

Level 3 Award in Fire Safety Risk Assessment and Control

How to deliver

The CIEH Level 3 Award in Fire Safety Risk Assessment and Control is designed for anyone with the responsibility to conduct fire risk assessments. It is particularly useful for company owners, managers, supervisors and premises technicians in low- or normal-risk premises, but it will be equally beneficial to any other personnel contributing to the fire risk assessment process.

Under the Regulatory Reform (Fire Safety) Order 2005, there is a duty on every employer to make a suitable and sufficient assessment of the fire risks in the workplace to which relevant persons are exposed, for the purpose of identifying the general fire precautions needed to comply with the Order. This fire risk assessment may be examined by the fire enforcing authorities, who can issue penalties for non-compliance.

Employers need to ensure that individuals carrying out fire risk assessments are competent to do so. Competency involves a combination of knowledge, experience, skills and personal qualities. Assessors must have an understanding of the workplace and work activities, knowledge of the most appropriate means to reduce fire risks and the ability to make informed and reasoned judgements.

The course provides a thorough understanding of the formal fire risk assessment process for non-complex premises and includes information on fire hazards and the risks they pose, fire safety precautions and management activities (such as fire safety checks, premises maintenance and fire safety training) that are necessary to ensure that fire risk is adequately controlled.

It is recommended that candidates for the training programme have good standards of written and oral communication, the ability to analyse workplaces and work activities, the confidence and ability to seek advice and information, and the capability to work as part of a team.

Successful completion of the training programme and assessment will enable candidates to:

- conduct a fire safety checklist in their work area
- conduct a fire risk assessment in a low- or normal-risk premises (assuming they have the necessary technical knowledge in relation to fire safety and the activities/ environments/issues being assessed)
- organise and implement a fire risk assessment programme or contribute to an existing programme
- participate in the identification of specific fire safety training needs through fire risk assessment
- assist employers in meeting legal requirements and promote improved standards of fire safety in their workplace
- self-evaluate their knowledge and skills, and to seek help where necessary.

The total guided learning time to cover both the syllabus content and the assessment is 24 hours. Typically, the syllabus content is covered in 18 hours and then the candidates spend the remaining time preparing their individual assignments under the guidance of the trainer.

The assessment

The assessment method for this qualification is an assignment based on the candidate's own work environment (for details of the requirements of the assignment, see the sample candidate assessment record).

Candidates must identify a suitable premises, or part of a premises, to undertake a fire risk assessment. It is important that they choose a location that will allow them to demonstrate and apply a wide range of knowledge and skills.

Candidates are not limited in how they carry out their assignments. They may produce an assessment and a management report separately or combine them in one document. They may use a proprietary template available from the fire authorities or government, a company template, or develop their own format, provided the work they submit under the various sections is their own and it offers sufficient depth and breadth of information to cover the assessment criteria in the marking grid.

On completion of the assessment, they must identify what needs to be done, a prioritisation of actions and an idea of cost implications.

Candidates are strongly recommended to look carefully at the criteria on the sample template used on Activity Sheet 6.2b in the Trainers' Notes manual to ensure that the format they choose covers at least the detail required for this version, even if it is not the same as the company template.

Candidates may supplement their report and fire risk assessment with additional documents, drawings or images, but these will not form part of the marking scheme, and their assignment (the fire risk assessment and management report combined) should be presented as suitable for compliance with the Regulatory Reform (Fire Safety) Order 2005.

When a candidate has completed the assignment, covering all the areas under the four performance criteria, he/she should complete the self-evaluation section and sign the authentication statement.

The candidate should then complete the front page of a candidate assessment record (CAR), place his/her assignment inside and hand the complete set of documents back to the trainer. Candidates should be advised to keep a copy of their assignments. The trainer should check that the CAR has been completed correctly and countersign the authentication statement.

Trainers are required to inform the CIEH, using the assignment history page of the CAR, if a candidate has been given special assistance to complete the assignment or is resubmitting an assignment following a referral.



Chartered
Institute of
Environmental
Health

Customer Services

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ

Telephone 020 7827 5800 (Option 1)

Email customerservices@cieh.org **Web** www.cieh.org/training

Marking the assignment

The trainer should:

- complete the assessment results sheet (ARS), noting all of the CARs and assignments in the batch
- mark each assignment with reference to the assignment marking guidance and provide notes that indicate where and why marks have been given on the marking grid of the CAR
- note the total mark for each candidate on the ARS
- place the assignments back inside the corresponding CARs.

When all of the assignments in the batch have been assessed by the trainer, the statement at the bottom of the ARS should be signed.

Centres are advised to take a copy of the ARS and the associated CARs for their own records. The original ARS, together with the original CARs and assignments, should be sent by special/recorded delivery to the CIEH for moderation.

Results

Candidates who achieve 60% will receive a pass certificate, and those who achieve above 80% will receive a merit pass certificate. Candidates who fail to achieve 60% will be formally referred by the CIEH and given one further opportunity to resubmit their assignments within a period of six months. Referred candidates will only qualify for a pass certificate.

The results for the CIEH Level 3 Award in Fire Safety Risk Assessment and Control take approximately six to eight weeks to process. Certificates will be sent directly to the centre where the training was delivered.

The CIEH has developed a training pack to help trainers deliver the programme in a structured way. It includes a Trainers' Notes manual, a copy of the course book *Fire Safety Risk Assessment and Control*, and a CD-ROM containing activity sheets and a PowerPoint presentation.

To purchase the training pack, course books and/or CARs, please complete an order form. Orders for CARs for candidates for the CIEH Level 3 Award in Fire Safety Risk Assessment and Control should be made at least 14 days prior to the course commencing. An ARS will be sent with the CAR order.

Order forms and other resources for trainers are available on the CIEH website www.cieh.org/training.