

# NEBOSH

## MANAGEMENT OF HEALTH AND SAFETY

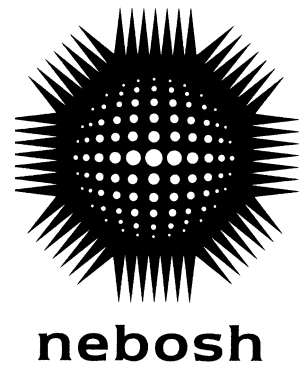
### UNIT IG1:

For: NEBOSH International General Certificate in Occupational Health and Safety

## MANAGEMENT OF INTERNATIONAL HEALTH AND SAFETY

### UNIT IGC1:

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



## Open Book Examination

Available for 24 hours

### Guidance to learners

This is an open book examination. It is not invigilated, and you are free to use any learning resources to which you have access, eg your course notes, or a website, etc.

By submitting this completed assessment for marking, you are declaring it is entirely your own work. Knowingly claiming work to be your own when it is someone else's work is malpractice, which carries severe penalties. This means that you must **not** collaborate with or copy work from others. Neither should you 'cut and paste' blocks of text from the Internet or other sources.

The examination begins with a scenario to set the scene. You will then need to complete a series of tasks based on this scenario. Each task will consist of one or more questions.

Your responses to **most** of these tasks should wholly, or partly, draw on relevant information from the scenario. The task will clearly state the extent to which this is required.

The marks available are shown in brackets to the right of each question, or part of each question. This will help guide you to the amount of information required in your response. In general, one mark is given for each correct technical point that is clearly demonstrated. Avoid writing too little as this will make it difficult for the Examiner to award marks. Single word answers or lists are unlikely to gain marks as this would not normally be enough to show understanding or a connection with the scenario.

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You are **not** expected to write more than 3000 words in total.

Try to distribute your time and word count proportionately across all tasks.

It is recommended that you use the answer template.

Please attempt **ALL** tasks.

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## SCENARIO

You are the newly appointed health and safety advisor for a large school for children aged 11 – 18. The school has 125 teachers, administrators, and support workers (some of whom are vulnerable). There are 1 900 students who attend the school, some travelling distances of up to 12 miles (approximately 19 km) to access the school's specialist sports and drama provision.

The campus has expanded over the last 10 years to meet the demand for more student places. This involved additional temporary single-storey classrooms being built on an already crowded site. Many of these temporary classrooms are now in a poor state of repair and are not currently being used. They are to be demolished and replaced with a permanent extension next year.

Outside of school hours, and over the weekends, the sports and drama facilities are hired out to local community groups. This provides an additional income for the school, however this income was reduced following a recent pandemic.

Your role will be to support and advise the school's Business and Finance Director (BFD). The BFD is identified on the health and safety policy (dated December 2019) as having overall responsibility for health and safety. The BFD has delegated the day-to-day health and safety to the Facilities Manager (FM). They have also asked the FM to update the current risk assessment based on the current state of disrepair of the school, as the BFD does not have the time to get involved. The BFD pressurises the FM to reduce costs. As a result, the FM reduces their training budget, which includes health and safety, in order to prioritise renovations.

The overstretched Facilities Team is led by the FM and has responsibility for general building maintenance and improvement. The Team only comprises of two Facilities Supervisors (FS), three Facilities Operatives, and four Cleaning Operatives including one young apprentice. This is not a full Team, partially due to a high turnover of workers.

Many of the Team's planned activities, such as clearing out old stock (books and stationery) from the temporary classrooms, has been delayed due to under-staffing. Lack of space has meant some of this old stock has been stored in boxes in the permanent building. A complaint has recently been made by a wheel-chair user that sometimes they cannot pass through corridors due to boxes left on the floor and near fire exits.

Appropriate action has *not* been taken to repair the identified faults and poor conditions in classrooms. The health and safety (H&S) committee believe this is putting school workers at risk, even though the school has not received many reports of near misses or accidents to workers. The H&S committee are also concerned that health and safety inspections are not carried out frequently enough. Teaching and Facilities workers are beginning to experience a relationship breakdown, as both groups are frustrated about their working conditions.

