

Serial No.: XR

Level 3 Award in Fire Safety Risk Assessment and Control

Candidate assessment record

For CIEH USE ONLY

Final result

- Merit (80–100)
- Pass (60–79)
- Fail (0–59)

Please note: only an original candidate assessment record may be submitted.

Candidate's name
(in full and block capitals):

Date of birth:

D D M M Y Y Y Y

Candidate's address:

Post code:

Duration of course (start date and last date of course attendance):

Centre name:

Centre number:

I hereby certify that the submitted assignment is my own work, I have not received unauthorised assistance in completing this assignment and understand that it has been produced for assessment purposes only.

Candidate's signature:

Date:

I hereby certify that to the best of my knowledge the submitted assignment is the candidate's own work and that he/she has not received unauthorised assistance in completing this assignment.

Trainer's signature:

Date:

Trainer's name (in full and block capitals):

Trainer number:

Assignment

Carry out a fire risk assessment study on a workplace and produce a report on your methods and findings.

Your report must include the following:

- a clear description of the workplace and work activity/activities to be assessed
- an explanation of the principles of fire risk assessment and the reasons for carrying out fire risk assessments
- an explanation of the legal requirements for fire risk assessment and how these relate to the particular workplace and work activity/activities.

Your report must clearly address the four performance criteria used for assessment (see marking grid).

When you have completed your assignment, fill in the 'Candidate self-evaluation' section (overleaf), sign the authentication statement and forward your assignment, together with this candidate assessment record, to your trainer for marking. Remember to keep a copy of your assignment.

Candidate self-evaluation

To be completed by the candidate.

Application of the principles

How well were the principles applied to the practical situation?

Legal requirements

How far were legal requirements addressed?

Planning the fire risk assessment

Describe any improvements you could make to the way you planned the fire risk assessment.

Analysis of the workplace and work activity/activities

Describe any aspects that were omitted.

How can you verify that your analysis of the situation and judgement on the extent of fire risk were accurate?

Selection of appropriate fire risk control measures

Describe difficulties experienced in selecting appropriate fire risk control measures.

How can you increase your expertise in this area?

Completion of the fire risk assessment

How will you check that the fire risk control measures you recommended are properly applied?

Outline any additional research/consultation required for the purposes of fire risk assessment.

Future development

Which of your skills need further development to increase your competency as a fire risk assessor?

How will you develop these?

Marking grid and trainer feedback

To be completed by the trainer. The trainer should provide details in support of the marks awarded.

Performance criteria	Maximum marks	Marks awarded	Moderator's marks
1 Knowledge and understanding of the principles of fire risk assessment and control (Key issues, definitions and benefits)	10		
2 Knowledge and understanding of the legal requirements relating to fire risk assessment (Key legal requirements, coverage of legal aspects of chosen assessment)	10		
3 Fire risk assessment in practice			
a Ability to plan the fire risk assessment (Appropriateness of approach, organisational skills, suitability of method for assessment and risk rating)	5		
b Analysis of the workplace and work activity/activities being assessed (Description of workplace and work activity/activities, identification of fire hazards, identification of people/items at risk, appropriateness of risk evaluation/risk rating, use of observation, research and communication skills)	25		
c Selection of fire risk control measures (Suitability of control measures, range of appropriate information and ability to make reasoned judgements, confidence and ability to identify need for further research and consultation)	20		
d Completion of the fire risk assessment (Accuracy of documentation, suitability of monitoring and review recommendations, ability to link fire risk assessment with information and training needs and related health and safety issues)	10		
4 Overall approach and presentation of report (Approach to the assignment/perception of the problem, demonstration of personal skills especially problem solving, communication, research, analysis and team working, presentation of the report, awareness of limits of report and/or personal competence)	20		
Total	100		

Trainer's comments

SAMPLE
NOT FOR EXAMINATION USE

Did the candidate make more than one attempt at completing this assignment?

Yes

No

If yes, please complete the 'Assignment history' section overleaf.

Trainer's signature: _____ Date: _____

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