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NEBOSH Certificate in Fire Safety

Unit FSC2: Risk assessment

Guidance and information for learners and Learning Partners

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Learning outcome

Do a fire risk assessment in their own workplace – prioritising risks, inspecting the workplace, recognising a range of common fire hazards, evaluating risks (taking account of current controls), recommending further control, planning actionsmeasures, planning actions.

Assessment criteria

Produce a fire risk assessment of a workplace which considers a wide range of identified hazards (drawn from elements 1-6 of the FSC syllabus) and meets best practice standards 'suitable and sufficient'.

Introduction

This assessment requires you to apply what you have learnt in your studies of the whole syllabus (elements 1-6). To do this, you will need to complete a fire risk assessment (FRA) of your workplace.

The stages of the assessment are as follows:

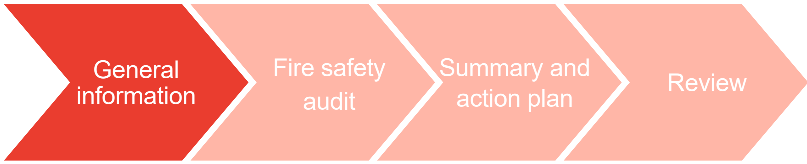
The rest of this guidance tells you what you need to do to complete the assessment. The guidance also contains some helpful hints and tips (including how to complete the various forms).

An assessment pack has been produced to provide you with everything that you will need to complete the FRA. This can be downloaded from the NEBOSH website (www.nebosh.org.uk).

When completing your FRA, it can be difficult to know how much detail is enough. So, here's some useful tips. Your FRA should not be about creating huge amounts of paperwork, but instead be about identifying sensible and proportionate measures to control the fire risks in your workplace. We want your FRA to be realistic and the level of detail to be proportionate to the level of fire risk in your organisation. To help you with this we have produced an example in the assessment pack.

Part 1
Guidance for learners

Stages of assessment



Your assessment is going to be marked by an Examiner appointed by us. The Examiner will need a clear description of your organisation to allow them to judge whether your FRA is suitable

You must use the table in Section 1 (1a - 1c) of the assessment pack to complete this part.

You will need to include the following information:

Section 1a - general information:

- your name and the date you completed the fire risk assessment;

Section 1b - organisational and building information:

- the name of the responsible person at the organisation (e.g. employer or person in charge of the premises);
- what the building is used for (eg, an office, a warehouse etc);
- the maximum occupancy and the hours the building is occupied;
- the number of floors in the building;
- the approximate floor area per floor of the building;
- what materials have been used to construct the building
- what the layout of the building is;

Section 1c - building occupants:

- the types of occupants in the building (eg, does anyone sleep there or are there any young people in the building). You will need to supply supporting information in the additional comments box for any categories of people present.

Part 1 Guidance for learners

General information | **Fire safety audit** | Summary and action plan | Review

You must use the table in Section 2 (2a - 2c) of the assessment pack to complete this part.

This part works like an audit checklist. It asks a series of general questions so that you consider a wide range of fire safety issues for your organisation. You **must** answer each question in the checklist with either "yes" or "no". You can provide extra detail in the "additional comments" for each question. We expect the majority of the issues to be applicable to most workplaces. However, not all workplaces will, for example, have portable heaters or flammable solvents.

Specific Guidance on the use of the additional comments box for each question:

We want the FRA to be as realistic and practically useful as possible. Because every workplace is different, we have avoided using too many very specific, detailed questions which would otherwise make the checklist overly long. Instead we have provided an additional comments box. The general rule for the additional comments is that we expect you to provide ***sensible, realistic*** and ***proportionate*** comments for ***each*** question in this part. You should use this box to add detail to clarify or note any issues or to add information that you feel is useful and relevant whilst carrying out your fire safety audit. However, if a realistic answer to a question is "not applicable", please just answer it "no" and note "not applicable" or "n/a" in the additional comments. You can also cross-reference between comments boxes eg, "see above" if the answer comments would otherwise be repeated.

How this works is best understood by use of examples. So that you can get idea of the level of detail required and how the additional comments box works, please see the examples in Table 1 below (this has been extracted from the full example that is included in the assessment pack).

