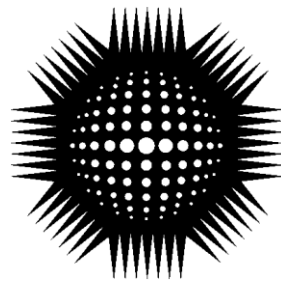


**NEBOSH National Certificate
in Fire Safety and Risk Management and
NEBOSH International Certificate
in Fire Safety and Risk Management**



nebosh

UNIT FC2: FIRE SAFETY PRACTICAL APPLICATION

**Guidance and information for
accredited course providers and candidates**

This document provides comprehensive guidance on the presentation and submission of the Unit FC2 fire safety practical application. Candidates should study this document carefully before submitting their practical application.

The guidance should be read carefully in conjunction with the practical application mark scheme, which is included in this guidance document, to provide a clear guide to the requirements of the practical application.

Introduction

The aim of the fire safety practical application is to assess a candidate's ability to complete a fire safety risk assessment of a workplace. In particular, to:

- identify fire hazards in the workplace;
- identify persons who could be at risk should a fire start;
- assess the adequacy of existing fire safety measures to control risk;
- assess the risk of fire occurring;
- assess and demonstrate understanding of the speed at which fire and smoke could spread once started;
- assess the risk to persons from fire;
- where necessary, recommend additional fire safety measures to further reduce risk;
- recommend a risk assessment review date.

This will require candidates to apply the knowledge and understanding gained from their studies of syllabus elements (NGC1, FC1, IGC1, IFC1, as applicable) in a practical environment. The time allowed to complete the FC2 fire safety practical application is not restricted but NEBOSH suggests that candidates aim to complete the within four hours, (45 minutes for the inspection and the remainder of the time completing the fire safety risk assessment). Please note that the suggested timescales are for guidance only. The practical application may be submitted in the candidate's own handwriting or be word processed.

The submission must include completed:

- Fire Risk Assessment Notes sheets;
- Fire Risk Assessment sheets (Form 1 – fire prevention);
- Fire Risk Assessment sheets (Form 2 – risk of fire spread and risk of fire to persons);
- Summary Fire Risk Assessment sheet.

The fire safety practical application must be carried out in the candidate's own workplace. The workplace should be large and diverse enough to provide a sufficient range of fire hazards in the premises to enable the candidate to be able to complete the fire safety practical application. If the workplace is very large or diverse, in order that the fire safety practical application is manageable the candidate should limit the area considered.

Where the candidate does not have access to a suitable premises in which to undertake the fire safety practical application, the course provider should be consulted to help in making arrangements for the candidate to carry out the practical application at suitable premises. Providers seeking to run the practical in this way should contact NEBOSH for advice and approval.

Management at the premises should be consulted to ensure the candidate can carry out the fire safety practical application without endangering their own health and safety.

Where confidentiality requires, locations and company names may be omitted from the fire safety practical application, or alternatively guidance should be sought from NEBOSH.

Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work (Appendix 1). If this declaration is not submitted the candidate's result may be declared void. A signature can be electronic or can be faxed.

Candidates, employers and internal assessors should be aware that the status of the fire safety practical application is undertaken to fulfil the requirements of Unit FC2 is for **educational purposes only**.

What to do if an accredited course provider's staff, family members or friends are sitting a NEBOSH examination or assessment

Accredited course providers **must** declare in writing to NEBOSH any employment and/or familial, spousal or other close personal relationship with any examination or assessment candidate.

For any such candidate declared, the accredited course provider must select one of the following options, inform NEBOSH of their choice in writing, and bear all necessary costs:

- The candidate may sit their NEBOSH assessments as an (external) candidate at another accredited course provider; or
- Accredited course provider may arrange with NEBOSH for an independent invigilator appointed by NEBOSH. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.
- If outside of the UK the accredited course provider may arrange for the candidate to sit their examinations with the British Council. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.

