

The Course Team

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UNIT FC2: INTERNATIONAL FIRE SAFETY PRACTICAL APPLICATION



INTRODUCTION

The aim of this unit is to help to prepare you for the NEBOSH International Certificate in Fire Safety and Risk Management, Unit IFC2: International Fire Safety Practical Application.

Some people think that this unit is simple, don't bother to prepare themselves properly, and fail as a result. **Make sure you don't fall into this trap!** While the process you have to move through is straightforward, in order to succeed you need to understand what NEBOSH expect. If you work carefully through these notes, we are confident that you'll be a successful candidate!

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Aim of the Practical Assessment

The aim of this practical assessment is for you to carry out a fire risk assessment in your own workplace in order to determine:

- The risk of a **fire occurring**.
- The risk of such a **fire spreading**.
- The **risk to persons** on the premises from such a fire and its spread.

In practice this means carrying out the following activities:

- Identifying **fire hazards** in the workplace.
- Identifying **persons who could be at risk** should a fire start.
- Assessing the **risk of fire occurring**.
- Assessing the **speed at which fire and smoke could spread** once started.
- Assessing the **actual risk to persons** from fire.
- Assessing the **adequacy of existing fire safety measures** to control risk.
- Where necessary, recommending **additional fire safety measures** to further reduce risk.
- Recommending a risk assessment **review date**.

This may seem like a long list but it actually follows a logical process which considers how a fire might **start**, how it might **spread** and how persons might be **harmed**.

HINTS AND TIPS

When you have carried out your fire risk assessment and completed the necessary forms, you **MUST** sign the declaration.

Failure to sign the declaration may result in NEBOSH not accepting your practical assessment for marking.

Inspection Area

In order to complete this assessment, you have to select an area of your workplace that will be suitable. To be suitable, your workplace should be large enough to provide a sufficient range of hazards, but contained enough that you can cover all of the issues you find there in your assessment

If your workplace is very large, think about limiting your inspection area to a single office or workshop.

If you read through the rest of this guidance, you will see the type of hazards that you will be expected to cover in the assessment but if you are unsure about anything, get in touch with your tutor who will be able to provide guidance on whether your workplace is suitable.

Bear in mind that you should consult the management of the premises to ensure that they are happy for you to complete your assessment there and so they can ensure that you can carry out the inspection without endangering your own health and safety.

Summary of Procedure

The recommended time in which your fire risk assessment should be completed is **3 hours**, so you need to divide the time available to you between **collecting information**, and then completing the **fire risk assessment forms**.

You should spend about 45 minutes inspecting the area and completing the Candidate's Fire Risk Assessment Notes (Box 1). The remaining 2 hours and 15 minutes should be spent completing forms 1, 2 and 3 (boxes 2, 3 and 4).

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Candidate's Fire Risk Assessment Notes (take at least 10 sheets with you!)

Walk around your selected work area and record your observations on the Candidate's Fire Risk Assessment Notes sheets. This is your opportunity to gather all of the information you need to complete Forms 1, 2 and 3 once you have completed your walk around. You might want to take a copy of Forms 1, 2 and 3 with you to act as a memory jog for the information you need to collect. This walk around and note-taking should take approximately 45 minutes.

You are looking for both controlled AND uncontrolled:

1. Fire hazards (sources of ignition, fuel and oxygen) and
2. Risks of fire spread (fire protection measures) and
3. Risks to persons (emergency evacuation measures and procedures) and
4. Measures in place, where applicable, to control or manage 1-3 above.

Fire Prevention (Form 1)

Now you have finished your inspection and are sitting in a nice quiet office.

Using the notes you made in the Candidate's Fire Risk Assessment Notes sheets, transfer the uncontrolled AND controlled fire hazards (sources of ignition, fuel and oxygen) that you noted into the first column of Form 1.

We're only considering sources of ignition and fuel here – the other observations you made will appear in Forms 2 and 3. Don't forget you all have sources of oxygen, even if it's only openable windows or air conditioning.

Columns 2, 3 and 4 now ask that for each hazard, you consider the persons at risk, what measures are currently in place to reduce risk (if any) and what additional controls are required to reduce risk further (not for the controlled fire hazards, of course – only the uncontrolled ones).

