

nebosh

LEARNING
PARTNER

SILVER

155

NEBOSH Learner Handbook

UHI | INVERNESS

inverness.uhi.ac.uk/business

Introduction

One of the key requirements for health and safety professionals, both new and experienced, is NEBOSH. With a presence in more than 40 nations, NEBOSH has emerged as the most important certification among the many alternative health and safety programmes available worldwide.

UHI Inverness is a silver accredited approved learning provider; its accreditation number is 155. We currently offer two of the qualifications, NEBOSH National General Certificate and NEBOSH Working with Wellbeing.

Understanding NEBOSH General Certificate

The fundamental legislative criteria for health and safety in the UK are covered in the NEBOSH National General Certificate, along with the detection and elimination of workplace risks and their practical application.

This certification is given by NEBOSH, the National Examination Board in Occupational Safety and Health, the top professional organisation for health and safety in the UK with 40 years of expertise in offering relevant and current exams.

Who is it for?

The Health and Safety Executive estimates that workplace accidents and illnesses cost UK firms more than £15 billion annually. It is not a privilege but a right to arrive home in safety at the end of the working day.

This qualification is relevant to:

Individuals

- + **Ideal for managers, supervisors, or anybody with health and safety management responsibilities.**
- + **Ideal for anyone looking to launch their career in health and safety.**

Employers

- + **Reduce workplace illnesses and injuries.**
- + **Improve employee wellbeing.**
- + **Show your dedication to health and safety to attract business.**
- + **Boost your culture of health and safety.**
- + **Make sure your company has valuable internal health and safety knowledge.**

What will I learn?

NG1: Management of health and safety

1. Why we should manage workplace health and safety.
2. How health and safety management systems.
3. Managing risk - understanding people and processes.
4. Health and safety monitoring and measuring.

NG2: Risk Assessment

5. Physical and psychological health.
6. Musculoskeletal health.
7. Chemical and biological agents.
8. General workplace issues.
9. Work equipment.
10. Fire.
11. Electricity.

Assessment

NG1: Open Book examination (approximately 4 hours within a 24-hour window)

NG2: Workplace-based risk assessment task

Results and Certificates

Results are issued 10 weeks after the assessment date.

Each unit is reported as 'pass' or 'refer'. You must pass both units to achieve the qualification.

Qualification grades are awarded as follows:

- + **Pass** 45-64% in NG1 and pass in NG2.
- + **Credit** 65-74% in NG1 and pass in NG2.
- + **Distinction** 75% + in NG1 and pass in NG2.

Unit and qualification certificates are despatched by NEBOSH within 20 working days of the result notification.

Re-Sits

You may re-sit a unit assessment if:

- + **you achieved a 'Pass' in a unit that is five or more years old, and you need it to achieve the qualification.**
- + **you are 'Referred' (i.e. don't pass).**

To book a re-sit please contact business.ic@uhi.ac.uk

Ready to Learn?

There are no formal entry requirements for this qualification, however it is important that learners have a good standard of the English language in order to understand and articulate the concepts contained in the syllabus.

NEBOSH advises that candidates for this certification have a minimum level of English proficiency equal to the International English Language Testing System (IELTS) IELTS score of 6.0 or above.

Learners who are unsure of their English language level can visit the IELTS website



Cost

The cost of the NEBOSH General Certificate is: £1,900 (No VAT)

How to study with UHI Inverness

- + **Mode of study:** Virtual learning, ZOOM platform, link sent prior to course start date from tutors.
- + **Course structure:** NG1 – Week 1, NG2 – Week 2, Revision Day and Exam Day.
- + **Location:** Anywhere you have a good internet connection.
- + **Exam dates:** June and December.



Sample Timetable

Your timetable will be sent to you with all of the important dates along with your ZOOM link but our timetable will typically look like:

Tutor Billy Graham WEEK 1		
Monday	NG 1 - 1 Why we should manage workplace health and safety 6hrs Class 5hrs Self study	1.1 Morals and money 1.2 Force of law – Punishment and compensation 1.3 The most important legal duties for employers and workers 1.4 Managing contractors effectively
	NG 1 – 2 How health and safety management systems work and what they look like 2hrs Class 1hrs Self study	2.1 What they are and the benefits they bring 2.2 What good health and safety management systems look like
Tuesday Wednesday	NG 1 – 3 Managing risk – understanding people and processes 14hrs Class 4hrs Self study	3.1 Health and safety culture 3.2 Improving health and safety culture 3.3 How human factors positively or negatively influence behaviour 3.4 Assessing risk 3.5 Management of change 3.6 Safe system of work for general work activities 3.7 Permit-to-work systems 3.8 Emergency procedures
Thursday	NG 1-4 Health and safety monitoring and measuring 7hrs Class 2Hrs Self study	4.1 Active and reactive monitoring 4.2 Investigated accidents 4.3 Health and safety auditing 4.4 Review of health and safety performance
Friday	NG 1 –10 Fire 3hrs Class 1hrs Self study	10.1 Principles of fire 10.2 Fire prevention and the prevention of fire spread 10.3 Fire alarms and fire fighting 10.4 Fire evacuation
Friday	NG 1-11 Electrical 2 hrs Class 1hr Self study	11.1 Hazards and risks 11.2 Control measures