Date of Assessment

Assessment of the practical application (FC2) must normally take place **within 10 working days** of (before or after) the date of one of the written papers (the 'date of the examination').

If a candidate is absent from the written papers because of illness corroborated by a doctor's note, but successfully completes the FC2 unit within the 10 working day deadline, the result will stand. If a candidate is unable to complete the FC2 unit under similar circumstances, NEBOSH may allow it to be taken at a later date beyond the normal 10 working day deadline.

The accredited course provider should advise the candidate of the latest date by which the completed practical application must be received by the course provider for marking. It is the responsibility of the course provider to ensure that the results of the practical (FC2) are available to NEBOSH by no later than 15 working days after the date of the examination for NGC1 and/or FC1 or IGC1 and/or IFC1.

Completion of study for both NGC1 and FC1 or IGC1 and IFC1 is recommended in order to undertake the practical application unit FC2.

Candidates planning to post their submissions to the course provider should be reminded of the need to guard against loss in the post by sending their work by trackable delivery. Candidates are therefore advised to retain copies of their completed sheets.

Tutor support

Tutors and candidates should ensure that they understand fully the requirements of the guidance document. There are two hours of teaching time available for tutors to explain the assessment requirements to candidates. Following this the assessment must be the candidate's own work; tutors must not read and/or amend drafts of the practical and must not provide a 'pre- mark'.

Marking

Fire safety practical applications will be marked by an internal assessor – a person proposed to NEBOSH by an accredited course provider and approved by NEBOSH. The internal assessor can also be a tutor. Please note (as detailed above in 'tutor support') the candidates' practical assessment (including drafts) must not be pre-read or pre-marked.

Internal assessors must be appropriately qualified. This would include Chartered membership (CMIOSH) of the Institution of Occupational Health (IOSH) or a Graduate Member (Grad IOSH) with an academic qualification in occupational health and safety, or a member of the Institution of Fire Engineers (IFE) or someone holding a professional level qualification in fire safety.

A marking sheet (Appendix 2) will be completed by the internal assessor for each candidate and attached to the candidate's practical application. The total percentage mark for each candidate must be entered onto the CPI by no later than 15 working days after the examination date of NGC1 and/or FC1 or IGC1 and/or IFC1.

Candidates must achieve the pass standard (60%) in this unit in order to satisfy the criteria for the qualification.

Moderation

Marked FC2 assessments are subject to external moderation by NEBOSH to monitor the standard being set and marks awarded by the internal assessor may, therefore, be subject to adjustment; this could result in a higher or lower final mark

Assessments should not be sent to NEBOSH unless they are called in. However in addition to the marking sheet for each candidate, they must be retained for at least six weeks following the date of issue by NEBOSH of the examination results to which they relate. Practical applications may be called in at any time from the date of the examination until six weeks after the issue of results.

Candidates may lodge an EAR (enquiry about result) within the timeframe as advised on their URN (unit result notification).

Retention of practical samples by accredited course providers

NEBOSH monitors the consistency of internal assessments by accredited course providers (eg practical applications marked by the course provider) over time. Accredited course providers are therefore required to retain representative samples of practical applications (eg high pass, low pass, refer) for each standard sitting or cohort for a **rolling three year period**.

The sample of practical applications to be retained by accredited course providers will be no more than 24 scripts per year per qualification, but providers may choose to retain more for internal quality assurance purposes. Providers should retain the archived sample for three

years in a manner that makes them easily retrievable. This is intended to enable course provider staff to monitor the standards of candidate performance in the practical application over time, and make improvements to their delivery when necessary. Additionally, the samples will serve as exemplar materials for practical application assessors appointed by accredited course providers to use as guidance in their assessment decisions.

Sampling of accredited course provider-marked scripts enables NEBOSH to ensure that the standard of marking for internal assessment remains consistent over time both within and between accredited course providers. Using archived materials in this way is intended to maintain marking standards and enhance parity between the marks before and after moderation.