Example	Heating, ventilation and lighting	Yes	No	Additional comments
1	**Are there fixed heating and ventilation installations within the premises?**	Yes		The gas boiler is located within the plant room. This is a cement lined room that is reinforced with a steel frame door that can only be accessed by key holders. Fire detection equipment is installed in this building. There are gas safety valves installed, these are tested yearly with the heating system. There is an air conditioning system that can be used in the office and meeting rooms.
2	**Are the fixed heating and ventilations installations regularly maintained?**	Yes		Heating system and ventilation system are serviced yearly as part of a service plan.
3	**Are there any portable heaters within the premises?**		No	No portable heaters used in the organisation.
4	**Is there periodic inspection and testing in place for emergency lighting?**	Yes		Emergency lighting is tested once a month. There is no record of the previous month's test.

Table 1

In example 1, we follow the general rule of giving more information in the additional comments box. The additional comments here add detail as to what these 'fixed heating and ventilation installations' are.

In example 2, we again follow the general rule as it is natural to support the answer with detail on how frequently the maintenance is carried out.

In example 3, there are no portable heaters within the premises, so there is no need to say very much about them. If the answer were yes, it would be natural to add extra information such as what types and how many.

In example 4, the general rule is again followed (similar to the case of example 2).

There is also an additional optional comments box at the very end of the audit checklist. This should be used to note down any issues or information that you feel is not covered in the questions. But there is no need to add any information here if you feel that all issues have already been covered adequately in the earlier parts of the audit checklist.

You must use the table in Section 3 of the assessment pack to complete this part.

Once you have completed the audit checklist, you **must** pick at least 10 of the most significant/highest risk issues that you feel need attention. These issues need to be your top priorities for action and must already have been identified during the fire safety audit (i.e, you must not include issues that haven't already been identified as part of the fire safety audit).

You must justify why you think these are the top priorities. Your justification **must** include financial and moral arguments and **may** also include legal considerations (especially where there is country specific legislation).

Include details on current measures in place, additional controls, responsible person and timescales. Please see the example on page 10 (table 2, this has been extracted from the full example that is included in the assessment pack available on the NEBOSH website).

Significant Issue Identified	Justification for selection - must include moral and financial argument(s) for each issue - may include legal arguments if applicable legislation can be stated	Current fire prevention and precaution measures	Additional actions/ controls required	Responsible person	Completion date(s)
Visitors - no site / building safety induction	All visitors should be given the same fire information as workers to enable an efficient building evacuation if required. Providing fire information to all visitors will not only ensure a swift evacuation but it could also preserve the lives of both visitors and workers as they will be fully aware of what they need to do in the event of a fire. If fire safety information is not provided, then this could result in serious injuries or loss of life in the event of a fire. Injuries or loss of life would have serious financial implications to the organisation such as court fees, financial settlements to the injured or families of those that have lost lives. Insurances would increase, reputation of the organisation would be affecting which could result in loss of profit.	Visitors currently sign into the building and provide the name of the person they are visiting. All visitors are accompanied around the building by the person they are visiting. It is the responsibility of the person they are visiting to inform visitors of the safety arrangements; this includes the emergency procedures.	A formal induction process must be put in place that informs visitors of all safety/ fire arrangements. Each visitor to sign to confirm they have received this induction and that they understand all emergency procedures.	Facilities Manager	1 month

Table 2

You must use the table in Section 4 of the assessment pack to complete this part.

The final part of the assessment is to:

1. Set a realistic review date for the FRA.
2. Explain why you have chosen that review date.
3. Indicate how you will follow-up on the FRA to check that the actions have been carried out.

Location

The assessment must be carried out in your own workplace. This means that your FRA should be realistic and provide added value for you and your organisation. We want it to actually help you identify and control real fire issues in your workplace and not just be an academic exercise. But it also must help you meet our assessment criteria. So, your workplace should be large enough to provide a sufficient range of fire issues (remember you need at least 10 significant/highest risk issues for the action plan).

If you do not have access to a suitable workplace, please speak to your Learning Partner. Your Learning Partner will help you to make arrangements for the assessment to be carried out at other suitable premises.