Summary Fire Risk Assessment Sheet (Form 3)

Now it is your opportunity to make a judgment on the level or risk for:

- A fire occurring (so an overall judgement of risk based on Form 1). That is, based on your findings for ignition sources, fuel and oxygen.
- Fire spreading (an overall judgment from the information you completed on Form 2 on fire spread).
- The risk to persons from fire (an overall judgment on how at risk you think people are from a fire). This will depend on the types, number and locations of people you listed in Forms 1 and 2.

You also need to give a date for the risk assessment to be reviewed.

Risk of Fire Spread and Risk of Fire to Persons (Form 2)

This is the same process as Form 1 – but now it's your opportunity to transfer all those observations you made on your inspection relating to fire spread, fire protection measures, warnings and evacuation issues (controlled AND uncontrolled).

So transfer these to column 1 and then columns 2, 3 and 4 are the same as you've already completed on Form 1, (they just relate to fire spread and risks to persons rather the sources of ignition, fuel and oxygen that you did before).

Those are the stages you'll need to work through; let's take a look at each stage in a little more detail.

Completing The Candidate's Fire Risk Assessment Notes

The first stage of the risk assessment process is to gather information.



Observations

(Left-hand column)

Here you should list:

- **Controlled and uncontrolled fire hazards** (sources of ignition, fuel and oxygen - you need to include all three!).

Examples of sources of **ignition** might include:

- Electrical appliances and installations.
- Lightning.
- Cooking.
- Heating.
- Smoking.

Sources of **fuel** might include:

- Paper.
- Cardboard.
- Furniture.
- Fixtures and fittings.
- Electrical insulation.
- Structural materials.
- Wall and ceiling linings.
- Flammable chemicals, liquids and solvents.

Additional **oxygen** sources might be found in:

- Gas cylinders.
- Oxidising chemicals.
- Open windows.
- Air conditioning.

You might also need to consider fire and explosion risks from flammable materials in use, storage and transport within the workplace.

- Risks of fire spread (**fire protection measures**) which will be affected by:
 - The structure of the building.
 - Fixtures, fittings and contents.
 - Degree of compartmentation.
 - Presence of ducting passing through different compartments.
 - Condition of fire doors (intumescent/smoke strips).
 - The possibility of fire and smoke penetration.
- Risk to persons (**emergency evacuation measures and procedures**) which will depend on the effectiveness of emergency evacuation measures and procedures.
 - Escape routes.
 - Emergency procedures.
 - Training and drills.
 - Fire wardens.
 - Alarm systems.
 - Emergency lighting.
 - Signage.

HINTS AND TIPS

You need to cover a broad range of hazards, covering fire hazards, fire spread and risks to persons.

You must include both controlled and uncontrolled hazards.

If it's **controlled** it might be listed as 'lighting' in the left hand column and you would note in the right hand column what the control measures are (e.g good condition, maintained, suitably located).

If it's **uncontrolled** it might be listed in the left hand column as 'inadequately maintained lighting in a poor condition' (in which case, there may well not be anything to add to the right hand column for measures in place to control risk).

You should include at least 25 different hazards.

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Control Measures

(Column 2)

In this column you should note:

- Measures in place to **reduce the risk of fire occurring** which might include:
 - Procedures for safe storage and use of flammable, highly flammable and combustible materials.
 - Design and installation of storage facilities.
 - Inspection and maintenance programmes.
 - Safe waste disposal methods.
 - Safe systems of work.
 - Safe-operating procedures.
 - Planned preventive maintenance programmes.
 - Management of contractors and permits-to-work.
 - Maintaining fire protection systems during maintenance and construction work on an existing building.
- Measures to **reduce the risk of fire spread and reduce the risks to persons** from fire which might include:
 - Provision and signage of fire exits and escape routes.
 - Provision of fire-fighting equipment.
 - Methods to detect and warn of fire.
 - Provision of means of escape.



Useful Advice for the Workplace Inspection

Dos

- ✓ Do take a watch so you can manage your time effectively.
- ✓ Do take a clipboard.
- ✓ Do note down the finish time.
- ✓ Do pace yourself to ensure that you consider the full range of fire hazards and fire protection measures.
- ✓ Do note down both controlled and uncontrolled fire hazards.
- ✓ Do make sure that you are fully familiar with the information that you will need to complete Forms 1, 2 and 3 so that all of this information is collected during your inspection.
- ✓ Do make sure that your observations give enough information to identify the nature and location of the hazard or issue.
- ✓ Do make sure that you write a full and complete set of notes on the Candidate's Fire Risk Assessment Notes sheets.
- ✓ Do ensure that you have at least 10 copies of the Candidate's Fire Risk Assessment Notes sheets before you start.
- ✓ Do ensure that the Fire Risk Assessment Notes sheets are completed in your own handwriting.
- ✓ Do remember to observe work activities and ask questions.

