non-employees under HASAWA 1974.**

**5. Are the following statements true or false?**

1. Civil law and criminal law are the same.
2. The maximum penalty for an employer under HASAWA at the magistrate’s court is £50,000.
3. An improvement notice must state which legislation has been broken and provide at least 21 days for remedial action to be taken.
4. Companies can be prosecuted under civil law
5. Damages are awarded by the criminal courts
6. Corporate manslaughter cases are brought against senior managers within organisations
7. Indictable offences are always heard at the magistrate’s court.
8. Vicarious liability is where the employer is automatically responsible for the torts of their employers if they injure anyone else during the course of their work.
9. The HSE take prosecutions for corporate manslaughter
10. ACOPs are legally binding on organisations
11. A summary offence is heard at the Crown court.
12. Environmental health officers can charge for their time under the Fees for Intervention scheme

**6. Fill in the gaps:**

|  |  |
| --- | --- |
| **Common law** | **…………… Law** |
| Case law | Acts and …………….. |
| Precedents |  |
| Set by ……………………… | Parliament and EU |
|  | Written |
| ……………………… Law | Criminal Law |
| Its purpose is to Compensate | Its purpose is to ………………… |
| Duty owed to others | Duty owed to ………….. and ……….. |
| Outcome can be ……………….. | Outcome can be Fine and prison |
| ………………………….. | Non insurable |
| Lowest court ………………….. | Lowest court ………………………… |
|  | Crime |
| The burden of proof is ……………. | The burden of proof is ………………… |

**7. Selection and Control of contractors**

Give six documents you would ask to review when selecting a contractor to carry out cleaning activities on your site.

**8. Construction Design and Management Regulations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Name** | **F10** | **Pre construction info** | **Construction Phase Plan** | **H&S File** |
| **Give an overview of its contents** |  |  |  |  |
| **Under what circumstances does it need to be completed** |  |  |  |  |
| **Who is responsible for completing it?** |  |  |  |  |

**9. Give three responsibilities under CDM 2015 for the individuals given below**

|  |  |  |
| --- | --- | --- |
| **Client** | **Principal Contractor** | **Principle Designer** |
|  |  |  |
|  |  |  |
|  |  |  |

**NEBOSH CERTIFICATE (NGC1)**

**Elements - 2 Health and Safety Management System - Plan**

1. **Identify the legal requirements on a company to have a written health and safety policy.**

**2. Give the three different parts of a H&S policy along with 4 different issues which would be included within each section.**

**3. Give three events in the workplace which could lead to a H&S policy being reviewed.**

**4. Outline four reasons why organisations should set health and safety goals or objectives.**

**5. What are the main components of HSG65?**

**6. What are the main components of ISO45001?**

**7. For the following people outline four typical responsibilities that they would have within the company health and safety policy.**

**Managing Director / Chief executive:**

**Line Manager:**

**Employee :**

**H&S Practitioner:**

**8 True of false**

1. HSG65 is a legal requirement
2. If a company wants a certified safety management system they should follow HSG65
3. HSG65 is written by the British Standards Organisation
4. The most senior manager in the company should sign the arrangements section of the H&S policy
5. Companies with over 3 employees must have a written H&S policy
6. The organisation section of the policy establishes roles and responsibilities
7. Both HSG65 and ISO45001 require a company to commit to continual improvement
8. “Act” includes carrying out audits
9. Employees have the legal duty to co-operate with the contents of the H&S policy
10. ISO45001 is an international health and safety management system

**NEBOSH CERTIFICATE (NGC1)**

**Elements - 3 Health and Safety Management System - Do**

**1. Define the term safety culture.**

**2. Give four factors which could contribute to a company’s H&S culture declining.**

**3. Individuals are all very different; identify four personal factors which could make one person more likely to break safety rules than another.**

**4. Give four reasons why young people may be at greater risk of workplace accidents compared to their more mature colleagues.**

**5. Give six external factors (e.g. from outside the organisation) that could influence a company’s internal health and safety management standards and practices.**

**6. Indicate if the following statements are true or false.**

1. Implementing a Safety Management System (SMS) is one way of establishing a positive health and safety culture.
2. Individuals subject to peer pressure may be prone to break health and safety rules.
3. Deliberately not wearing PPE provided is an example of a violation.
4. HASAWA gives a duty to all employees to ensure the safety of themselves and others.
5. Training can assist in reducing the likelihood of accidents caused by human error.
6. Senior managers can influence H&S culture through their own behaviour.
7. A successful strategy for minimising human error will involve considering individuals, tasks and the organisation itself.
8. Attitudes can be positive and negative.
9. Setting unrealistic targets can encourage staff to break the rules.
10. ROES have the right to carry out workplace inspections.
11. The employer appoints their health and safety representatives
12. If one safety representative requests that the employer set up a safety committee then this must be done.
13. Safety reps and ROES must be provided with adequate facilities.
14. The four C’s are Communication, Control, Co-operate and Consult.
15. The H&S advisor is legally responsible for all H&S issues within the workplace.
16. A safety committee should have equal numbers of employee representatives and managers.
17. Health and safety committees should discuss accident trends, new legislation and the results of risk assessments.
18. Safety representatives and ROES can take their employers to the civil courts if they are not consulted about H&S issues in the workplace
19. Safety representatives have the legal right to carry out workplace risk assessments.

