



# Level 6 Diploma in Occupational Safety and Health

Unit 2 Assignment Guidance

**April 2015**

This document should be read in conjunction with the Qualification Specification.

This document sets out the requirements of the Unit 2 assignment - the structure and style of the report, when and how it should be submitted, and the way in which it will be marked.

It is therefore important that candidates read through the whole document before embarking on their assignment.

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## **1. Structure and scope of the Unit 2 assignment**

### **Workplace**

Wherever possible, you are expected to base your assignment on your own workplace. It is your responsibility to arrange an alternative workplace if your own is unavailable or unsuitable. It is not acceptable to complete an assignment about a fictitious workplace.

### **Identification of an occupational health hazard**

First, carry out a review of your workplace and identify a range of occupational health hazards that may be present. From these you must select one which will be the focus for your assignment. You must give a clear justification for your selection, based on the importance of the hazard for your workplace and the potential benefits from controlling it.

### **Background research**

Next, research the history of the occupational health hazard you have selected for study: for example, when and how it became recognised as a hazard, what is known about its potential health effects, measures that have been used to minimise the risks it poses to health, relevant legislation, regulatory requirements and employers' responsibilities. Remember that all sources have to be acknowledged and properly referenced, so make sure you keep a record of where you found each piece of information.

### **Assessment of risks**

Using any appropriate method, conduct a thorough assessment of the risks to health posed in your workplace by the hazard you have selected. This assessment should draw on the background research you have conducted and will substantiate your justification for its selection.

For certain hazards there are regulatory requirements for a specific assessment, for example COSHH and DSE. If the hazard you have selected carries such a regulatory requirement you should conduct the appropriate assessment and append it to your report.

### **Proposed control measures**

Identify a range of additional control measures, or improvements to existing control measures, and investigate their advantages and disadvantages. Identify key control measures and investigate their costs and benefits, as well as their limitations.

## 2. The assignment report

The assignment report should be presented in eight parts:

- Part 1 - Executive summary
- Part 2 - Description of the workplace and activities
- Part 3 - Identification of an occupational health hazard
- Part 4 - Background research
- Part 5 - Assessment of risks
- Part 6 - Proposed control measures
- Part 7 - Bibliography
- Part 8 - Appendices

### **Part 1 - Executive summary**

The assignment report should start with an executive summary of no more than one side of A4, which should summarise the whole report, with a brief description of the workplace and the main conclusions and recommendations for measures to control the risks to health from the hazard identified. From the summary alone someone familiar with occupational health issues should be able to envisage the workplace and its activities, understand the hazards described and appreciate the costs and benefits of the control measures proposed.

### **Part 2 - Description of the workplace and activities**

Keep in mind that the examiner will not be familiar with your particular workplace or with the activities involved. Give a clear description of both the workplace and the activities, together with sufficient relevant background information to allow the examiner to understand the occupational health issues in context. At the same time, you should avoid the temptation to describe every aspect of the company or organisation. Focus your description on the aspects of the workplace and the activities that are relevant to the assignment.

### **Part 3 - Identification of an occupational health hazard**

Give a brief description of a range of occupational health hazards relevant to your workplace and to the activities described in Part 2. Then present a justification for your selection of the one hazard on which the assignment is based.

### **Part 4 - Background research**

Describe your findings from researching the hazard you have selected for study, including its history, its potential health effects, legislation, regulatory requirements and employers' responsibilities in respect of the hazard. You must include reference to all sources, printed or electronic.

### **Part 5 - Assessment of risks**

Describe your assessment of the risks to health from the occupational health hazard you have selected, as they apply in your workplace. If you have conducted a specific assessment as required by regulations (e.g. a COSHH assessment), it should be included as an appendix and referred to in the main body of the report. If an assessment has been undertaken by an external specialist (e.g. noise, vibration, legionella sampling) you may refer to its findings in your report, but should not rely on it as your sole assessment. Naturally, your assessment of risks should include an evaluation of any existing control measures.

### **Part 6 - Proposed control measures**

Discuss the advantages and disadvantages of a range of additional control measures, or improvements to existing control measures. Identify key control measures and explain their projected costs and expected benefits, including reference to their limitations. You may make reasonable assumptions about the associated costs.

## **Part 7 - Bibliography**

You must include a comprehensive bibliography (including titles, authors, dates of publication and page numbers of all printed sources referenced, or website details of internet sources, with URLs and dates accessed). References in the body of your report or in footnotes should be clearly cross-referenced to the bibliography.