You arrive at work to be told that one of the FS's had sustained a serious injury at the weekend. Despite torrential rain, it is believed that they were using a stepladder to carry out essential repairs at the school.

A pregnant sports teacher found the FS unconscious on the main driveway and left a message on the Headteacher's answerphone. They also gave first aid and telephoned for an ambulance. No other school workers were around. The sports teacher assumed that the FS was working on the roof trying to clear leaves from a blocked gutter.

You open an accident investigation to try and find out what happened. At the scene there is a broken step ladder. Brooms and sticks are still on the roof and full bags of rotting leaves are still on the driveway. You look at the Facilities Team job-request sheets. You find some unactioned job requests including replacing faulty ladders, but there is no reference to the gutter-clearing activity. This supports the view that the FS could have been trying to clear the gutter to stop water overflowing. You look for any evidence of work-at-height training, instructions on how to do the work safely, permit-to-work, and specific risk assessments, but nothing is found.

First thing that morning you arrange informal one-to-one interviews with workers to gather as much information as possible. You book a private meeting room at the school. Some of the workers are visibly shaken by the accident so you allow sufficient time for answers to be given, taking breaks when needed. You tell the interviewees you are just trying to establish facts and not to appoint blame.

You start each interview by asking them what they know about the accident. Workers from the Facilities Team inform you that they regularly use ladders and step ladders to access roofs. This is to retrieve sports balls from the guttering or anything else stuck on the roof. None of them have seen, or been involved in, risk assessments associated with the gutter-clearing task. The workers also say that the injured FS has been working longer hours to get 'jobs done' but the FS had not informed anyone that they were going to work that weekend.

Later, you talk to some of the teachers and they tell you that a roof near to the workers' breakroom has been leaking for several months and nothing has been done to fix it. Some of these leaks have resulted in minor slip incidents and near misses.

During your interview with the FM, they tell you that they have been under a lot of pressure to work within a certain budget. Many tasks that would have normally been done by an external contractor have been carried out by the Facilities Team.

You verbally agree the summary of your written notes with each interviewee before closing the meeting.

### Task 1: Accident investigation

- 1 (a) Based on the scenario only, comment on the positive aspects of the interviews. (7)
- (b) Based on the scenario only, other than witness interviews, what initial evidence was gathered? (4)

### Task 2: Managing workplace health and safety

- 2 (a) What possible *uninsured* costs could the school incur because of *this* accident? (8)
- (b) Based on the scenario only, what employer obligations are likely to have been contravened? (6)
- Note:** You only need to consider those obligations placed upon employers under Recommendation 10 of International Labour Organisation R164 - Occupational Safety and Health Recommendation, 1981 (No. 164).

### Task 3: Safety culture

- 3 Based on the scenario only, what appear to be the negative indicators of health and safety culture in the school? (18)

### Task 4: Policy review

- 4 Why might the school's health and safety policy require a review? (15)
- Note:** You should support your answer, where applicable, using relevant information from the scenario.

### Task 5: Assessing the application of risk assessment

- 5 (a) Based on the scenario only, what are the main types of workers the FM should take account of in the workplace risk assessment? (4)
- Note:** You do **not** need to specify the worker's job title (such as supervisor, manager, etc), it is the type of worker (such as a migrant worker, etc) that would need to be considered.
- (b) What arguments would you use to persuade the BFD to become more involved in risk assessments? (8)
- Note:** You should support your answer, where applicable, using relevant information from the scenario.

### **Task 6: Benefits of inspections/inspection frequency**

- 6 (a) You have advised the school to carry out health and safety inspections more frequently.
- What should the school consider when deciding on the *frequency* of these inspections? (10)
- (b) What are the benefits of carrying out health and safety inspections at the school? (10)

### **Task 7: Permit-to-work**

- 7 Why should a permit-to-work (PTW) system be used to help manage the risk of any further falls from height? (10)

### **End of examination**

Now follow the instructions on submitting your answers.