Undergraduate Diploma in Occupational Health and Safety
Intake October 2024

Assessment Task: One written assignment based on chosen questions	
Qualification: *Risk Assessment Evaluation and Control*	**Tuition Centre:** 21 Academy **Licence Number:** 2018-017
Level: MQF Level 5	**Student Name:**
Date:	**ID Number:**
Assignment Deadline: 30 April 2026 **Presentation Delivery:** 11 February 2026	

Task

his assignment aims to assess your understanding of Risk Assessment and your ability to apply effective risk control measures. Through the questions provided, you will analyse common risk assessment, evaluation, and control practices, and demonstrate your knowledge of relevant health and safety regulations.

Presentation:

You also must prepare and deliver a 5-minute presentation on your assignment. The presentation will be delivered on the date indicated above.

You should plan to spend approximately 30 hours researching the assignment question, preparing for, and writing the assignment for assessment. The nominal ***word count for the assignment is 1,700 words****.*

Please ensure that you refer to 21 Academy's ***Assignment Guidelines*** *for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by ticking the box next to the question number.*

Answer 1 (one) question from the following:

☐ ***Question 1:***

The Five Key Stages of Risk Assessment

Outline and discuss the five key stages of the risk assessment process, explaining what happens at each stage and identifying key issues or considerations that must be addressed.

Guidance:

In your response, you should:

1. Clearly describe each stage of the risk assessment process.
2. Explain why each stage is important to workplace safety.
3. Discuss factors that may influence each stage, such as human behaviour, workplace layout, or organizational culture.
4. Provide examples from real or hypothetical workplace settings to illustrate your points.
5. Reference relevant Health and Safety or equivalent regulatory guidance.

☐ ***Question 2:***

Conduct a Workplace Risk Assessment

Conduct a risk assessment for a fictional workplace in an industry of your choice (e.g., healthcare, construction, office, hospitality, manufacturing, education, etc.).

Guidance:

Your assessment should include:

1. A brief description of the workplace and its activities (the case study).
2. Identification of the main hazards associated with the work.
3. An explanation of who might be harmed and how.

4. An evaluation of the level of risk and the adequacy of existing controls.
5. Recommendations or control measures to minimize or eliminate the risks identified.
6. A summary table of your findings (hazard, risk, persons affected, controls, etc.)
Reference to the OHS Health and Safety at Work Act(Chapter 646)

☐ ***Question 3:***

Risk Control, Communication, and Stakeholder Engagement Discuss the importance of developing a risk control plan and explain how effective communication and stakeholder engagement contribute to reducing incidents and near misses in the workplace.

Guidance:

In your response, you should:

1. Explain what a risk control plan is and why it is essential in Health & Safety management.
2. Describe the roles and responsibilities of stakeholders (e.g., employees, supervisors, managers, contractors, safety representatives).
3. Examine the importance of communication, consultation, and training in promoting a positive safety culture.
4. Provide examples of good practices in stakeholder involvement and communication.
5. Reference to the OHS Health and Safety at Work Act (Chapter 646 of the Laws of Malta) and research studies on effective safety management systems.

Pass Mark of total weighted score, including Presentation and Self-Assessment - 50%	**Assignment weighted score 60%**
By submitting I confirm that this assessment is my own work	
Mark:	**Signature:** *<main assessor>*
Date	**Signature:** *<quality assurance>*