Other scripts should be disposed of as confidential waste.

Completion of sheets

Candidates will be supplied with a sufficient number of appropriate forms from a course provider which maybe photocopied for the purpose, ie, Fire risk assessment notes sheets (Appendix 3), Fire risk assessments sheets (Form 1, Appendix 4), Fire risk assessment sheets (Form 2, Appendix 5) and the Summary fire risk assessment sheets (Form 3, Appendix 6).

During their inspection candidates are expected to recognise both controlled and uncontrolled fire hazards. While only brief details of each fire hazard are required, it is important that the assessor can subsequently identify:

- where the hazard was located;
- the nature of the hazard;
- the degree of risk associated with the hazard;
- measures in place to prevent fire or reduce fire risk;
- the remedial actions, where appropriate, with relevant prioritisation.

Candidates may find it useful to take a copy of the following forms with them **during the inspection**:

- Fire Risk Assessment Sheet (fire prevention) (Form 1);
- Fire Risk Assessment Sheet (risk of fire spread and risk of fire to persons) (Form 2);
- Summary Fire Risk Assessment Sheet (Form 3).

This will assist them to identify the types of fire information they will need to gather to complete their fire risk assessment adequately.

Whilst poor spelling and grammar will not be marked down or penalised, if the assessor is unable to read or to understand the notes made by the candidate during their risk assessment then invariably fewer marks will be awarded than would otherwise have been the case. The practical application may be submitted in the candidate's own handwriting or word processed.

It is recommended that the candidate:

- takes up to 45 minutes to gather information during the workplace inspection on the fire risk assessment notes sheet from which they can complete the fire risk assessment;

- uses the remainder of the time to complete the fire risk assessment.

To complete the fire risk assessment the candidate should:

- use the information gathered on the fire risk assessment notes sheet to complete the fire risk assessment sheet (fire prevention) (**Form 1**) by transferring the information in relation to fire hazards identified (both controlled hazards and uncontrolled hazards), the persons who may be at risk and the current measures in place to reduce the risk of fire occurring. Additional fire safety measures required to further reduce risk should also be documented on this sheet;
- use the information gathered on the fire risk assessment notes sheet to complete the fire risk assessment sheet (risk of fire spread and risk to persons from fire) (**Form 2**) by transferring the issues that may cause a fire to spread, fire protection measures, warnings and emergency evacuation issues, persons at risk. Current measures in place to reduce risk and additional fire safety measures to further reduce risk should also be documented on this sheet;
- complete the summary fire risk assessment sheet (**Form 3**) by drawing on the issues addressed in the fire risk assessment and assessing risk of fire occurring, the risk of fire spread, the risk to persons from fire and to recommend a risk assessment review date.

Marking guidance

Candidates are advised to refer to the marking sheet given at Appendix 2 and the marking matrix given at Appendix 7.

This marking matrix has been developed by NEBOSH to assist internal assessors to mark the practical applications fairly and consistently for all candidates and to standardise the marking of practical applications across all course providers who deliver the Fire Safety and Risk Management qualification. Internal assessors are asked to apply the marking matrix to the marking of all practical applications, however, in circumstances where candidates deviate from the format of the assessment (eg failing to transfer details on the observation sheets to Forms 1 and 2 or completing Form 1 only and neglecting to complete Form 2) please contact NEBOSH for advice on how to assess such anomalies. NEBOSH will apply the marking matrix to all practical applications that are called in for moderation to monitor marking standards and feedback will be provided in such circumstances.

Candidates should note that the fire risk assessment notes sheets are not directly marked and should be used by candidates during the inspection and to prompt transfer of all relevant information onto Forms 1 and 2.

