

NEBOSH International Diploma in Occupational Health and Safety



UNIT ID ASSIGNMENT

Guidance and information for candidates

This document provides comprehensive guidance on the presentation and submission of the Unit ID assignment report. It includes guidance on the structure and style of the report. Candidates should study this document carefully before submitting their assignment.

The guidance should be read carefully in conjunction with the assignment mark scheme, which is attached at the end of this guidance document, to provide a clear guide to the requirements of the assignment report.

1 Assignment Brief

The candidate is required to carry out a detailed review of the health and safety performance of a workplace or organisation and to produce a justified action plan to improve performance.

The assignment will require the candidate to apply the knowledge and understanding gained from their studies of elements of Units IA, IB and IC in a practical environment and to carry out critical analysis and evaluation of information gathered during the review. The level of work should be that expected of a competent occupational health and safety practitioner working within an organisation.

The report should include:

- an introduction that sets the scene by stating clear aims and objectives and a description of the methodology employed to carry out the assignment;
- a description of the chosen workplace/organisation to set a context for the assignment. The candidate will need to consider any regulatory framework within which the workplace/organisation operates;
- an overview of the current health and safety management arrangements in which the candidate should critically review the health and safety management system;
- a survey of a wide range of significant hazards or activities within the workplace. The candidate should prioritise the identified hazards or activities and, carry out a risk assessment on **one** physical and **one** health and welfare hazard or activity. This should include an evaluation of the effectiveness of the organisation in controlling the risk arising from the hazards or activities identified and proposals to further control the hazard(s) and reduce risks;
- conclusions which summarise the main issues identified in the candidate's work together with justified recommendations for improvement;
- a costed and prioritised action plan for implementation of the candidate's recommendations in each of the two areas;
- an executive summary of the report.

The focus of the Unit ID assignment should be the application of the knowledge and understanding developed in Units IA, IB and IC to a real workplace situation. It provides opportunities for the candidate to carry out research and demonstrate the ability to carry out a range of activities that would be expected of a health and safety practitioner.

The aim of the assignment is to produce an overall review of the health and safety management system of an organisation and indicate, using risk assessment, the priorities for the organisation for the future.

It is important that a suitable workplace upon which the assignment research will be based is chosen.

The workplace should be large enough to provide both an opportunity for the review of the health and safety management system and a sufficiently large range of significant hazards in the areas covered by Units IB and IC to provide an adequate range for

identification and prioritisation. Candidates who have difficulty identifying a suitable workplace should ask their tutor for advice.

If the organisation is very large, in order that the assignment is manageable the candidate should limit the area considered. In such circumstances it might be more appropriate to consider a department or division of the organisation rather than the organisation as a whole, although obviously, the health and safety management system will probably be that adopted by the whole organisation.

Candidates should ensure that they understand fully the requirements of the brief and are recommended to prepare an outline plan of their approach that can be discussed with a tutor. While it would not be appropriate for tutors to read and amend drafts of the report, their role is to ensure that the candidate is 'heading in the right direction'– for example, they may comment on whether the candidate has chosen a suitable workplace or situation that satisfies the brief and will give sufficient scope to achieve the necessary breadth and depth of content required at Diploma level. Tutors must not provide a 'pre-mark'.

2 Structure of the Report

A good assignment is planned well from the outset. Candidates should read the brief and the detailed guidance carefully and highlight the key words to make sure it is understood what is required. An outline plan which includes the main headings for the report and the topics required in each part should be produced. This can be used as a checklist to make sure that everything has been included when the report is proof read at the end.

The report should be organised in sections which match those set out in the assignment mark scheme and contain a contents page. To help the reader, each section should be headed with the appropriate title. The sections are:

- Executive Summary
- Introduction
 - Aims and objectives
 - Methodology
 - Description of the organisation
 - Legal Environment
- Review of the Health and Safety Management System
 - Description
 - Gap Analysis
- Hazard Identification
 - Physical Hazards
 - Health and Welfare Hazards
- Risk Assessment
 - Physical Hazard
 - Health and Welfare Hazard
- Conclusions
- Recommendations
- Action Plan
 - Management System
 - Hazards and Risk
- References / Bibliography
- Appendices.

