

CAMBRIDGE SAFETY LLP

NEBOSH FIRE CERTIFICATE FC2 ASSESSMENT CSP Guidance

There are four documents which need to be completed for the FC2, the overall assessment is marked out of 100 and the pass mark is 60. To ensure you reach the required standard follow the guidance below. As it is not just finding the fire related issues but it is important that they are on the correct form and in the correct column.

The documents can be handwritten (ideally) or typed out. If you complete them by hand this will restrict the amount you write, as you need to give a certain amount of detail but not go into too much depth that the whole assessment takes any longer than approximately 2 – 3 hours.

You must not discuss your inspection or any part of your FC2 when you have completed it with anyone other than your course provider team, as this is an individual piece of work part of your final course assessment, which you are going to sign a declaration to say is all your own work.

Document 1 - Appendix 3 – Inspection Fire safety Practical Application

This form is used when completing the inspection of your place of work, for the inspection sheet using bullet point detail is acceptable.

Any fire issues/problems should be logged on the first column on this sheet including

- Controlled and uncontrolled hazards (go through the three parts of the fire triangle)
- Factors which could increase or decrease the risk of fire spread
- Fire protection problems (emergency lighting, fire doors, means of escape, fire extinguishers etc.)
- Factors which increase the risk to people (lack of signage, inadequate procedures etc.)

In the second column note any existing controls measures to reduce the risk of fire consider:

Issues to consider include

- Fire prevention measures
- Measures to reduce the spread of fire
- Measures to remove people
- Measures to reduce the risk of people being affected if there was a fire

To summarise the first column should include fire related hazards and the second column control measures which are already in place. **Document 2 Appendix 4 Form 1**

For forms 1, 2 & 3 you will be required to expand on the notes taken during your inspection.

Copy from the first column inspection sheet details of any fire hazards associated with the fire triangle i.e. heat sources, fuel and oxygen. These go in the “Fire hazards” column, next to each identify who could be at risk, do not just put “employees” consider job roles, numbers at risk along with anyone else who may be effected, plus anyone who may be more vulnerable to a specific hazard.

Then go through the “inspection sheet” column two and transfer over any existing measures which are in place to stop a fire occurring.

In the last column of form 1 put in your practical suggestions of what additional measures need to be taken.

Expand on the notes from the inspection sheet, avoid generic terms and be as specific as possible.

Check you have

- Covered heat, fuel and oxygen in your fire hazards list in column one
- Aim for at least 12-15 uncontrolled hazards relating to fire in column 1
- Considered numbers of people at risk as well as groups who could be harmed

Existing fire measures

Aim for up to 15 different features which could reduce the risk of fire occurring – give detail on how they could stop a fire from occurring i.e. which bit of the fire triangle will they target.

Aim for at least five issues which reduce the risk of fire and smoke spread

New measures

Consider fire alarms systems, heat sensors, use the technical aspects from element 4. Consider the number of emergency routes and if there are parts of the building at greater risk – make specific recommendations.

Document 3 Appendix 5 Form 2 Fire risk assessment sheet

Now re-read the inspection sheets again looking for any issues which would increase the risk of fire spread and the risk to people. These need to be put in the first column and again expand on the notes made on the inspection sheet.

Column two identify who is at risk (5 marks)

Column three existing controls

Review the second column of the inspection sheets again and identify any existing control measures in place to reduce the risk of fire spread and remove people from the fire should one occur.

In the final column of Sheet 2 add in your practical suggestions of what can be done to either maintain or reduce the fire risk.

Document 3 Appendix 6 Summary of Risk Assessment (20 marks)

Based on everything seen and what has been included in forms 1 and 2, describe the risk level of a fire occurring in the place of work inspected, rate as high, medium or low. This will be based on your inspection and form 1 and 2, justify your assessment. If you have found lots of good practices your assessment may be low but if you found a number of poor conditions with high numbers of vulnerable people at risk the risk level may be high.

Describe the risk of fire spread (consider the effectiveness of fire doors, compartmentalisation etc.) – again justify your assessment of this factor as high low or medium

Assessment of risks to persons from fire - consider of a fire were to occur what are the risk to people who might be in the building.

Fire risk assessment review date – put in a review date but justify the deadline you set. If there are lots of essential actions which to be taken then it may be three months, if the issues were low and well controlled it may be a year. Justify any date and deadline relating to what you have seen.

What to submit

- Inspection forms
- Form 1
- Form 2
- Form 3
- Signed declaration declaring what you have submitted is your own work.

You need to submit your original documents to us for marking but we suggest you keep a copy just in case they are lost in the post. You may wish to send by Royal Mail Special Delivery as this ensures the letter is kept separate and signed for along the route.

Check with your tutor for the deadline for submission, this will normally be within 7 days of the exam date. If you miss the deadline you may need to be entered for the next exam sitting in 3 months' time. As there are strict deadlines for submission and for us to get the scores and paperwork to Nebosh. If you have any concerns and do not think you will be able to meet the deadline please ring us on 01733 865695 and we can advise you on the options.