Fire Safety Risk Assessment Summary

Range of fire hazards identified (3 marks) (**Form 1**)

In this area, marks should be awarded for the identification of the hazards in relation to the three components that are required for a fire to start. These hazards include; potential ignition sources such as; naked flames, sparks, hot surfaces and faulty electrical equipment, etc; materials that might fuel a fire such as; paper, packaging, flammable chemicals, liquids and solvents, textiles, fixtures and fittings, soft furnishings and linings for walls and ceilings, etc, and finally any sources of oxygen such as; natural airflow through doors, windows and other openings, possible oxidising materials and oxygen supplies on the premises from the use and storage of oxygen cylinders, etc.

Number of fire hazards identified (12 marks) (Form 1)

Practical assessors should award marks for both controlled and uncontrolled hazards identified in this area. An example might be flammable substances such as paints and solvents even though they would appear to be used and stored safely. The candidate will be required to assess the risk of these hazards by providing details of existing fire safety measures, deciding on the adequacy of such measures and whether further measures are required as part of the fire risk assessment.

Range of fire risk issues (fire spread/risk of fire to persons) (15 marks) (Form 2)

Marks should be awarded in this area for the range of issues that have been identified in relation to the risk of fire spread and the risk of fire to persons. This should include a broad range of issues with respect to adequacy of fire doors, whether they are propped open or closed, intumescent seals on doors, presence of smoke vents, fire stopping in service ducts, compartmentation, fire suppression systems, etc. With respect to the risk of fire to persons, marks should be awarded for issues such as fire protection and fire warning systems to enable persons to be made aware of a fire and to assist their safe evacuation, how and where the fire may spread and how this may affect emergency escape routes. This will include an assessment of maintenance regimes for fire detection and fire warning systems and an assessment of both technical and procedural measures for emergency evacuation and issues in relation to emergency evacuation routes.

Candidates must include both fire spread issues and risk of fire to persons issues to gain maximum marks.

Identification of persons at risk (5 marks) (Forms 1 and 2)

Marks awarded in this area should reflect the candidate's ability to identify persons at risk from fire and their reactions. This may include all persons who work in the building permanently and other persons who may be required to frequent the building such as; cleaners, contractors, visitors, temporary or agency persons. Vulnerable persons should also be considered such as; persons working alone, persons with disabilities, young or pregnant employees, and the locations where they work. Marks can also be awarded for considering the possible effects on non-employees such as; members of the public who could be at risk from the spread of smoke and fumes.

The identification of specific locations where persons may be more at risk such as persons working with flammable substances in a workshop or persons working in the most remote location of the building should also be credited in this area.

Existing Fire Safety Measures

Recognition of measures to reduce the risk of fire occurring (15 marks) (Form 1)

In this area, marks should be awarded for the recognition of existing fire safety measures to prevent oxygen, fuel and ignition sources coming together. This will include safe systems of work to eliminate ignition sources, the accumulation of combustible materials and other fuel sources, etc. Marks should also be awarded in this area for the recognition of measures to minimise opportunities for deliberate action.

Recognition of measures to reduce the risk of fire and smoke spread (5 marks) (Form 2)

Marks should be awarded for the recognition of measures in place to minimise the possible rate of fire and smoke spread through a building during a fire. This should be relevant to the

fire risk issues identified as part of the risk assessment, such as provision of fire doors, compartmentation and fire detection systems.

Recognition of measures to remove / reduce the risk to persons from fire (10 marks) (Form 2)

In this area, marks should be awarded for recognising measures in place for adequate fire protection and adequacy of fire warning systems. This should include an assessment of maintenance regimes for fire detection and fire warning systems and an assessment of both technical and procedural measures for emergency evacuation.

This will include (but is not limited to) issues such as; locations where fires may start and the adequacy of escape routes from those locations; for example, if a fire starts on a lower floor, escape routes for people on upper level floors of the building may be affected.

This will also include the number and adequacy of fire routes to ensure that they can accommodate the safe evacuation of the possible number of persons required to be evacuated in an emergency at any one time and measures for the safe evacuation of vulnerable persons such as; older or disabled persons, etc.