Don'ts

- ✗ Don't waste time making trivial observations.
- ✗ Don't repeat the same type of observation several times.
- ✗ Don't lose track of the time.
- ✗ Don't forget to consider sources of oxygen, if appropriate.
- ✗ Don't forget to note controlled hazards as well as uncontrolled ones.
- ✗ Don't forget to ask questions about procedures.
- ✗ Don't forget to consider the additional fire safety measures that may be needed to reduce the risks that you have identified.
- ✗ Don't endanger yourself.
- ✗ Don't write rough notes in the belief that you can write up a full set of observations later on because you probably won't have time.

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Form 1 – Fire Risk Assessment Sheet (Fire Prevention)

You should use the information gathered in the **Candidate's Fire Risk Assessment Notes** sheet to complete this form by transferring the information in relation to:

- The **fire hazards** identified (both controlled and uncontrolled hazards).
(Remember that in the left-hand column you are listing fire hazards, so ignition sources, fuel and oxygen only.)
- The **persons** who may be at risk.
- The **current measures** in place to reduce the risk of fire occurring.

From this you will need to propose **additional fire safety measures** required to further reduce risk.

Fire Hazards

You should consider:

- Potential **ignition sources** such as:
 - Naked flames.
 - Sparks.
 - Hot surfaces.
 - Faulty electrical equipment.
 - Arson.
- Materials that might **fuel** a fire such as:
 - Paper.
 - Packaging.
 - Flammable chemicals.
 - Liquids and solvents.
 - Textiles, fixtures and fittings.
 - Soft furnishings.
 - Linings for walls and ceilings.
- Sources of **oxygen** such as:
 - Natural airflow through doors, windows and other openings.
 - Possible oxidising materials.
 - Oxygen supplies on the premises from the use and storage of oxygen cylinders.

However, the bulk of the marks will be awarded for a representative range of both controlled and uncontrolled hazards so, for example, flammable substances such as paints and solvents will need to be included even though they might be used and stored safely. Your aim is 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.

Identification of/Locations of Persons at Risk

You should identify the full range of **persons at risk from fire**, and their reactions.

This may include persons who work in the building permanently and also those who may be required to visit the building on a more occasional basis, such as cleaners, contractors, visitors, and temporary or agency persons.

Vulnerable persons should also be considered, such as persons working alone, those with disabilities, and young or pregnant employees, and you should also take account of the locations where they work.

In most workplaces, all of these categories of person may be present at times, even if only occasionally, so do consider them all.

You may also need to identify specific locations where people may be more at risk, such as working with flammable substances in a workshop or in the most remote location of the building.

Measures in Place to Reduce the Risk of Fire Occurring

Here you need to describe **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. You may also need to consider actions taken to minimise the risk of arson.

Additional Fire Safety Measures Required to Maintain or Reduce Risk

Following from your description of existing measures in place to reduce the risk of fire occurring, you then need to realistically assess these to determine whether they are adequate to reduce the risk of fire occurring to as low as reasonably practicable. If not, then **additional fire safety measures** will be required.

These must relate to existing fire protection measures and may include:

- 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.
- Ensuring correct storage of flammable chemicals, solvents and liquids.
- Replacing flammable ceiling linings with less combustible linings to reduce the potential for surface flame spread.
- Safe storage of oxidising materials.

Form 2 – Fire Risk Assessment Sheet (Risk of Fire Spread and Risk of Fire to Persons)

You should use the information gathered in the **Candidate’s Fire Risk Assessment Notes** sheet to complete this form by transferring the information in relation to:

- Fire **protection measures**, warnings and emergency evacuation issues.
(The left-hand column should only have hazards relating to fire protection measures, warnings and evacuation – you’ve already addressed ignition sources, fuel and oxygen in Form 1).
- The **persons** who may be at risk.
- The **current measures** in place to reduce the risk of fire spread and to reduce/remove the risk to persons from fire.

From this you will need to propose **additional fire safety measures** required to further reduce risk.

Risk of Fire Spread and the Risk of Fire to Persons

The risk of fire spread will depend on such things as the adequacy of fire doors, whether fire doors are propped open or closed, intumescent seals on doors, the presence of smoke vents, fire stopping in service ducts, compartmentation and fire suppression systems.