The report should be approximately 8,000 words in total, excluding the References/Bibliography and Appendices. No penalty will be applied to reports which exceed 8,000 words but candidates should aim to keep their word count under 12,000 to avoid the main requirements of the assignment brief becoming lost and the report losing clarity. Candidates should also note that irrelevant material included in their reports will not attract marks. Risk assessments must be included in the main body of the report. Candidates must note that risk assessments included as appendices **cannot** be awarded marks.

Appendices are pieces of work which support the content of the report.

The candidate should include only material which is an essential aid to an understanding of the content of the report. Each item in the appendices should be referred to in the report so that the reader can turn directly to it to find the background to the factor concerned. Appendices should be kept to the minimum. The reader is not going to spend time reading through a collection of items which may not be relevant.

3 Report Style

There are many detailed general guides to writing reports available on the internet, often as part of study guides produced by university departments. A search under 'writing reports' will produce links to such sites. It is strongly recommended that candidates study such material in order to understand how to write a report to the required standard for the assignment.

The report should use a formal style as would be expected for a report to management. The report should convey the information as clearly and concisely as possible. However, sets of bullet points are unlikely to give sufficient indication that the writer has a firm understanding of the subject matter. Some aspects of the report, for example the gap analysis of the Health and Safety Management System, might benefit from a tabular presentation but this is not the only effective way of presenting such material.

The report should be easy to read. The organisation of the report helps this. A good style is also essential and candidates should structure their report into paragraphs and avoid large blocks of text. Candidates should try to avoid jargon which is specific to one sort of organisation such as the armed forces or health service. Sentences should be kept relatively short and to the point. A good rule is 'one subject one sentence'. Candidates should check grammar and spelling and should not use abbreviations without writing them first in full.

4 Marking

In each section of the assignment marks are awarded both for the range of factors considered and the quality of treatment and so candidates need to achieve a balance between range and depth. Given the level of the Diploma, a large range of factors treated superficially would not be sufficient to gain a high mark for a particular section.

Candidates should refer to the assignment mark scheme which is attached at the end of this document.

5 Executive Summary

The executive summary should be written after the candidate has completed the rest of the report but it should be inserted at the beginning of the report. An executive summary is written for a person who is not necessarily an expert in the field.

The purpose of the executive summary is to provide a **concise** overview of the important points arising from the work and summarise the main conclusions and recommendations arising from it that can be read in a short time to accommodate the schedule of a busy reader. It should highlight the important facts and outcomes, state the implications for the organisation; including any costs involved and inform the reader of the proposed cause of action and the benefits.

An executive summary should provide sufficient information to enable a busy senior manager to make a decision as to whether or not to read the full report and to provide a persuasive case for implementation of recommendations made. **The executive summary is the only part of the report which is length limited.** This **must** be no longer than one side of A4 using single-spaced Arial font (size 11) and 2cm print margins (left, right, top and bottom). **10% of the marks available for the executive summary will be deducted for text covering up to an additional one-quarter of a page and a further 10% for each additional quarter of a page submitted as part of the executive summary.**

6 Introduction

The introduction provides a foundation for the report and enables the reader to place the following information and judgements in context.

A well written report will have clear, stated aims and objectives. What does the report writer intend to achieve through undertaking the assignment? These should be clearly identified so that the reader is clear as to what they are. They provide a signpost to the direction of the candidate's work, both to help keep on track and to orientate the reader. Referring the conclusions back to these aims and objectives will help the reader to decide how well the assignment has achieved them. The report should also give a description of the methodology employed in order to carry out the work for the assignment. This should include what methods of research or information gathering will be used and what particular methods of presentation and analysis of findings will be used. This provides the reader with evidence that the work has been undertaken in a rigorous manner and that the findings are therefore to be relied upon.

A description of the chosen workplace/organisation is needed to set the context for the assignment report. The reader will be unfamiliar with the situation and will need some background to provide a context for the main body. This should include the size of the organisation, the nature of work undertaken, and what processes are undertaken, the employment profile, the work patterns and production schedules employed and if a department or site has been chosen in a very large organisation, its relationship to the work of the organisation. Any special situations that are likely to have an impact on health and safety should also be included.

Candidates are also required to outline the legal framework (governmental and non-governmental) requirements within which the organisation operates. Candidates are required to demonstrate their knowledge and understanding of the **relevant** legal frameworks (governmental and non-governmental) and most importantly the ability to

put these in the context of the development of an effective health and safety management programme.