Assessment of risk with existing control measures

Assessment of risk of fire occurring (5 marks) (Form 3)

Marks should be awarded in this area for a realistic assessment of the risk of a fire occurring.

Assessment of risk of fire spread (5 marks) (Form 3)

Marks should be awarded in this area for a realistic assessment of the risk of fire spread.

Assessment of risk to persons from fire (5 marks) (Form 3)

Marks should be awarded in this area for a realistic assessment of risk of fire to persons from fire.

The marks allocated in Sections 3.1, 3.2 and 3.3 should reflect the appropriate assessment of risk specified by the candidate based on the observations and existing control measures and NOT additional control measures.

Further measures required

Suitability of additional measures recommended (15 marks) (Forms 1 and 2)

It is not a requirement of this assessment for the candidate to determine the level of risk after the specified additional control measures are implemented. The candidate is required to recommend additional fire safety measures to further reduce risk.

The practical assessor should award marks in this area for candidates who are able to realistically assess the fire safety measures in place to determine whether these are adequate to reduce, to as low as reasonably practicable: the risk of fire occurring; and the possible spread of fire or smoke; and measures to remove or reduce the risk of fire to persons should a fire start. This must relate to existing fire protection measures and emergency evacuation procedures in order to recommend appropriate further measures to control risk.

This area should include additional measures for the removal or reduction of the risk of fire occurring, possible spread of fire and smoke and risk to persons from fire by recommending improvements to emergency evacuation procedures and fire protective measures. The measures recommended, however, should be realistic and appropriate to the circumstances given and marks should be awarded to reflect this.

Fire safety measures recommended may include avoiding or reducing the risk of a fire occurring caused by the hazards identified such as: replacing naked flame from gas and radiant heaters with a central heating system; adherence to maintenance regimes on work equipment; measures to reduce the risk of vandalism; correct storage of flammable chemicals; solvents and liquid; replacing flammable ceiling linings with less combustible linings to reduce the potential for surface flame spread; and the safe storage of oxidising materials.

For example, storage away from a heat source, adequacy of checks to ensure oxygen cylinders are not leaking and the need for additional training on emergency evacuation procedures, or the importance of keeping fire doors closed, in addition to other openings and voids, etc.

Risk assessment review

Recommended review date (5 marks) **(Form 3)**

Marks should be awarded in this area for an understanding of the need to review the fire risk assessment taking into consideration the level of risk detailed in the assessment and the urgency of fire safety measures to be implemented.

APPENDIX 1

FC2 - Fire safety practical application

Candidate and course provider declarations:

For completion by the candidate:

I declare that the work submitted for this practical application assessment ie the completed sheets is my own work. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by a course provider representative (e.g. internal practical assessor):

I declare that the work marked is identical to that received from the candidate. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by the course provider's internal practical assessor:

I declare that I have marked this work and am both qualified and approved by NEBOSH to do so. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

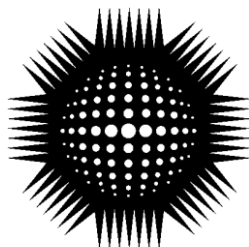
Name (Print) _____

Signature _____

Date _____

NB: This declaration must be completed in full, submitted and retained with the candidate's script. If this declaration is not submitted the candidate's result may be declared void.