The risk of fire to persons is related to 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 – these may all be relevant points to include.

You may also have to assess maintenance regimes for fire detection and fire warning systems, technical and procedural measures for emergency evacuation, and consider issues in relation to emergency evacuation routes.

Identification of/Locations of Persons at Risk

As with the completion of Form 1, you should consider:

- People who work in the building permanently.
- People who may be required to visit the building on a more occasional basis.
- Vulnerable persons.
- Non-employees, such as members of the public, who could be at risk from the spread of smoke and fumes.

Measures in Place to Reduce the Risk of Fire Spread and to Reduce/Remove the Risk to Persons from Fire

Here you need to describe each measure you have identified to minimise the possible rate of fire and smoke spread through a building during a fire and to reduce the risk to persons from fire.

These might include measures in place for adequate fire protection and fire warning systems and an assessment of maintenance regimes for such systems; an assessment of both technical and procedural measures for emergency evacuation might also be included.

Issues might include locations where fires may start and the adequacy of escape routes from those locations, the number and adequacy of fire routes to ensure that they can accommodate the safe evacuation of the possible number of persons who will have 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.

Additional Fire Safety Measures Required to Maintain or Reduce Risk

Following from your description of **existing measures** in place to reduce the risk of fire spread and the risk to persons from fire, you then need to realistically assess these to determine whether they are **adequate to protect persons at risk** from the possible spread of fire or smoke, and whether **additional measures** are needed to remove or reduce the risk of fire to persons should a fire start.

These must relate to existing fire protection measures and emergency evacuation procedures in order to recommend appropriate further measures to control risk. Fire safety measures recommended may include improvements to emergency evacuation procedures and fire protective measures. Remember, though, that any measures you recommend should be realistic and appropriate to the circumstances given.

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Form 3 – Summary Fire Risk Assessment Sheet

This final form allows you to make an overall assessment of fire starting, fire spreading and fire affecting persons on the premises. Depending on your findings you can then recommend a fire risk assessment review date.

You should therefore use the information you noted on the **Candidate's Fire Risk Assessment Notes** sheet to complete this form by transferring the information in relation to:

- The risk of fire occurring.
- The risk of fire spread.
- The risk to persons from fire.

You also need to recommend a risk assessment **review date**.

Note that you are asked to include a justified assessment of the priority of risk (high/medium/low).

In summary, you need to insert:

- **Assessment of risk of fire occurring:** from the information included in **Form 1**.
- **Assessment of risk of fire spread:** from the information included in **Form 2**.
- **Assessment of risk to persons from fire:** from the information included in **Forms 1 and 2**.
- **Fire risk assessment review date with justification:** by taking into consideration the:
 - Level of risk detailed in your assessments.
 - Adequacy of existing fire protective measures on the premises and of emergency evacuation procedures and measures in place.
 - Urgency of fire safety measures to be implemented.

(Also remember to complete the declaration at the bottom of Form 3.)

Useful Advice for Completing the Fire Risk Assessment Sheets, Forms 1, 2 and 3

Dos

- ✓ Do take a watch so you can manage your time effectively.
- ✓ Do find a quiet area with desk and chair to complete your risk assessment forms.
- ✓ Do ensure that you have familiarised yourself previously with the structure and required content of each of the forms before you complete them under exam conditions.
- ✓ Do keep in mind the object of the exercise which is to identify significant risks and propose additional measures to reduce the risk.
- ✓ Do complete the forms in your own handwriting.
- ✓ Do ensure that you have spare copies of each form.
- ✓ Do ensure that you complete all columns of Forms 1 and 2, and all rows of Form 3.
- ✓ Do ensure that no new observations or measures are introduced when completing the forms that were not recorded on your Fire Risk Assessment Notes sheets.
- ✓ Do manage your time.

Don'ts

- ✗ Don't try to complete the forms in an area where there are distractions or no facilities for writing.
- ✗ Don't use any aids other than your Fire Risk Assessment Notes sheets.
- ✗ Don't add any observations or measures that were not originally included on your Fire Risk Assessment Notes sheets.
- ✗ Don't forget to complete any of the sections of the risk assessment forms.
- ✗ Don't forget to justify your overall assessments of risk on Form 3 (high, medium or low).
- ✗ Don't forget to include a fire risk assessment review date on Form 3 and to justify your recommendation.
- ✗ Don't forget to sign the declaration.

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Sample Forms

Examples of the four forms that you have to complete follow:

- Candidate's Fire Risk Assessment Notes sheet.
- 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).

