



Level 4 Award in Health and Safety in the Workplace

Candidate assessment record

Candidate's name (in full and block capitals):

Centre name:

Centre number:

Duration of course (start date and last date of course attendance):

Title of assignment:

I hereby certify that the submitted assignment is my own work, I have not received unauthorised assistance in completing this assignment and understand that it has been produced for assessment purposes only.

Candidate's signature:

Date:

I hereby certify that to the best of my knowledge the submitted assignment is the candidate's own work and that he/she has not received unauthorised assistance in completing this assignment.

Trainer's signature:

Date:

Trainer's name (block capitals):

Trainer no:

Final result

Trainer's mark

Moderator's mark

This result is only valid if the marking grid and trainer feedback report are all complete.

Assignment A – Risk assessment (Compulsory)

Your assignment must be related to a specific workplace and contain the following sections:

- | | | |
|---|--|-----------------|
| 1 | A brief description of the workplace and work activities with a summary of the relevant legal requirements relating to risk assessment and an account of how these have been met. | 10 marks |
| 2 | In relation to a particular work activity, the identification of significant hazards and persons at risk, and evaluation of the risks taking into account existing controls. | 15 marks |
| 3 | A series of recommendations for further controls and actions deemed to be necessary, in relation to the particular activity and to the risk assessment process in general, with a detailed account of how these should be implemented by management. | 25 marks |

You should demonstrate an understanding of:

- the legislation relating to risk assessment and the area(s) under review
- the risk assessment process
- how management can implement recommendations made as a result of the assessment.

(See marking grid.)

Please note: the area selected for risk assessment in Assignment A must not be the same as the one you select for your elective assignment.

Marking grid and trainer feedback

To be completed by the trainer. The trainer should provide details in support of the marks awarded.

Performance criteria	Marks	Trainer's mark	Moderator's mark
1 Understanding of legislation			
Little knowledge of the relevant legislation or its implementation	1–2		
Some but limited knowledge of the relevant legislation with little insight into how it applies to risk assessment and/or the specified workplace	3–5		
Sound knowledge of the relevant legislation, codes of practice and relevant guidance and how they apply to risk assessment and to the specified workplace	6–8		
Comprehensive knowledge of the relevant legislation, codes of practice and relevant guidance and how they apply to risk assessment and to the specified workplace with appropriate examples	9–10		
2 Application of the risk assessment process			
Inadequate identification of the hazards or persons at risk and inadequate evaluation of the risks	1–4		
Reasonable identification of hazards and persons at risk but evaluation of risks limited or inaccurate	5–7		
Good identification of hazards and persons at risk and a reasonable attempt at evaluating risks	8–11		
Excellent risk assessment with all significant hazards and persons at risk identified and with good evaluation of the risks	12–15		
3 Recommendations and implementation			
Few recommendations relating to the activity or to the process of risk assessment with no real prioritisation based on risk and with little knowledge of how they would be implemented in the specified workplace	1–5		
Reasonable detail of recommendations relating to the activity and to the process of risk assessment with some notion of prioritisation based on risk but with limited knowledge of how they might be implemented in the specified workplace	6–10		
Fair range of recommendations relating to the activity and to the process of risk assessment with prioritisation based on risk and with a reasonable account of how they might be implemented in the specified workplace	11–15		
Appropriate and relevant recommendations relating to the activity and to the process of risk assessment, prioritised according to risk and with reasonable time scales for implementation, with a good account of how the recommendations might be implemented in the specified workplace	16–20		
Excellent and comprehensive range of recommendations relating to the activity and to the process of risk assessment, clearly prioritised according to risk and with appropriate time scales for implementation, with a detailed and insightful account of how the recommendations might be implemented in the specified workplace	21–25		
Total			

Trainer's comments

Empty comment box 1

Empty comment box 2

Empty comment box 3

Did the candidate make more than one attempt at completing this assignment?
If yes, please complete the 'Assignment history' section overleaf.

Yes

No

Trainer's signature: _____ Date: _____