7 Review of the Health and Safety Management System

This is start of the main body of the report which is where the research and analysis that is undertaken is reported. It is where candidates demonstrate their understanding of health and safety and their ability to apply it to the situation in the brief.

An overview of the current health and safety management system in the workplace/organisation should be given, however informal it might be. This should be compared to a recognised health and safety model eg HSG65, BS 8800, OHSAS 18001, ILO-OSH-2001 or AS/A2 4360. Candidates should note that a detailed description of the recognised model used is **not** required. The model should be used to critically review the organisation's health and safety management system. Candidates should then provide a clear systematic description of gaps and where no gaps exist, for all areas of the management system, identify priorities for improvement.

8 Hazards

The assignment requires candidates to identify significant hazards from across a range of categories and to prioritise them.

Candidates should identify at least 15 relevant hazards using knowledge and understanding gained in Units IB (health and welfare) and IC (physical) as a starting point. In order to cover a sufficient range, the identified hazards should be from across a range of categories: eg chemical, physical, biological, psychosocial, ergonomic, mechanical, electrical, fire and explosion and transport. Hazards should be identified, relevant to the chosen organisation and candidates should briefly discuss the likely implications of each. It is not necessary to identify the same number of hazards from each group. Hazards identified may include those for which all appropriate control measures have been implemented.

Candidates must then identify two high priority hazards, one physical hazard and one health and welfare hazard to be used as part of a suitable and sufficient risk assessment. For the purposes of the assignment, hazards associated with health and welfare can generally be considered to be those covered in Unit IB (Hazardous agents). Physical hazards are covered by the material in Unit IC (Workplace and work equipment). It is recognised that temperature and welfare hazards covered in Unit IC may be included as health and welfare hazards. Candidates must **justify** the choice of each hazard by prioritising the hazards identified. Candidates should use a system to assign levels of importance to each of the hazards identified. A full risk assessment is **not** needed on each hazard.

9 Risk Assessments

The required risk assessments **must** be completed on the chosen hazards identified and justified in the preceding section. An evaluation of the effectiveness of the organisation in controlling the risks arising from the hazards should be included and proposals to further control the hazards and reduce the risks given.

The methodology adopted in completing each risk assessment should be briefly described, including reference to relevant publications, legislation, other technical

documents and standards. The risk assessment methodology chosen should be suitable and sufficient, legally compliant and be appropriate for each hazard identified. High marks will not be awarded for a generic risk assessment model when a specific risk assessment is required due to the nature of the hazard eg manual handling.

The risk assessment should include a review of the existing control measures and provide options for further action with reference to a hierarchy of control. The candidate should make use of any data available for any hazards which have already been quantified eg noise surveys.

Risk assessments must be included in the main body of the report and **cannot** attract marks if included as Appendices.

NEBOSH acknowledges that it is best practice to undertake risk assessments as part of a team and therefore, such assessments may be accepted as part of the Unit D submission. Candidates must ensure that where a risk assessment has been undertaken as a team that full reference is given to the members of the team. Candidates may refer to specialist risk assessments as part of their assignment however, candidates should be aware that any risk assessments submitted without the candidate's input will not attract credit.

10 Conclusions

This section should provide a concise summary of the findings identified in the main body of the candidate's report. The conclusions should not introduce new issues or additional relevant factors.

The conclusions should start by referring back to the aims and objectives through a brief discussion of how well they were achieved. The remainder of the conclusions should follow on logically from the findings in the main body. Candidates should identify the main findings, possibly by highlighting them on a draft of the main body to make sure that each of them is referred to in the conclusions.

11 Recommendations

Recommendations should be based upon the points set out in the conclusions and make reference to the candidate's gap analysis of the health and safety management system and assessments of the levels of risk posed by the hazards identified.

The recommendations should lead on from the conclusions and not come as a complete surprise to the reader. Recommendations should:

- be justified – give a reason why each one of them is included;
- be complete – make sure that each of the main findings is covered;
- be practical – the reader should see that they are a realistic proposal in terms of the resources required;
- include a cost benefit analysis – in other words what will the organisation gain by implementing the recommendations set against the costs involved.