**7. Give four factors which could determine how many safety representatives or ROESs should be in place in the workplace.**

**8. What regulations cover trade union safety representatives?**

**9. Give three issues on which employers must consult with their ROESs on.**

**10. Outline four typical ways in which a company could involve their employees in initiatives aimed at improving health and safety standards in the workplace.**

**11. Give a typical hierarchy of control for controlling a workplace risk.**

**12. Give three ways in which hazards in the workplace can be identified.**

**13. Using practical examples explain the difference between a health hazard and a safety hazard.**

**14. Outline five factors which could determine if a risk assessment is suitable and sufficient.**

**15. Fill in the missing stages in the general risk assessment process**

**16. Comment on how this diagram translates into the HSE’s FIVE Steps to Risk Assessment.**

**17. Fill in the gaps in the following Principles of Prevention**

Eliminate

Combat risk at ?

Substitute

**18. Give two reasons why employers must develop safe systems of work for their employees to follow.**

**19. Why might a permit to work system need to be established?**

**20. Give four types of emergency which a company may need to have emergency plans to deal with.**

**21. Identify eight issues which would be included in a PTW for entry into a confined space.**

**22. Draw a sketch showing an example of each category of safety sign which would meet the current EU and BS standards.**

**23. Indicate if the following statements are true or false.**

1. Employers must carry out suitable and sufficient risk assessments covering all their work activities.
2. A risk control measure which relies on people interaction will have weaknesses.
3. The most reliable control measures are those which are completed by machinery or equipment.
4. PPE should be the first option when using a hazardous substance.
5. Regulation 4 of The Management of Health and Safety at Work Regulations requires employers to take steps to reduce risks.
6. Risk assessments must be recorded if there are more than 3 employees involved with the task.
7. Avoiding the risks should be the first consideration.
8. The risks from all hazards should be reduced so far as is reasonably practicably.
9. HASAWA requires risk assessments to be completed by the Employer
10. All hazards must be recorded on a risk assessment form.
11. The risk is the injury which is incurred from a hazard
12. A numerical grid may be used to evaluate risks.
13. There is a specific requirement in the Management of Health and Safety at Work regulations to carry out specific risk assessments for young people/pregnant workers/ lone workers and those with disabilities.
14. A trailing cable is a risk
15. Hazards can be identified using a range of groups including biological, chemical, ergonomic and physical.
16. Physical hazards all involve movement of machinery
17. All hazards can be seen.

**Element 4 & 5 – Health & Safety Management Systems – Check & Act**

**1. Identify three ways in which health and safety monitoring data can be collected.**

**2. Give three reasons why organisations should measure how effectively they are managing health and safety standards.**

**3. Describe the difference between reactive and active monitoring.**

**4. Give three reactive and three active measures which could be used to measure the effectiveness of the company SMS.**

**5. Explain three differences between a workplace inspection and a company health and safety audit.**

**6. Indicate if the following statements are true or false.**

1. Inspections involve hazard spotting and reviewing work procedures
2. Inspections are a reactive measure
3. Audits are always completed by external auditors
4. Auditing is a legal requirement under HSG65
5. Check lists can assist in the completion of workplace inspections
6. Trade union safety representatives have the right to complete workplace inspections every quarter
7. The first part of a general risk assessment and a workplace inspection are identical
8. Unsafe actions or behaviours should be identified during workplace inspections.
9. Accident incidence rates and accident frequency rates can enable accident trends in different companies or departments to be compared.
10. The HSE inspector has a right to complete audits of companies SMSs.
11. The frequency of workplace inspections could be effected by the risk level in the workplace and if there are people particularly vulnerable.
12. ISO45001 is an example of a SMS
13. Auditing, inspections and reviews are a way of complying with Regulation 5 of the Management of Health and Safety at Work Regulations.
14. The accident incidence rate is a proactive measure of H&S performance
15. Monitoring is about checking standards, whereas a measure is the specific issue being examined and this will normally be quantifiable (measured using numbers)

**7. With reference to a workplace accident explain the difference between the root and immediate causes of an accident.**

**8. Fill in the headings of the accident causation domino theory.**

**9. Identify four actions to be taken immediately after a workplace accident, involving serious injury to an employee, occurs.**

**10. Give four reasons why organisations should keep records of occupational ill health.**

**11. There are requirements under RIDDOR to report specified injuries, dangerous occurrences and reportable industrial diseases, give three examples of each.**

**12. Name the form which must be completed if a case of occupational ill health needed to be reported under RIDDOR.**

**13. Outline the key stages in a well conducted accident investigation.**