APPENDIX 2



FC2 – FIRE SAFETY PRACTICAL APPLICATION

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Assessor's marking sheet

Date of practical application _____

Name of assessor _____

Course provider
number

Course provider
name

Student number

Student name

	Criteria	Maximum marks available	Assessor's marks awarded	NEBOSH moderated marks (if different)	Consult the following forms
1	Fire Safety Risk Assessment Summary				
1.1	Range of fire hazards identified	3			1 Column A
1.2	Number of fire hazards identified	12			1 Column A
1.3	Range of fire risk issues (fire spread / risk of fire to persons)	15			2 Column A
1.4	Identification of persons at risk	5			1 + 2 Column B
2	Existing Fire Safety Measures				
2.1	Recognition of measures to reduce the risk of fire occurring	15			Columns A and C
2.2	Recognition of measures to reduce the risk of fire and smoke spread	5			Columns A and C
2.3	Recognition of measures to remove / reduce the risk to persons from fire	10			Columns A and C
3	Assessment of existing risk				
3.1	Assessment of risk of a fire occurring	5			3
3.2	Assessment of risk of fire spread	5			3
3.3	Assessment of risk to persons from fire	5			3
3	Further Measures Required				
3.4	Suitability of additional measures recommended	15			1 + 2
4	Risk assessment review				
4.1	Recommend review date	5			3
	TOTAL MARKS	100			

Outcome: PASS (60% or more)

REFER (less than 60%)

Date assessed ____ / ____ / ____

Assessor's signature _____

Date received by course provider ____ / ____ / ____

Date received by NEBOSH

(if applicable) ____ / ____ / ____

Assessor's additional comments on the practical application:

ASSESSED BY (name in block letters) _____

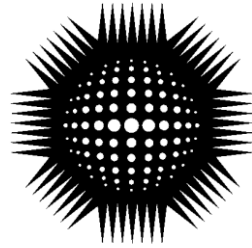
The mark sheet must be retained by the Course Provider and sent to NEBOSH only if requested. A copy of the mark sheet can be given to candidates if requested.

NEBOSH USE ONLY

NEBOSH Moderator's comments:

APPENDIX 3

FC2 – FIRE SAFETY PRACTICAL APPLICATION



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**Candidate's fire risk
assessment notes**

Sheet number ____ of ____

To be completed during workplace inspection

Student name _____

Student number _____

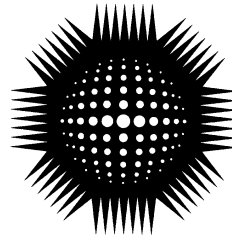
Location _____

Date undertaken ___ / ___ / ___

Observations Note both controlled AND uncontrolled fire hazards (sources of ignition, fuel and oxygen), risks of fire spread (fire protection measures) and risk to persons (emergency evacuation measures and procedures)	Control measures Note measures in place to reduce the risk of fire occurring, to reduce the risk of fire spread and measures and procedures to remove / reduce the risk to persons from fire

APPENDIX 5: Fire risk assessment sheet (risk of fire spread and risk of fire to persons) (Form 2)

**FC2: FIRE SAFETY
PRACTICAL APPLICATION**



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FORM 2

**Fire risk assessment
sheet (risk of fire spread and
risk of fire to persons)**

Sheet number __ of ____

Student name _____

Student number _____

Location _____

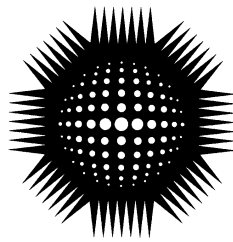
Date undertaken ____ / ____ / ____

Fire spread issues and risk of fire to persons issues <small>(Fire spread, fire protection measures, warnings, evacuation issues)</small>	Identification of / locations of persons at risk	Measures in place to reduce the risk of fire spread and to reduce / remove the risk to persons from fire	Additional fire safety measures required to maintain or reduce risk

NB: This risk assessment is for educational purposes only

APPENDIX 6: Summary fire risk assessment sheet (Form 3)

**FC2:
FIRE SAFETY PRACTICAL
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**Summary fire
risk assessment
sheet**

FORM 3

Student name _____

Student number _____

Location _____

Date undertaken ____ / ____ / ____

Assessment of risk of fire occurring – H/M/L with justification

(this may be either by accident, by a possible act or omission or by an intentional act)

--

Assessment of risk of fire spread – H/M/L with justification

--

Assessment of risk to persons from fire – H/M/L with justification

--

Fire risk assessment review date – with justification

(based on the findings of the fire risk assessment)