## **Part 8 - Appendices**

Include a contents page and cross-reference appendices to the text within the body of the report.

## **Presentation and style of the report**

The report should be approximately 5,000 words in length, excluding the bibliography and any appendices.

The report must be properly structured, with section headings and clear signposting. The style should be formal but clear and as unfussy as possible, avoiding unnecessary jargon while being technically accurate. This is a technical business report, not a work of literature. You are advised to proof-read your assignment report carefully before submission in order to eliminate errors.

The report should be typed in Arial font size 11, with 1.5 line spacing.

### **3. Checklist for completing the Unit 2 assignment**

#### **1. Description of the workplace and activities**

Is the description of the workplace and its activities adequate to convey a clear picture to someone unfamiliar with the workplace?

Is the description focused on those areas and activities relevant to the occupational health issues, avoiding unnecessary and distracting background detail?

#### **2. Identification of an occupational health hazard**

Has a range of occupational hazards been identified and described?

Is there a justification for your selection of one particular occupational health hazard, clearly related to your workplace?

#### **3. Background research**

Is there a thorough report of your research into the occupational health hazard you have selected?

Has relevant legislation been clearly referred to?

Is there a clear description of the potential effects on the health of the workforce?

#### **4. Assessment of risks**

Have the risks to health been properly assessed with reference to your workplace?

Is there a clear description of the existing control measures?

Have the existing control measures been properly evaluated for their effectiveness?

#### **5. Proposed control measures**

Are the new or revised control measures clearly described?

Is there an explanation as to how each measure will control the risk?

Are the advantages and disadvantages of each control measure described?

Are the limitations of each control measure described?

Is there a reference to the projected costs and benefits of each measure?

#### **6. Bibliography**

Is there a clear reference to every source used in writing the report?

Is each reference properly presented?

Is there appropriate cross-referencing to footnotes and other textual notes?

#### **7. Style and structure**

Is the report well-presented (e.g. section headings, page numbering)?

Is the structure logical and coherent throughout?

Is the style clear and as jargon-free as possible?

#### **8. Executive summary**

Has an executive summary been included at the beginning of the report?

Does the summary fit on to one side of A4 in Arial 11 point?

Does the summary describe the workplace, activities, hazard, assessment of risks, proposed control measures, their costs and benefits?

#### **9. Cover sheet**

Has the assignment cover sheet been completed?

Has the declaration been completed?

Have the verifier details been completed?

Has the cover sheet been emailed with your assignment?

## **4. Booking the assignment**

Candidates may book and pay online via the website ([www.britisafe.org](http://www.britisafe.org)). Alternatively, candidates may download an Assessment Booking Form from the website. The completed booking form should be returned to the Qualifications Department. The full assessment fee must accompany the booking. Upon receipt of an assignment booking, the Qualifications Department emails the candidate confirming the booking and supplying an electronic cover sheet which the candidate must complete and submit with their assignment.

## **5. Timescale for completion**

You may choose when you complete and submit your assignment, depending on your other commitments. A result will be issued within six weeks of submission.

## **6. Authentication of authorship**

All the work in your assignment must be your own work, except where you have given clear acknowledgment of other sources either in the body of the report or in the bibliography. It must be clearly understood that plagiarism is regarded by the British Safety Council as cheating, and that any proven cases will be treated as malpractice and will lead to complete disqualification from the Diploma. You must complete the electronic cover sheet (provided to you at the time of booking) to confirm that the assignment submitted is your own work. You must also obtain the agreement of your line manager to verify that the work submitted is your own. If your line manager is unable to do this, or you have no line manager, you will need to identify another responsible adult (not a family member) to act as a verifier. The British Safety Council will contact all verifiers, so it is important that your verifier has agreed to provide personal contact details to the British Safety Council and is in a position to confirm that the assignment is your own work. The British Safety Council reserves the right to withhold a result if an assignment cannot be verified.

## **7. Submitting the assignment, marking and re-submissions**

You should submit your assignment by email to [submissions@britsafe.org](mailto:submissions@britsafe.org). Please combine all parts of the assignment including appendices into one single Word or PDF document of not more than 5MB in size. If you have any difficulties over emailing your assignment, please contact the Qualifications Department.

Assignments will be retained by the British Safety Council for quality assurance purposes.

Independent examiners mark assignment reports against the marking criteria in this handbook. Rigorous examiner standardisation procedures are in place to ensure that the marking criteria are correctly and consistently applied.