Recommendations should be prioritised. The most pressing issues, those which present the highest risk levels and those that can be done immediately at little or no cost, should be addressed first. Candidates should explain the system of prioritisation used.

12 Action Planning

An action plan is the tool through which the recommendations will be implemented. It is **not** a list of recommendations. The action plans in the assignment report should present actions to improve the health and safety management system and to reduce the risks associated with the hazards the candidate has identified for the two risk assessments. The action plans should identify the actions to be taken and for each action, a person with responsibility for seeing that it is carried out should be indicated. The likely cost should also be identified and candidates can make reasonable assumptions about costs. Remember that staff time costs money. Staff involved in carrying out tasks will need time to do them. Members of staff attending training courses for example are not carrying out their normal duties. All of this time is paid for through the salaries and on-costs for the people involved.

The timescale in which each action is to be completed should be given. Finally the plan should include provision for a review of the success of each action. Again an individual, usually the line manager, should be identified for this and again there will be a cost implication.

There are a number of suitable formats for action plans but a tabular format is often the most successful because it is easy to see that all of the requirements have been included:

Recommendations	Action(s)	Timescale	Responsibilities	Cost	Success Criteria	Review date/format
1	a					
	b					
2	a					

A useful way of planning an action plan is to think in terms of SMART targets. The successful outcome of each action in the plan is considered to be a target. Each target should be:

Specific - set a clear focused objective stated in a clear way

Measurable - it should be possible to measure if the target has been achieved eg "reduce near misses by 50%" rather than "improve safety"

Achievable - the target should be possible to achieve within the timescale set

Realistic - about actions which the organisation can take

Time bound - a completion date for each action should be included.

Every recommendation should be addressed by one or more action points. There is no point in making a recommendation and doing nothing about it. You should consider the sequence of actions necessary to carry out a recommendation. For example, setting up a committee to review safety after actions to improve safety have been implemented is putting the cart before the horse.

13 Bibliography and References

Candidates are required to show evidence of having carried out research in order to complete the assignment. This is shown through the detailed referencing and the bibliography and how you refer to the sources within the body of your report. It is no use putting in a lot of references if you haven't read them. There are established conventions for referencing. The two most common methods used in reports are the Harvard system and the Vancouver system. An explanation of these referencing systems can be found on the internet.

The bibliography provides a list of general references to books and other documents which were used in the preparation of the report.

14 Submission of the Report

Assignment reports should be submitted before the set submission date in either February, May, August or November.

The actual dates will be published by NEBOSH annually. Candidates intending to submit an assignment must register through their centre using the appropriate form and paying the appropriate fee. On registration candidates will receive a submission form which must accompany the assignment report.

In order to ensure that work submitted is that of the candidate, an Assignment Log has been developed (attached). This records discussions between the candidate and the tutor at various points during the development of the assignment. It is recommended that the centre and the candidate maintain copies of the Assignment Log so that it is available for submission with the finished assignments. Candidates should ensure that they complete all the requested details on the log, which *must* be submitted with the assignment. **Assignments which are not accompanied by the submission form and a completed assignment log sheet will not be accepted. (The Assignment Log is not required again when resubmitting the assignment.)**

The appropriate Assignment Cover Sheet attached to this document *must* be placed at the front of the assignment, duly completed with Student number. **Candidates should ensure that their accredited course provider's name/number is not shown on this page or anywhere in the assignment. Candidates should include their NEBOSH student number on each page of their assignment.** Names of persons and organisations referred to in the assignment may be changed at the discretion of the candidate. However, the organisation that forms the subject of the assignment should be 'real' in all other respects (ie fictitious workplaces or simulated scenarios are not acceptable).

Assignments **must** be presented in an approved manner (ie **in a flat, A4, (maximum 23 cm X 31 cm), two-pronged, clear-fronted, plastic binder – example picture below**).



Assignments inappropriately bound are liable to be returned. Please remember:

- pages must **not** be put in plastic 'pockets';
- candidates must **not** use spiral bindings as these are unmanageable, impossible to re-bind and cause serious problems for handling, storing and marking;
- large, hard-backed ring binders must **not** be used;

- loose pages in an envelope or with a side snap-on spine must **not** be used – either could result in pages being lost in transit.