Tutor David Hume WEEK 2		
Monday	NG 1 - 5 Physical and psychological health 7hrs Class 2hrs Self study	5.1 Noise 5.2 Vibration 5.3 Radiation 5.4 Mental ill health 5.5 Violence at work 5.6 Substance abuse
Tuesday	NG 1 - 6 Musculoskeletal health 6hrs Class 2hrs Self study	6.1 Work related upper limb disorders 6.2 Manual handling 6.3 Load handling equipment
Tuesday Wednesday	NG 1 - 7 Chemical and biological agents 6 hrs Class 2hrs Self study	7.1 Hazardous substances 7.2 Assessment of health risks 7.3 Occupational Exposure Limits 7.4 Control measures 7.5 Specific agents
Thursday	NG 1 - 8 General workplace issues 10hrs Class 3hrs self study	8.1 Health, welfare and work environment 8.2 Working at height 8.3 Safe working in confined spaces 8.4 Lone Working 8.5 Slips and trips 8.6 Safe movement of people and vehicles in the workplace 8.7 Work related driving
Friday	NG 1 - 9 Work Equipment 5hrs Class 2hrs Self study	9.1 General requirements 9.2 Hand held tools 9.3 Machinery hazards 9.4 Control measures for machinery

Learner Resources

Learners will be sent a hard copy of the course book before the course start date. You will also have access to both of your tutors throughout the course dates. Before the course if you have any queries please email:

business.ic@uhi.ac.uk

NG1 – William Graham

NG2 – David Hume

Revision day and Risk assessment – William Graham

There are also some great resources on the NEBOSH website including the NEBOSH Syllabus guide, open book examinations learner guide, and we highly recommend that you access the scenario-based assessment (SBA) Learner Guide which can be found using the QR code adjacent, under Resources – Learner Guides:



Learning Agreement

UHI Inverness will:

- + Provide you with the information you need to pass the qualification.
- + Provide a virtual learning platform that is conducive to learning.
- + Use suitably qualified and experienced tutors to deliver the course.
- + Cover all the specification learning outcomes.
- + Provide you with expert advice on revision and examination technique.
- + Be always diligent and courteous.

You must:

- + Ensure active participation to learning, rather than passive.
- + Attend all scheduled sessions.
- + Contribute to group discussions in a positive manner.
- + Complete the recommended number of study hours.
- + Pay attention to tutors' advice with regards to revision and examination technique.
- + Bring all learning difficulties to the attention of the centre and tutor as quickly as possible.
- + Familiarise yourself with the NEBOSH General Learner Terms and Conditions.
- + Read and agree to the cancellation and refund terms and conditions.

Cancellation and Refund Policy

UHI Inverness, reserves the right to cancel or defer the dates of the courses. In the event of UHI Inverness cancelling a course, learners will be deferred to another (scheduled UHI Inverness) course or given a full refund if UHI Inverness are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

- + More than 28 days – 100%
- + 14-28 days – 50%
- + 1-14 days – 25%
- + No notice or non-attendance without notice – 0%

UHI Inverness, reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to UHI Inverness by telephone but must be confirmed in writing, either by post or email to: business.ic@uhi.ac.uk Refunds are calculated from the date of the written confirmation of the cancellation being received by UHI Inverness.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. UHI Inverness will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of UHI Inverness as are any refunds after any deferral request.

All awarding body costs arising from the learner deferral request must be met by the learner. UHI Inverness will set out to the learner what, if any costs have been incurred. UHI Inverness reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given.

Access Arrangements, reasonable Adjustments and Special consideration

It is NEBOSH policy that all candidates should be given access to a fair and equal assessment.



The NEBOSH policy ensures that no candidate is placed at an unfair disadvantage, or advantage, over other candidates. In so doing, NEBOSH aims to comply with legislation intended to prevent unfair discrimination and the criteria laid down by the regulatory authorities.

Access arrangements allow learners with special educational needs, disabilities and temporary injuries to access assessment. For example, by providing a reader or scribe.

Reasonable Adjustment can be made where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. NEBOSH is required to take reasonable steps to overcome that disadvantage. For example, a Braille paper which would be a reasonable adjustment for a visually impaired person who could read Braille.

Special Consideration: Can be applied for candidates who are present for the assessment but may have been disadvantaged by temporary illness, bereavement, injury, or adverse circumstances that arose at or near the time of assessment. If you would like to apply for any of the above arrangements, please write to us to discuss your requirements. UHI Inverness will then complete an application on your behalf. Confirmation of your request will be sent to you from NEBOSH prior to your assessment. If any granted adjustments do not meet your requirements, please contact us immediately to allow your application to be reviewed.

Malpractice Policy

NEBOSH and UHI Inverness are committed to fair assessment, supporting access and equality of opportunity for all learners, while safeguarding the integrity of its qualifications. NEBOSH and UHI Inverness therefore take any allegations of malpractice on the part of learners and/or Learning Partners incredibly seriously.

The NEBOSH Malpractice policy can be found here:



Complaints Procedure

There are usually three stages to the learner complaint procedure firstly, you can complain in person, by phone, in writing, by email, or via our complaints form. It is easier for us to address complaints if you make them quickly and directly to the service concerned in this case, please email business.ic@uhi.ac.uk. So please talk to a member of our staff within the department you are complaining about. Then they can try to resolve the issue.

Secondly, if your complaint is not resolved by the department you can then contact the quality team by email: quality.ic@uhi.ac.uk or



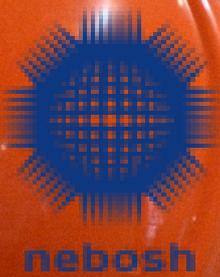
Thirdly, you can refer the matter to NEBOSH (info@nebosh.org.uk) for further findings if you are not satisfied with the service provided by us. Please see the link to NEBOSH complaints procedure:



General Student Terms

NEBOSH general student terms can be found here





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