If you wish to resubmit your assignment in order to improve your unit result, you must enter for the Unit 2 assignment again and pay another assignment fee. More than one resubmission is permitted.



## Unit 2 Assignment Marking Criteria

|  | 5-6  | 3-4  | 1-2  | 0   | <p><b>Grading</b></p> <p>Marks are added together to give a mark out of 60 for the report as a whole.</p> <p>Grade boundaries for the assignment are as follows.</p> <p><i>Fail:</i> A total mark of less than 24<br/> <i>Fail (above threshold):</i> 24 marks (for explanation of threshold please refer to the specification)<br/> <i>Pass:</i> 28 marks<br/> <i>Merit:</i> 38 marks<br/> <i>Distinction:</i> 48 marks</p> |
|--|--|--|--|---|--|
| <b>Executive summary</b>                       | Within one side of A4; complete and well-presented, with clear conclusions and recommendations.                          | Within one side of A4; complete, with conclusions.   | Within two sides of A4; incomplete or unclear; may lack conclusions.   | Missing or completely unclear or more than two sides of A4.           |  |
| <b>Description of workplace and activities</b> | Full, detailed, clear, relevant, without unnecessary detail.   | Adequate, clear, relevant.   | Incomplete, unclear or burdened with distracting detail.   | Missing or completely unclear.  |  |
| <b>Identification of hazard from a range</b>   | Range of hazards described, with detailed, clear description of one hazard and justification for its selection.          | Range of hazards identified, adequate description of hazard selected, some justification for its selection.              | Limited range of hazards identified; description of hazard unclear or lacking detail, justification for selection weak.                        | No relevant hazards identified.                                       |  |
|  | 9-12   | 5-8  | 1-4  | 0   |  |
| <b>Background research</b>                     | Thorough, detailed, with reference to legal requirements and description of health effects.                              | Adequate, with reference to legal requirements and description of health effects.  | Less than adequate reference to legal requirements or description of health effects.   | No reference to legal requirements or description of health effects.  |  |
| <b>Assessment of risks</b>                     | Thorough; risks clearly identified, existing control measures clearly and thoroughly evaluated.                          | Adequate; risks identified, existing control measures evaluated.   | Less than adequate; risks may be unclear, control measures referred to but not properly evaluated.   | No effective assessment or no reference to existing control measures. |  |
| <b>Proposed control measures</b>               | Clear description of a range of appropriate control measures, thorough justification, explanation of costs and benefits. | Reasonably clear description of a range of control measures, some justification; some explanation of costs and benefits. | Range less than adequate, may not be wholly appropriate, may lack detail, clarity or justification. Limited information on costs and benefits. | No proposed control measures.   |  |
|  | 3  | 2  | 1  | 0   |  |
| <b>Bibliography</b>                            | Complete, thorough, presentation conforms.   | Complete, presentation conforms.   | Partially complete, presentation may not conform.  | Missing.  |  |
| <b>Style and structure</b>                     | Logical structure with signposting; clear, unfussy style.  | Good attempt at a logical structure; style may lack clarity.   | Confusing structure, unclear style.  |   |  |



## Cover Sheet For Submission of Assignment Level 6 Diploma in Occupational Safety and Health

Your assignment and coversheet should be emailed to [submissions@britsafe.org](mailto:submissions@britsafe.org)

The British Safety Council will acknowledge receipt of your assignment by email

|                           |  |
|---------------------------|--|
| <b>Unit</b> (Unit 2 or 3) |  |
| <b>Full Name</b>          |  |
| <b>Date of Birth</b>      |  |
| <b>Home Address</b>       |  |
|                           |  |
|                           |  |
| <b>Post Code</b>          |  |
| <b>Email</b>              |  |

### Notice to Candidates

The work that you submit for assessment must be your own. If you copy from someone else, or allow another candidate to copy from you, you may be disqualified from the qualification.

### Declaration by Candidate

I have read and understood the *Notice to Candidates* (above). I have produced this assignment without any help apart from that acknowledged within the report.

|     |    |
|-----|----|
| YES | NO |
|-----|----|

(Tick as applicable)

### Verification by Line Manager or other Verifier

Enter contact details in the box below for the person who will verify that you produced this assignment without any help apart from that acknowledged within the report.

|                                  |  |
|----------------------------------|--|
| <b>Name</b>                      |  |
| <b>Position</b>                  |  |
| <b>Organisation</b>              |  |
| <b>Relationship to candidate</b> |  |
| <b>Contact telephone number</b>  |  |