Text should have the appropriate choice of font size and line spacing. **Font size should be a minimum of 11 to facilitate reading.**

Assignments must be submitted directly to NEBOSH. **They should be sent by Royal Mail Special Delivery or a courier service that provides a track-back facility (this is a next day guaranteed delivery service). Failure to use such a service close to the closing date may result in arrival after the closing date and rejection of your assignment.**

Candidates are strongly advised to keep a copy of their assignment report.

No refund of fees will be made in cases where assignments are rejected or where candidates register but fail to submit.

Assignments must be the candidate's original work. Cases of plagiarism or collusion will be dealt with severely and are liable to result in the assignment being disqualified and the candidate being required to submit a new assignment at a later date. Any candidate who provides an opportunity for another candidate to use his/her assignment inappropriately shall be liable to the same sanction.

Assignments will NOT be sent back to candidates. On completion of marking, moderation and appeals procedures, assignments will be treated as confidential waste. After the completion of the marking process candidates will be informed of the total mark for their submission and a break down of the marks for each section (as indicated on mark scheme).

Candidates must achieve a pass standard of 50% in the assignment in order to satisfy the assessment criteria for the award of International Diploma.

Marks for resubmitted assignments are not capped.

Student number (please complete)

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**NEBOSH INTERNATIONAL
DIPLOMA IN OCCUPATIONAL
HEALTH AND SAFETY**



**The National Examination
Board in Occupational
Safety and Health**

Dominus Way
Meridian Business Park
Leicester LE19 1QW

telephone 0116 263 4700
fax 0116 282 4000
www.nebosh.org.uk

ASSIGNMENT COVER SHEET

ID

Final submission date:
(please complete)

Late submissions will not be accepted and you should plan for the completion and submission of the assignment in sufficient time to meet the submission deadline date.

Your assignment should be approximately 8000-12000 words excluding list of contents, list of references and appendices. This is for guidance purposes only and your word count does not need to be recorded on your submission.

Normally, an appendix should be used only to provide information that is important to gain an understanding of the report but which is not generally available – eg a plan of a workplace – in which case it must be cross-referenced at the appropriate place in the text of the assignment. There is no penalty for exceeding the word count but candidates should aim to keep their word count under 12000. Candidates are reminded that a penalty is applied where the executive summary is longer than one side of A4 using single-spaced Arial font size 11 and 2cm print margins (left, right, top and bottom).

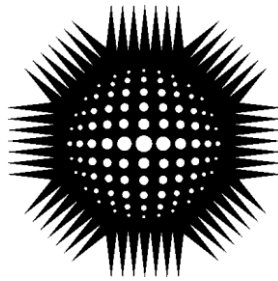
Before submitting your assignment, please ensure that:

- 1 you have entered your student number in the box at the top left hand corner of this page; and on the assignment log.
- 2 the name/number of your accredited course provider is not shown on this page or anywhere in the assignment;
- 3 your NEBOSH student number is included on each page of your assignment;
- 4 the assignment is appropriately bound (see Unit ID Guidance and Information for Candidates);
- 5 this page is placed at the front of your assignment;
- 6 you and your tutor have completed and signed the Assignment Log and it is included with your assignment report after this cover sheet;
- 7 you have included the submission form which will be issued direct to you as confirmation of your registration;
- 8 if you require confirmation of receipt please use a trackable postal service.

Student number (please complete)

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RESUBMITTED ASSIGNMENT COVER SHEET

ID

Date of last submission: (please complete)

Final submission date: (please complete)

Late submissions will not be accepted and you should plan for the completion and submission of the assignment in sufficient time to meet the submission deadline date.

Your assignment should be approximately 8000-12000 words excluding list of contents, list of references and appendices. This is for guidance purposes only and your word count does not need to be recorded on your submission.

Normally, an appendix should be used only to provide information that is important to gain an understanding of the report but which is not generally available – eg a plan of a workplace – in which case it must be cross-referenced at the appropriate place in the text of the assignment. There is no penalty for exceeding the word count but candidates should aim to keep their word count under 12000. Candidates are reminded that a penalty is applied where the executive summary is longer than one side of A4 using single-spaced Arial font size 11 and 2cm print margins (left, right, top and bottom).