You will also find an example of a fire risk assessment carried out using these forms at the end of these guidance notes.

**INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT**



Candidate's Fire Risk
Assessment Notes

**FC2 – FIRE SAFETY
PRACTICAL APPLICATION**

Sheet Number _____ of _____

Student Name _____

Student Number _____

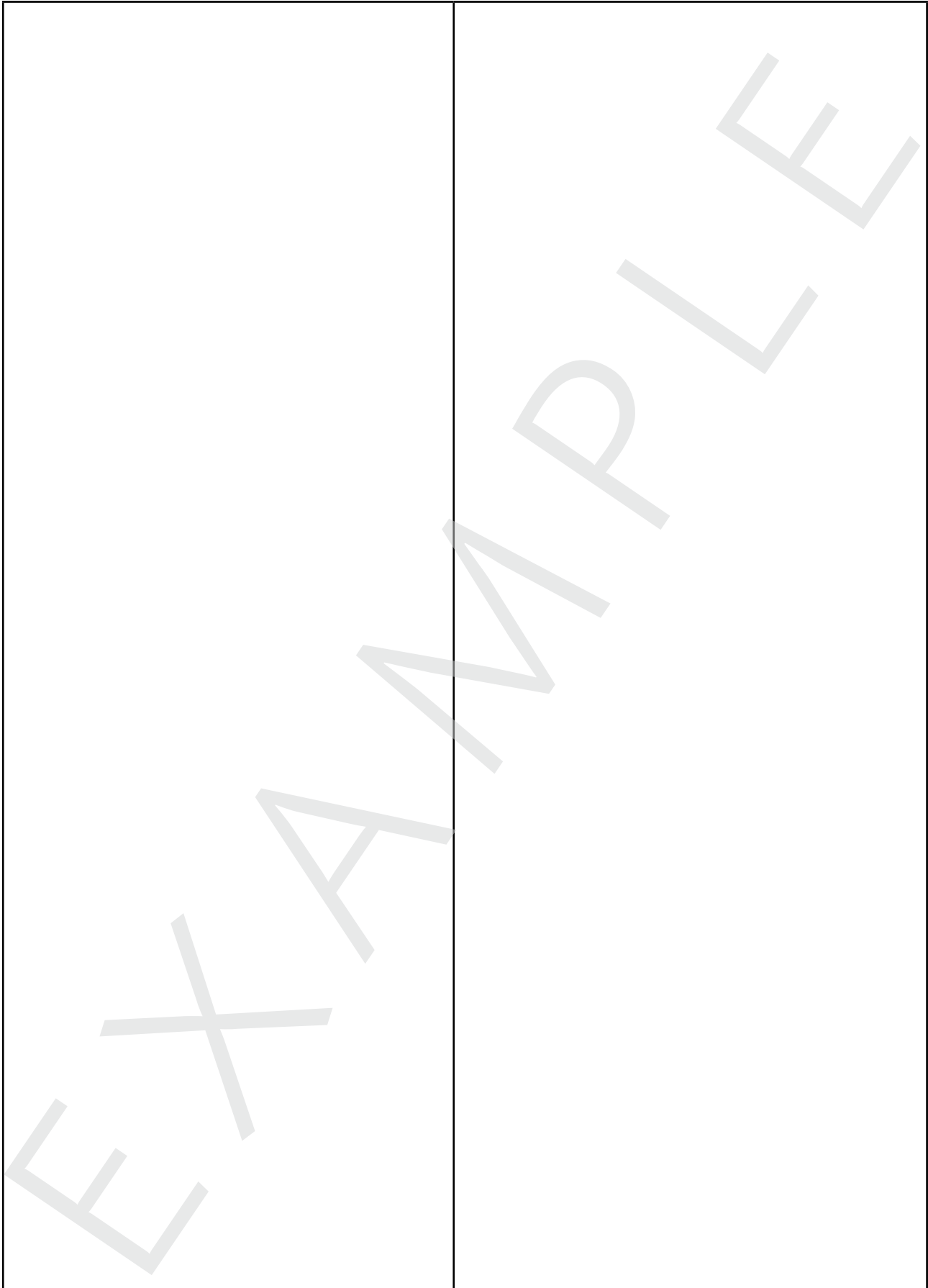
Location _____

Date undertaken _____ / _____ / _____

<p>Observations</p> <p>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)</p>	<p>Control Measures</p> <p>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</p>
<p style="text-align: center; font-size: 48px; opacity: 0.3;">EXAM</p>	<p style="text-align: center; font-size: 48px; opacity: 0.3;">EXAM</p>