--

NB: This risk assessment is for educational purposes only

APPENDIX 7

FC2 MARKING MATRIX

		Marks to be awarded				
		3	2	1		
		Must include sources of ignition, fuel and oxygen (controlled and uncontrolled) to gain 3 marks				
Fire Safety Risk Assessment Summary	Range of fire hazards identified (Consult Form 1)	<ul style="list-style-type: none"> Three of the components identified 	<ul style="list-style-type: none"> Two of the components identified 	<ul style="list-style-type: none"> One of the components identified 		
		12	9-11	6-8	3-5	0-2
	Number of fire hazards identified (Consult Form 1)	17-20 hazards identified	13-16 hazards identified	12 hazards identified	8-11 hazards identified	7 or less hazards identified

Marks to be awarded						
		12-15	8-11	4-7	0-3	
Fire Safety Risk Assessment Summary	Candidates should include both risk of fire spread and risk of fire to persons					
	Range of fire risk issues (fire spread / risk of fire to persons) (Consult Form 2)	<ul style="list-style-type: none"> 12- 15 risks identified appropriate to workplace 	<ul style="list-style-type: none"> 8-11 risks identified appropriate to workplace 	<ul style="list-style-type: none"> 4-7 risks identified appropriate to workplace 	<ul style="list-style-type: none"> 3 or less risks identified appropriate to workplace 	
		5	4	3	2	1
	Identification of persons at risk (Consult Form1 and Form 2)	Employees, frequent visitors, inexperienced, disabled / pregnant / impaired, lone workers	Employees, frequent visitors, inexperienced, disabled / pregnant / impaired	Employees, frequent visitors, inexperienced personnel / young / trainees	Employees, frequent visitors / contractors / cleaners	All employees only

Marks to be awarded						
		12-15	8-11	4-7	0-3	
Existing Fire Safety Measures	Recognition of measures to reduce the risk of fire occurring (Consult Form 1)	<ul style="list-style-type: none"> 12 – 15 measures identified to reduce the risk of fire occurring 	<ul style="list-style-type: none"> 8 – 11 measures identified to reduce the risk of fire occurring 	<ul style="list-style-type: none"> 4 – 7 measures identified to reduce the risk of fire occurring 	<ul style="list-style-type: none"> 0 – 3 measures identified to reduce the risk of fire occurring 	
		5	4	3	2	1
	Recognition of measures to reduce the risk of fire and smoke spread (Consult Form 2)	<ul style="list-style-type: none"> Five measures identified to reduce the risk of fire and smoke spread 	<ul style="list-style-type: none"> Four measures identified to reduce the risk of fire and smoke spread 	<ul style="list-style-type: none"> Three measures identified to reduce the risk of fire and smoke spread 	<ul style="list-style-type: none"> Two measures identified to reduce the risk of fire and smoke spread 	<ul style="list-style-type: none"> One measure identified to reduce the risk of fire and smoke spread

Marks to be awarded					
		9-10	6-8	3-5	0-2
Existing Fire Safety Measures					
	Recognition of measures to remove / reduce the risk to persons of fire (Consult Form 2)	<ul style="list-style-type: none"> ▪ 9 – 10 existing measures to remove / reduce risk of fire to persons of fire 	<ul style="list-style-type: none"> ▪ 6 – 8 existing measures to remove / reduce risk of fire to persons of fire 	<ul style="list-style-type: none"> ▪ 3 – 5 existing measures to remove / reduce risk of fire to persons of fire 	<ul style="list-style-type: none"> ▪ 0 -2 existing measures to remove / reduce risk of fire to persons of fire