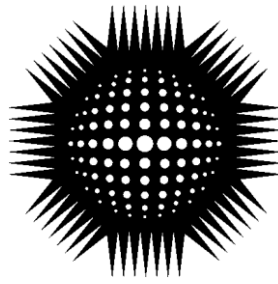
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- 4 the assignment is appropriately bound (see Unit ID Guidance and Information for Candidates);
- 5 this page is placed at the front of your assignment;
- 6 you and your tutor will have already completed and signed the Assignment Log and included it with your first submission, this does not need to be resubmitted;
- 7 you have included the submission form which will be issued direct to you as confirmation of your registration.
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UNIT ID ASSIGNMENT LOG

Element	Date of discussion (either individual or group)	Tutor signature	Candidate signature
Initial Planning – suitability of chosen workplace			
Review of Health and Safety Management system			
Hazard Identification Physical			
Hazard Identification Health & Welfare			
Risk Assessments Physical			
Risk Assessments Health & Welfare			

I hereby declare that this work is original and does not include work from other sources except where identified by reference. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice Policy.

Candidate Signature

Date



For each element 0 marks should be awarded if that aspect of the report fails to meet the criteria for 1 mark.

Planning And Presentation	Presentation and organisation including research bibliography and references	8-7 Logical structure, fully meets requirements of brief. Clear and concise, user friendly writing style. Evidence of extensive research with all references cited correctly using recognised system.	6-5 Structured to meet requirements of brief but some sections may be combined. Clear style. Evidence of some research. References cited but some errors in referencing system.	4-3 Confused structure with some information included in wrong sections. Structure and language makes it difficult to follow. Little evidence of research with some references not cited.	2-1 Poor structure with much of the information included in wrong sections. Difficult to read. Little or no evidence of research, references with no accepted system of referencing used.
Introduction	Aims and Objectives	6 Clear, stated aims and objectives. Description of methodology.	5-4 Aims and objectives given but not clear. Methodology incomplete.	3-2 Aims and objectives confused. Limited methodology.	1 Aims and objectives omitted. Methodology omitted.
Description of the organisation	Description of the organisation	Full description of organisation with all elements clearly described allowing reader to understand the context of the report.	Clear description of organisation includes most relevant elements.	Description of organisation incomplete with some significant elements missing. Description unclear.	Poor description of organisation providing insufficient information to understand the content of the report.
Legislation and case law relevant to the organisation	Legislation and case law relevant to the organisation	4 Outline of essential features of legal framework including government and non-governmental requirements. Reference to legal framework outlined and justified with relevance to the organisation. Statutory provisions quoted accurately.	3 Partial outline of essential features of legal framework including government and non-governmental requirements. Partial outline of relevant legal framework. Some may not be justified. All quoted accurately.	2 Limited outline of essential features of legal framework including governmental non-governmental requirements. Partial outline of relevant legal framework. Little or no discussion of relevance. Some quoted accurately.	1 Little or no outline of essential features of legal framework including government and non-governmental requirements. Partial outline of relevant legal framework. No explanation of relevance to organisation.

Review of Health and Safety Management System	Description of Health and Safety management system	6 - 5	Clear description of current system linked to recognised Health and Safety model.	4 - 3	Partial description, one or two elements omitted. Attempts to link to a recognised system.	2 - 1	Some aspects of system identified but not linked to recognised model.
		6 - 5	Clear systematic description gaps and areas where no gap exists for all areas of management system. Identification of priorities for improvement linked to a recognised management system.	4 - 3	Identifies gaps with clear description, little or no consideration of areas without identified gaps. Some discussion of improvements linked to a recognised management system.	2 - 1	Identifies major gaps only. Some indication of areas for improvement but not linked to a recognised management system.
Hazard Identification Physical Hazards (Unit 1C)	8-7 Full range of hazards identified, relevant to organisation, drawn from across the range of categories and includes the likely implications. Prioritised with full justification.	6-5	Range of hazards relevant to organisation but restricted range of categories. Includes the likely implications. Attempt at prioritisation not fully justified.	4-3	Restricted range of hazards and restricted range of categories. Little attempt at prioritisation.	2-1	Very limited range of hazards with no attempt to justify prioritisation. No indication of physical implications.
		6-5	Range of hazards relevant to organisation but restricted range of categories. Includes the likely implications. Attempt at prioritisation not fully justified.	4-3	Restricted range of hazards and restricted range of categories. Little attempt at prioritisation.	2-1	Very limited range of hazards with no attempt to justify prioritisation. No indication of health or welfare implications.
Hazard Identification Hazards Appropriate To Health And Welfare (Unit 1B)	8-7 Full range of hazards identified, relevant to organisation, drawn from across the range of categories and includes the likely implications. Prioritised with full justification.	6-5	Range of hazards relevant to organisation but restricted range of categories. Includes the likely implications. Attempt at prioritisation not fully justified.	4-3	Restricted range of hazards and restricted range of categories. Little attempt at prioritisation.	2-1	Very limited range of hazards with no attempt to justify prioritisation. No indication of health or welfare implications.