Please use a continuation sheet if necessary

Unit IFC2 International Fire Safety Practical Application



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IN FIRE SAFETY AND
RISK MANAGEMENT



FIRE RISK ASSESSMENT
SHEET (fire prevention)

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 1

Sheet Number _____ of _____

Student Name _____

Student Number _____

Location _____

Date undertaken _____ / _____ / _____

Fire hazards (sources of ignition, fuel and oxygen)	Identification of/locations of persons at risk	Measures in place to reduce the risk of fire occurring	Additional fire safety measures required to maintain or reduce risk

Please use a continuation sheet if necessary

Unit IFC2 International Fire Safety Practical Application

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



FIRE RISK ASSESSMENT
SHEET (risk of fire spread and
risk of fire to persons)

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 2

Sheet Number _____ of _____

Student Name _____

Student Number _____

Location _____

Date undertaken _____ / _____ / _____

Risk of fire spread and risk of fire to persons issues (Fire spread, fire protection measures, warnings, evacuation issues)	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

Please use a continuation sheet if necessary

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



SUMMARY FIRE RISK
ASSESSMENT SHEET

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 3

Student Name _____

Student Number _____

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)

Unit IFC2 International Fire Safety Practical Application

Criteria for Assessment

In order to score well in the practical application it is useful to be aware of how you will be assessed and what marks are available for each part of the exercise. An example of a Practical Unit Mark Sheet follows.

Fire Safety Risk Assessment Summary

- 1. Range of fire hazards identified (0 to 3 marks) (Form 1)**
 - Identify examples of ignition sources, materials that might fuel a fire and sources of oxygen.
- 2. Number of fire hazards identified (0 to 12 marks) (Form 1)**
 - Give a comprehensive range of controlled and uncontrolled hazards identified from the three fire hazard areas referred to above. Try to spot at least 20.
- 3. Range of fire risk issues (fire spread/risk of fire to persons) (0 to 15 marks) (Form 2)**
 - Identify issues concerned with the risk of fire spread and also the risk of fire affecting persons on the premises. Try for at least 12 risks relevant to workplace.
- 4. Identification of persons at risk (0 to 5 marks) (Forms 1 and 2)**
 - Identify all the persons at risk from fire, and also their likely reactions, where relevant, and any specific locations where persons may be more at risk. Employees, visitors, inexperienced, disable, pregnant, lone workers, trainees, etc.

Existing Fire Safety Measures

- 5. Recognition of measures to reduce the risk of fire occurring (0 to 15 marks) (Form 1)**
 - Identify the fire safety measures in place to prevent oxygen, fuel and ignition sources coming together. Try for at least 12.
- 6. Recognition of measures to reduce the risk of fire and smoke spread (0 to 5 marks) (Form 2)**
 - Identify measures to reduce the 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. Try for at least 5.
- 7. Recognition of measures to remove/reduce the risk to persons from fire (0 to 10 marks) (Form 2)**
 - Describe measures in place for adequate fire protection and adequacy of fire warning systems. Try for at least 10.

Assessment of Risk/Further Measures Required

- 1. Assessment of risk of fire occurring (0 to 5 marks) (Form 3)**
 - Assess the risk of a fire occurring. This should be a realistic evaluation of your findings from Form 1.
- 2. Assessment of risk of fire spread (0 to 5 marks) (Form 3)**
 - Assess the risk of fire spread. This should be a realistic evaluation of your findings from Form 2.
- 3. Assessment of risk to persons from fire (0 to 5 marks) (Form 3)**
 - Assess the risk of fire to persons from fire. This should be a realistic evaluation of your findings from Forms 1 and 2.
- 4. Suitability of additional measures recommended (0 to 15 marks) (Forms 1 and 2)**
 - Realistically assess the fire safety measures in place to determine:
 - Whether these are adequate to reduce the risk of fire occurring and the possible spread of fire or smoke.
 - The suitability of measures to remove or reduce the risk of fire to persons should a fire start.
 - Propose further measures to control risk where existing fire protection measures and emergency evacuation procedures are considered to be inadequate.

Risk Assessment Review

- 5. Recommended review date (0 to 5 marks) (Form 3)**
 - Take into consideration the:
 - Level of risk detailed in the assessment.
 - Urgency of fire safety measures to be implemented.
 - Adequacy of both existing fire protective measures on the premises and of emergency evacuation procedures and measures in place.
 - Recommend an appropriate fire risk assessment review date.