Before carrying out the assessment, you must speak to the management at the premises to ensure that you can carry out the inspection without endangering your own health and safety (eg, so that advice can be given on any restricted areas, whether PPE must be worn etc).

Assessment time and tutor guidance

The time needed to complete the assessment is not restricted. We do, however, recommend that you take around **three hours** to complete all four parts of the assessment. We feel that the three hours will allow you to show your understanding of the assessment requirements and complete a good quality FRA. Please note, however, that the three hours is for guidance; you may choose to take more, or less, time to complete your assessment.

We advise that you discuss your approach with your tutor after reading this guidance. They can give you advice on whether you are ‘heading in the right direction’ – for example, they may comment on whether you have chosen a suitable workplace or situation that will give enough scope to be able to tackle this assessment properly. Do not submit drafts of your work to your tutor as they are not allowed to pre-mark or comment on specific details.

Part 1
Guidance for learners

Assessment forms and submitting Unit FSC2 for marking

Your assessment can either be handwritten or completed electronically. The assessment pack contains two sets of forms; one for a handwritten assessment and the other for an electronic assessment.

We would recommend that you submit electronically but understand that there will be occasions when this is not possible. The headings in both sets of forms are the same, so feel free to choose the format that is best for you.

Electronic forms

When you start your assessment you must double-click the page footer and insert your learner number and name on the first sheet. The tables in the template will automatically expand as you type into them. The page numbering will change automatically as you increase the number of pages that you use. Please ensure that you use a font and font size that is easy to read eg, Arial size 10 to 12.

Handwritten forms

You must ensure that your learner name and number are written on the top of every form. Additionally, you must ensure that you include the page numbers at the top of every sheet where indicated eg, page 2 of 8.

For handwritten submissions, we recognise that sometimes the additional comments box might not have enough room for everything that you need to add. So, if you are running out of room, simply indicate that it is being continued (eg, just write "continued") and then use a continuation sheet. You don't need to use specific wording - you just need to make it clear what is being continued. Here's how we suggest you do this for sections 1 and 2:

Continuation sheet for Section 1:

Simply print off an extra blank copy of the same "Section 1" table and indicate which line you are continuing.

Continuation sheet for Section 2:

We have included a blank continuation table at the end of section 2. Print off as many of these as you need. When you use the table enter the topic you are referring to in the 'header row' of the first column with 'continuation' in brackets after the topic. In the left-hand column add the question you are referring to and then record your additional comments in the

Heating and Lighting (continuation)	Yes	No	Additional comments
Are there fixed heating installations within the premises?			There are gas safety valves installed, these are tested yearly with the heating system.

Continuation sheet for Section 2

Please feel free to print off as many of the blank forms as required. Instructions for completion are given at the top of Section. However, to show how this could look please see the following example (we've used colour coding (blue and red) to distinguish between the first part and the continued part).

Issue Number	1
Significant issue identified	Training and drills – there is no fire/safety refresher training provided to workers
Justification for selection	All workers should receive basic fire safety training and attend refresher sessions at pre-determined intervals. Refresher training is especially important when changes have been made to the emergency plan, when working practices or workers responsibilities change and also to take account of any changes to circumstances of workers or any other relevant persons that may put them at higher risk. Refresher training ensures that all workers are reminded what they must do to safeguard themselves and others in the event of a fire. Records of refresher training must be kept therefore providing evidence that adequate fire training has been given. Continued ...
Current fire prevention and precaution measures	Fire and health and safety training is provided to every worker when they join the organisation.
Additional actions/controls required	1. Decide on content for training. 2. Yearly refresher training to be rolled out to all workers. Each time refresher training is completed by workers the date is to be recorded on their training records.
Responsible person	1. Facilities Manager and HR Team 2. Facilities Manager
Completion date(s)	1. 1 month 2. 3 months

Issue Number	1 ... continued
Significant issue identified	
Justification for selection	Continued ... It is a legal requirement to provide workers with information relating to fire safety The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005) is clear that workers are provided with adequate safety training when they are first employed and the training should be repeated periodically.
Current fire prevention and precaution measures	
Additional actions/controls required	
Responsible person	
Completion date(s)	

Both sets of forms have been designed to take you through all of the assessment sections. Completing all sections of the forms and referring to this document for additional guidance should help you achieve a ‘Pass’ for your assessment. We also recommend that you refer to the ‘worked example’ so that you can see what level of detail is required for each section. The example can be downloaded from the resources section on the qualification page of the NEBOSH website.