Risk Assessment Physical Hazard / Activity	10-9 Full risk assessment of chosen hazard following appropriate recognised risk assessment model. Full consideration of all factors.	8-7 Risk assessment on chosen hazard following appropriate recognised risk assessment model. Consideration of most factors.	6-5 Risk assessment on chosen hazard following appropriate recognised risk assessment model. One or two significant stages omitted.	4-3 Risk assessment on hazard which may not be chosen identified above. Risk assessment does not follow appropriate recognised model or missing significant stages.	2-1 Risk assessment missing significant stages, may not be carried out on chosen hazard.
Risk Assessment Health And Welfare / Activity	10-9 Full risk assessment of chosen hazard following appropriate recognised risk assessment model. Full consideration of all factors.	8-7 Risk assessment on chosen hazard following appropriate recognised risk assessment model. Consideration of most factors.	6-5 Risk assessment on chosen hazard following appropriate recognised risk assessment model. One or two significant stages omitted.	4-3 Risk assessment on hazard which may not be chosen hazard identified above. Risk assessment does not follow appropriate recognised model or missing significant stages.	2-1 Risk assessment missing significant stages, may not be carried out on chosen hazard.
Conclusions			6-5 Conclusions are complete and summarise all findings in main body. No new material introduced.	4-3 Conclusions do not cover all findings but no new material introduced.	2-1 Conclusions do not cover all findings. New material introduced.
Recommendations			6-5 Recommendations are based upon conclusions, practical, justified and prioritised. Full cost benefit analysis included.	4-3 Most recommendations follow on from conclusions with some attempt at justification and prioritisation. Partial cost benefit analysis.	2-1 Some recommendations follow on from conclusions but not all justified or prioritised. Limited or no cost benefit analysis.

Note: Zero marks if risk assessments are included as Appendices.

Action Plan 1	Health and Safety Management system	6-5 Action plan follows from recommendations, all actions are costed, time bound with responsibilities identified and provision for review.	4-3 Action plan follows from recommendations in main but some new points might be introduced, costings time limits and responsibilities partially identified. Provision for review may not be adequate.	2-1 Action plan follows from recommendations in main but some new points might be introduced. Some key elements such as costings, time limits and responsibilities omitted. Provision for review not be based on priorities identified in risk assessments.
Action Plan 2	Hazards and Risk	6-5 Action plan follows from recommendations. Actions based on chosen priority areas from the two risk assessments. All actions are costed, time bound with responsibilities identified and provision for review.	4-3 Action plan follows from recommendations in the main but some new points might be introduced, Plan includes areas from both risk assessments but does not prioritise them well. Costings, time limits and responsibilities partially identified. Provision for review may not be adequate.	2-1 Action plan follows from recommendations in the main but some new points might be introduced. Some key elements such as costings, time limits and responsibilities omitted. Provision for review not be based on priorities identified in risk assessments.

Executive Summary	10-9 Includes all important findings, summarises conclusions and recommendations Persuasive case made for implementation. Within page limit.	8-7 Most important findings, conclusions and recommendations included. Presents case for implementation. Within page limit.	6-5 Includes some findings. Conclusions and recommendations incomplete with weak case for implementation. Page limit may be exceeded by less than 10%.	4-3 Includes only a few findings. Conclusions and recommendations not clear. Very weak case for implementation. Exceeds page count limit by between 10% and 20%.	2-1 Significant omissions, provides little indication of conclusions, recommendations and benefits of implementation. Exceeds page count limit by more than 20%.
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