

# SUPPLEMENT



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## NEBOSH CERTIFICATE – UNIT NFC2

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### INTRODUCTION

NEBOSH have recently introduced a new syllabus for the NEBOSH Certificate in Fire Safety and Risk Management which will take effect for those taking their examinations in **March 2009 and beyond**. We are currently working on a supplement to update you with any new content and hope to be able to release this within the next few weeks.

In the meantime, you should be aware that NEBOSH have changed the requirements for the practical assessment (Unit FC2). Details of the new 'Practical Application' unit follow.

Please note that the new NEBOSH syllabus only takes effect for those sitting their examinations in March 2009 and beyond. If you are completing your assessment in December 2008, these changes will not affect you.

## UNIT FC2 – FIRE SAFETY PRACTICAL APPLICATION

There are two key changes for those completing Unit FC2 in March 2009 onwards. These are as follows:

- Students completing Unit FC2 will have to complete a fire safety risk assessment **in their own workplace** and will no longer have to attend an examination centre to complete this unit.
- You will **no longer need to complete a Management Report** based on the findings of your risk assessment. Instead, you will now need to complete a variety of forms covering issues relating to fire prevention, risk of fire spread and risk to persons (explained in more detail later).

The essence of the practical application is unchanged. You still need to complete the following activities:

- 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.

However, now the assessment must be completed in your own workplace. Most workplaces should be suitable for this purpose as even simple offices have a surprising range of hazards once you start looking. However, if you are in any doubt regarding the suitability of your workplace, please contact your tutor or a Customer Adviser immediately.

You will not need to be supervised when carrying out the practical application but you will need to sign a declaration that the practical application is your own work. We will provide you with full details of when you will need to complete and submit your risk assessment nearer the time but it is likely to be around the date of the written examination so you should expect to complete both elements of the assessment at this time.

**It is a NEBOSH requirement that all of the forms must be in your own handwriting.**

While marks are not deducted for poor spelling and grammar, marks will be missed if the assessor is unable to read or understand the completed sheets.

**You should aim to complete the fire risk assessment within 3 hours. It is recommended that you take up to 45 minutes to gather information on workplace inspection on the Fire Risk Assessment Notes Sheet and use the remainder of the time (2 ¼ hours) to complete the fire risk assessment.**

You will be expected to recognise actual and possible hazards (both controlled and uncontrolled). While only brief details of each fire hazard are required, it is important that you give the assessor enough information that they can 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.

NEBOSH have made the following forms available to help you complete the assessment:

<b>Form</b>	<b>Purpose</b>
Candidates' Fire Risk Assessment Notes	You should use this form to make notes as you walk around your chosen workplace.
Form 1 – Fire Risk Assessment Sheet	You should use the information gathered on the fire risk assessment notes sheet to complete this form by transferring the information in relation to: <ul style="list-style-type: none"> <li>• The fire hazards identified (both controlled and uncontrolled hazards)</li> <li>• The persons who may be at risk</li> <li>• The current measures in place to reduce the risk of fire occurring</li> <li>• Additional fire safety measures required to further reduce risk</li> </ul>
Form 2 – Fire Risk Assessment Sheet (Risk of Fire Spread and Risk of Fire to Persons)	You should use the information gathered on the fire risk assessment notes sheet to complete this form by transferring the information in relation to: <ul style="list-style-type: none"> <li>• Those that may cause a fire to spread</li> <li>• Fire protection measures, warnings and emergency evacuation issues</li> <li>• Persons at risk</li> <li>• Current measures in place to reduce risk and additional fire safety measures to further reduce risk</li> </ul>
Form 3 – Summary Fire Risk Assessment Sheet	You should use the information gathered on the fire risk assessment notes sheet to complete this form by transferring the information in relation to: <ul style="list-style-type: none"> <li>• The risk of fire occurring</li> <li>• The risk of fire spread</li> <li>• The risk to persons from fire</li> <li>• To recommend a risk assessment review date.</li> </ul>

You should use these forms to assist you in identifying the types of information you need to collect during the inspection.

Fire risk assessment notes sheet (to be completed during workplace inspection)

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



**CANDIDATE'S FIRE RISK  
ASSESSMENT NOTES**

**UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION**

Sheet Number \_\_\_\_ of \_\_\_\_

Candidate's 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)

**Measures in place to control risk**

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

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

## Fire risk assessment sheet (fire prevention) (Form 1)

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



**FIRE RISK ASSESSMENT  
SHEET (fire prevention)**

**UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION**

**FORM 1**

Sheet Number \_\_\_\_ of \_\_\_\_

Candidate's Name \_\_\_\_\_ Student number \_\_\_\_\_  
Location \_\_\_\_\_ Date undertaken \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

**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)

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



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

**UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION**

**FORM 2**

Sheet Number \_\_\_\_ of \_\_\_\_

Candidate's Name \_\_\_\_\_ Student number \_\_\_\_\_

Location \_\_\_\_\_ Date undertaken \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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

Summary Fire risk assessment sheet (Form 3)

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



**SUMMARY FIRE  
RISK ASSESSMENT SHEET**

**UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION**

**FORM 3**

Candidate's Name \_\_\_\_\_ Student number \_\_\_\_\_

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)
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)

Location \_\_\_\_\_ Date undertaken \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**I declare that the work presented in this practical application report is my own work.**

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The following form also shows a breakdown of how marks will be awarded for the Practical Application.

5.14 Practical unit mark sheet

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

**Unit FC2 – FIRE SAFETY  
PRACTICAL APPLICATION**



**Practical unit  
mark sheet**

Candidate name \_\_\_\_\_ Student number \_\_\_\_\_

Examination centre \_\_\_\_\_

Date of practical application \_\_\_\_\_ Name of assessor \_\_\_\_\_

*Fire Safety Risk Assessment Summary*

- 1 Range of fire hazards identified
- 2 Number of fire hazards identified
- 3 Range of fire risk issues (fire spread/ risk of fire to persons)
- 4 Identification of persons at risk

*Existing Fire Safety Measures*

- 5 Recognition of measures to reduce the risk of fire occurring
- 6 Recognition of measures to reduce the risk of fire and smoke spread
- 7 Recognition of measures to remove / reduce the risk to persons from fire

*Assessment of risk / further measures required*

- 8 Assessment of risk of a fire occurring
- 9 Assessment of risk of fire spread
- 10 Assessment of risk to persons from fire
- 11 Suitability of additional measures recommended

*Risk assessment review*

- 12 Recommended review date

**TOTAL MARKS**

**Outcome: PASS (60% or more)**

Date assessed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Assessor's signature \_\_\_\_\_

Date received by course provider \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date received by NEBOSH  
(if applicable) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Maximum marks available	Assessor's marks	NEBOSH moderated marks (if applicable)	Consult the following forms
3			1
12			1
15			2
5			1 + 2
15			1
5			2
10			2
5			3
5			3
5			3
15			1 + 2
5			3
<b>100</b>			

**REFER (less than 60%)**

*please do not write in this box*

We will provide you with full details regarding the Practical Application in the supplement but in the meantime, please be aware that you will not need to attend your chosen examination centre for Unit FC2 provided you are completing the practical application in **March 2009 or beyond** (although, of course, you will still need to attend the centre to complete your written exam(s)).

If you have previously agreed to complete a Workplace-Based Practical Assessment in **March 2009 or beyond** (this usually applies to international students) you will also no longer need to comply with these requirements and may wish to inform your Nominated Supervisor that you no longer require their assistance.