Submission

Your assessment (Sections 1 - 4) must be entirely your own work. By submitting your assessment for marking, you are declaring that it is your own work. Falsely claiming that your assessment is your own work is malpractice and NEBOSH may impose severe penalties, as set out in the NEBOSH Malpractice Policy.

Your assessment must be submitted to your Learning Partner electronically as a PDF (portable document format) document. If you do not know how to, or are unable to, produce a pdf document, please ask your Learning Partner for advice. If your submission is handwritten, we would recommend that you retain a copy before sending it to your Learning Partner (and if you are sending it as a hardcopy, we recommend using a postal service that enables you to track the delivery).

Your Learning Partner will tell you the date that they need to receive your assessment. Once received, your assessment will be upload to NEBOSH for marking. If you fail to submit your assessment to your Learning Partner by the date requested, you will be marked as ‘absent’.

Results

We aim to issue results within 50 working days of the date of the assessment.

Resubmission in case of referral

You can only achieve a 'Pass' or 'Refer' for the assessment. If you need to resubmit you will need to register for the assessment again and pay the appropriate fee. You are not limited on the number of times that you can resubmit the practical for marking but you must speak to your Learning Partner who will tell you the date by which your assessment must be received by them. However, you must remember that both units (FSC1 and FSC2) must be passed within a five year period.

Part 2:

Guidance for Learning Partners

Part 2
Guidance for Learning Partners

This section gives specific information for Learning Partners that is not included in Part 1.

Setting up the assessment

The FSC1 unit will be held bi monthly and you can choose to either connect the FSC2 to this date or set up a separate on demand assessment. If you chose the first option, you can start to upload assessments for marking the day after the registration closing date. If you book an on-demand assessment, you must upload the assessments 10 working days after the assessment date at the latest.

Location

The assessment should normally be carried out in your learner's own workplace as the FRA should be realistic. You should ensure that the learner has access to a workplace that is large enough to provide a sufficient range of fire issues. If your learner does not have access to a suitable workplace, you must help the learner to make arrangements to carry out the practical assessment at suitable premises. If you are running the practical in this way you should contact the Operations team at NEBOSH for advice and approval.

You should ensure that before the learner carries out the assessment that they speak to the management at the premises. This is to ensure that the learner can carry out the inspection without endangering their own health and safety (eg, so that advice can be given on any restricted areas etc).

Guidance on assessment completion

You may give your learners guidance on whether they are 'heading in the right direction' – for example, you may comment on whether they have chosen a suitable workplace or situation that will give sufficient scope to achieve the necessary breadth and depth of content required. You must not carry out a pre-mark prior to submission to NEBOSH.

A Learning Partner's staff, family or friends taking the unit FSC2 assessment

You **must** declare in writing to NEBOSH any staff member, spouse, family or other close personal relationship with any learner taking the FSC2 assessment. You must refer to the instructions given in the document 'Instructions for Conducting Examinations' for further information.

Assessment submission

You must satisfy yourself that the assessments that your learners submit are their own work. By submitting their assessments for marking the learner is declaring that it is entirely their own work. Falsely claiming that it is their own work is malpractice and NEBOSH may impose severe penalties (see the NEBOSH Malpractice Policy for further information).

You must tell your learners the date that you will require their completed assessment by. You must allow sufficient time for the upload (please see 'Setting up the assessment' for further information).

Assessments must be uploaded in PDF format via the Course Provider Interface (CPI). Before uploading the assessments, please make sure that the pages are in order eg, run from pages 1 to 5 and are rotated so that they can be immediately read eg, the pages are the right way up. You will need to click on the 'Practical Upload' tab; this will allow you to either upload the assessments or, if the learner fails to submit their completed assessment to you on time, mark the learner as 'absent'.