Marks to be awarded							
		5	4	3	2	1	0
Assessment of risk with existing control measures	Assessment of risk of a fire occurring (Consult Form 3)	Appropriate assessment of risk level Existing control measures appropriate to level of risk and fully justified No confusion with risk of fire spread / risk to persons	Appropriate assessment of risk level Existing control measures appropriate to level of risk with good justification Some confusion with risk of fire spread / risk to persons	Appropriate assessment of risk level Existing control measures appropriate to level of risk with adequate justification Some confusion with risk of fire spread / risk to persons	Appropriate assessment of risk level Some existing control measures with some attempt to link to level of risk and with limited justification Confusion with risk of fire spread / risk to persons	Appropriate assessment of risk level Some existing control measures but not linked to level of risk without justification Confusion with risk of fire spread / risk to persons	Incorrect assessment of risk level No / inappropriate existing control measures. No justification Confusion with risk of fire spread / risk to persons

Marks to be awarded							
		5	4	3	2	1	0
Assessment of risk with existing control measures	Assessment of risk of fire spread (Consult Form 3)	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk and fully justified</p> <p>No confusion with risk of fire / risk to persons</p>	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk with good justification</p> <p>Some confusion with risk of fire / risk to persons</p>	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk with adequate justification</p> <p>Some confusion with risk of fire / risk to persons</p>	<p>Appropriate assessment of risk level</p> <p>Some existing control measures with some attempt to link to level of risk and with limited justification</p> <p>Confusion with risk of fire / risk to persons</p>	<p>Appropriate assessment of risk level</p> <p>Some existing control measures but not linked to level of risk without justification</p> <p>Confusion with risk of fire / risk to persons</p>	<p>Incorrect assessment of risk level</p> <p>No / inappropriate existing control measures. No justification</p> <p>Confusion with risk of fire / risk to persons</p>

Marks to be awarded							
		5	4	3	2	1	0
Assessment of risk with existing control measures	Assessment of risk to persons from fire (Consult Form 3)	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk and fully justified</p> <p>No confusion with risk of fire / risk of fire spread</p>	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk with good justification</p> <p>Some confusion with risk of fire / risk of fire spread</p>	<p>Appropriate assessment of risk level</p> <p>Existing control measures appropriate to level of risk with adequate justification</p> <p>Some confusion with risk of fire / risk of fire spread</p>	<p>Appropriate assessment of risk level</p> <p>Some existing control measures with some attempt to link to level of risk and with limited justification</p> <p>Confusion with risk of fire / risk of fire spread</p>	<p>Appropriate assessment of risk level</p> <p>Some existing control measures but not linked to level of risk without justification</p> <p>Confusion with risk of fire / risk of fire spread</p>	<p>Incorrect assessment of risk level</p> <p>No / inappropriate existing control measures. No justification</p> <p>Confusion with risk of fire / risk of fire spread</p>

Marks to be awarded						
		15	12	9	6	3
Further fire safety measures required	Suitability of additional measures recommended (Consult Forms 1 & 2)	Realistic assessment of all proposed additional measures, including all three key areas	Realistic assessment of the majority of proposed additional measures, including all three key areas	Realistic assessment of the minority of the proposed additional measures, including the three key areas	Realistic assessment of the minority of the proposed additional Measures, including two of the three key areas	Realistic assessment of the minority of the proposed additional measures, including one of the three key areas
		Key areas: Reducing risk of fire occurring Risk of fire spread Risk to persons of fire	Key areas: Reducing risk of fire occurring Risk of fire spread Risk to persons of fire	Key areas: Reducing risk of fire occurring Risk of fire spread Risk to persons of fire	Key areas: Reducing risk of fire occurring Risk of fire spread Risk to persons of fire	Key areas: Reducing risk of fire occurring Risk of fire spread Risk to persons of fire

Marks to be awarded						
		5	4	3	2	1
Risk assessment review	Recommend review date (Consult Form 3)	Justified review date expanding on the information relating to assessment of risk and required urgency of fire safety measures	Justified review date briefly referring to information relating to assessment of risk and required urgency of fire safety measures	Justified review date relating to assessment of risk	Satisfactory review date without reference to assessment of risk or required urgency of fire safety measures	Questionable review date without reference to assessment of risk or urgency of fire safety measures