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND RISK
MANAGEMENT



Practical unit
mark sheet

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

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			1 Column C
2.2	Recognition of measures to reduce the risk of fire and smoke spread	5			2 Column C
2.3	Recognition of measures to remove / reduce the risk to persons from fire	10			2 Column C
3	Assessment of 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			

Unit IFC2 International Fire Safety Practical Application

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

NEBOSH USE ONLY

NEBOSH Moderator's comments:

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



Candidate's Fire Risk
Assessment Notes

UNIT FC2 – FIRE SAFETY
PRACTICAL APPLICATION

Sheet Number _____ of _____

Observations	Control Measures
<p>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)</p> <p>Chip pan Cooker Grill Smoking Toasters</p> <p>Lamps Electric fires Paint Thinners Oils Petrol</p> <p>No self closing devices on laundry door</p> <p>No record of monthly checks on fire extinguishers</p> <p>No records of monthly inspection of emergency lighting units</p> <p>Smoke detectors not fitted in all bedrooms</p> <p>No heat detector in laundry room</p> <p>Smoke detectors sound individually but do not activate building fire alarm system</p> <p>No fire evacuation plan</p> <p>No staff training in use of extinguishers or evacuation</p> <p>No fire drills held</p> <p>No signing-in book for visitors</p>	<p>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</p> <p>Chip pan used infrequently</p> <p>Cooker and grill never left unsupervised</p> <p>Waste paper/rubbish removed daily to external storage</p> <p>House electrical equipment inspected and tested annually by electrical contractor</p> <p>Limited supervision by cleaners of electrical appliances used in bedrooms</p> <p>Paint, thinners, and oils all stored in metal cupboard in garage</p> <p>Minimum quantities of petrol for lawnmower stored in garage</p> <p>Fire resistant doors with appropriate seals fitted throughout</p> <p>Appropriate fire extinguishers provided throughout building</p> <p>Appropriate emergency lighting throughout building</p> <p>Individual smoke alarms fitted in bedrooms</p> <p>All staircases with double fire door protection</p> <p>Adequate provision of means of escape and assembly points</p> <p>Adequate provision of signage</p> <p>Fire action notices displayed at main entrances</p> <p>Manager or Deputy always in residence 24 hours per day</p>

NB: This risk assessment is for educational purposes only (see section 5.3.4 of the Guide)

Unit IFC2 International Fire Safety Practical Application

Fire Risk Assessment Sheet (fire prevention) (Form 1)

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



FIRE RISK ASSESSMENT
SHEET (fire prevention)

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 1

Student Name J Smith Student Number _____

Location Glades Supported Sheltered House Date undertaken 06 / 07 / 2011

Fire hazards (sources of ignition, fuel and oxygen)	Identification of/locations of persons at risk	Measures in place to reduce the risk of fire occurring	Additional fire safety measures required to reduce risk
Chip pan left unsupervised on cooker	Manager – all locations/ sleeping accommodation on premises Deputy - all locations/ sleeping accommodation on premises	Change to oven chips.	Staff to be informed that cooker and grill are never to be left unsupervised
Bedroom furnishings: electrical equipment, e.g. toasters, table lamps, electric fires	Cleaning staff - all locations Kitchen staff – kitchen/ dining area	Limited supervision by cleaners of electrical appliances used in bedrooms House electrical equipment inspected and tested annually by electrical contractor	Residents’ electrical equipment to be tested annually by electrical contractor
Paint, paint thinners and oils stored in a metal cupboard in garage	Elderly residents (limited mobility/ hearing/eyesight - limited response to emergency evacuation)	Good practice	Regularly dispose of unwanted material
Discarded smoking materials	- bedrooms, communal/ dining areas	Waste paper/rubbish removed daily to external storage	
Petrol stored in garage in approved container	Visitors – elderly persons, children, persons with disabilities	Minimum quantities of petrol for lawnmower stored in garage	Consider use of electric lawnmower
No additional sources of oxygen			

NB: This risk assessment is for educational purposes only (see section 5.3.4 of the Guide)

Fire Risk Assessment Sheet (risk of fire spread and risk to persons from fire) (Form 2)

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



FIRE RISK ASSESSMENT
SHEET (risk of fire spread and
risk of fire to persons)

