



## ***Managing safely - project marking scheme***

### **Introduction to the project**

All delegates who complete the Managing safely course will have to submit a completed risk assessment project in addition to the multi-format question paper.

This must be their own work – either hand-written or typed – on the appropriate template/form. We recommend that the project should be completed and returned within two weeks of the course end-date.

The whole project should reinforce the delegates' learning on the course by applying what they've learned in a practical way. The risk assessment project is broken down into a number of stages, which should flow from start to finish, telling a complete story of the **work area** and the **hazards, risks** and their required **controls** within it.

### **Setting the project**

You should advise the delegate to complete either:

- the IOSH risk assessment project template

or

- their own company risk assessment form.

In order not to disadvantage anyone, you will need to tell the delegates that their own company form must include the same information as on the IOSH template, which is the following about the work area:

- A brief description of the work area being assessed
- A brief description of the tasks being performed in the work area
- A listing of four (4) hazards in the work area, with each one followed through the risk assessment process. Delegates will need to:
  - List who may be harmed by the hazard
  - State how they may be harmed
  - Describe the risk controls already in place
  - Calculate a risk rating – using the IOSH 5 x 5 matrix or appropriate company-specific system
  - Describe any additional controls needed
  - Calculate a risk rating for the new controls (the residual risk)
  - State who will action or monitor any further controls
  - State when the actions of monitoring needs to take place.



## ***Managing safely - project marking scheme***

**In addition** the risk assessment project must include:

- the delegate's name
- the date and time of the risk assessment
- the training provider's name
- the delegate's signature
- the risk assessment review date.

If using the IOSH risk assessment project template, we recommend that you also supply a copy of:

- the 5 x 5 risk rating calculator
- the action level table – for further controls.

If using a company risk assessment form for the project we recommend that you request a copy of:

- the risk rating guidance.

(This will help you to mark the end assessment.)

### **Marking the project**

There is one mark available for each correct answer. See the table of marks available.



## Managing safely - project marking scheme

The delegate must show a logical flow when completing the risk assessment – each row must be fully completed with appropriate information. If the information is not relevant to the hazards or does not follow a logical flow, marks for that whole row must not be awarded.

If using an own-company risk assessment form, the allocation of marks is exactly the same, and a logical flow must be apparent.

It's important that you refer to the risk rating calculator and the action level table (or the own-company guidance) when marking the risk assessment project.

If an answer is correct and the description is appropriate, then you can allocate one mark. If you do not allocate any marks for an answer, please give a short explanation of the reason for your decision. You'll need the total marks awarded when you submit the delegates' results.

Please remember: if you need any help or further clarification when marking the project, call our training verifier team for guidance.

Information	Mark				Total Available
Delegate name, date of risk assessment, time, work area and work area tasks description	1				1
Hazard in work area - 4 hazards required	1	1	1	1	4
Who will be harmed	1	1	1	1	4
How will people be harmed	1	1	1	1	4
Existing risk control measures	1	1	1	1	4
Risk rating	1	1	1	1	4
Additional controls	1	1	1	1	4
New risk rating (residual)	1	1	1	1	4
Action/monitored by whom?	1	1	1	1	4
Action/monitoring by when?	1	1	1	1	4
Review date	1				1