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 2

Sheet Number ___ of ___

Student Name J Smith Student Number _____

Location Glades Supported Sheltered House Date undertaken 06 / 07 / 2011

Risk of fire spread and risk of fire to persons issues (Fire spread, fire protection measures, warnings, evacuation issues)	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 reduce risk	
No self closing devices on laundry door	Manager – all locations/ sleeping accommodation on premises Deputy - all locations/ sleeping accommodation on premises Cleaning staff - all locations Kitchen staff – kitchen/dining area Elderly residents (limited mobility/ hearing/eyesight - limited response to emergency evacuation) - bedrooms, communal/ dining areas Visitors – elderly persons, children, persons with disabilities	Fire resistant doors with appropriate seals fitted throughout Individual smoke alarms fitted in bedrooms and kitchen	Fit self closing device to laundry door	
No record of monthly checks on fire extinguishers		Appropriate fire extinguishers provided throughout building	Carry out and record monthly checks on fire extinguishers and inspection of emergency lighting units	
No record of monthly inspection of emergency lighting units		Appropriate emergency lighting provided throughout building		
Smoke detectors not fitted in all bedrooms			Fit smoke detectors in all bedrooms	
No heat detector in laundry room			Fit heat detector to laundry room	
Smoke detectors sound individually but do not activate building fire alarm system.			Install fire alarm system activated by smoke/heat detectors that sounds throughout the building	
No fire evacuation plan			Adequate provision of means of escape and assembly points Adequate provision of signage Fire action notices displayed at main entrances All staircases with double fire door protection	Develop fire evacuation plan and inform/train staff of its contents
No staff training in use of extinguishers or evacuation No fire drills held No signing-in book for visitors			Manager or Deputy always in residence 24 hours per day	Arrange staff training in use of extinguishers and fire safety awareness Arrange for regular fire drills to be held when all staff are on premises Provide and ensure use of signing-in book for all visitors

Unit IFC2 International Fire Safety Practical Application

Summary Fire Risk Assessment Sheet (Form 3)

INTERNATIONAL CERTIFICATE
IN FIRE SAFETY AND
RISK MANAGEMENT



SUMMARY FIRE RISK
ASSESSMENT SHEET

FC2 – FIRE SAFETY
PRACTICAL APPLICATION

FORM 3

Candidate Name J Smith Student Number 12345

<p>Overall 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)</p> <p>Medium</p> <p>Elderly residents are allowed to smoke in their bedrooms. They are also allowed to bring in their own electrical equipment which is not formally inspected or tested. The cooker and grill in the kitchen is used daily and a chip pan is used occasionally. Petrol is stored in the garage and used to fill a petrol-driven lawnmower. Consequently there is a risk of fire occurring from smoking materials, defective portable electrical equipment, cooking activities or ignition of petrol vapour.</p>
<p>Assessment of risk of fire spread - H/M/L with justification</p> <p>Low</p> <p>Self closing 30 min fire resisting doors are fitted throughout the premises which will reduce the rate of fire spread. The exception to this is the laundry which has no self-closer fitted to its door and no heat detector installed. Consequently if a fire breaks out in the laundry it will not be detected and will spread if the laundry door is open.</p>
<p>Assessment of risk to persons from fire - H/M/L with justification</p> <p>Medium</p> <p>Individual smoke detectors are fitted in bedrooms but do not activate the building fire alarm system. Consequently a fire breaking out in a resident's bedroom will not initiate a full building evacuation.</p> <p>Emergency lighting and extinguishers are not regularly inspected. If a fire occurs, emergency lighting may not be adequate to enable occupants to escape quickly and fire extinguishers may not be operational to enable a small fire to be dealt with before it becomes a more serious risk to occupants.</p> <p>There is no fire evacuation plan no staff training in fire procedures and no fire drills held so, in the event of a fire, persons on the premises will not know what action to take to ensure safe evacuation.</p> <p>There is no signing in book for visitors so persons could be on the premises and not accounted for in a roll call following building evacuation.</p>
<p>Fire risk assessment review date – with justification (based on the findings of the fire risk assessment)</p> <p>The fire risk assessment should be reviewed after 6 months. By this time the remedial action to install the recommended fire detection and alarm system should be completed. In addition, the inspection programme for emergency lighting and extinguishers, and the development and introduction of a fire evacuation plan with subsequent training for staff, including a fire drill, should be in place.</p>

Location Glades Supported Sheltered House Date undertaken 06 / 07 / 2011