



Level 5 Diploma in Fire Risk Assessment

Candidate's Name:



ProQual Centre: #690
Start Date:

Registration Number:
Completion Target Date:



Level 5 Diploma in Fire Risk Assessment

9384	Undertaking a Fire Risk Assessment for High-Risk Buildings	9385	Managing the Risk of Fire in High-Risk Buildings
1	Demonstrate the ability to plan, lead & report out on a fire risk assessment for a high-risk building.	1	Understand the cultural, technical & specialist factors that influence fire safety.
2	Demonstrate personal & organisational performance & situational awareness.	9387	Personal Development as an Advanced Fire Risk Assessor
9286	Advanced Fire Risk Assessment	1	Plan professional development for the role of an advanced fire risk assessor.
1	Lead the production of fire risk assessments for high-risk buildings.		
2	Contribute to the continuous development of fire risk assessment.		

The Institute of Fire Safety Managers (IFSM) definition of Building Risk

Low-Risk Buildings: In the scope of fire risk assessments, a low-risk building refers to structures that meet specific criteria to mitigate potential hazards. These buildings typically accommodate fewer occupants, with a capacity of around 60 occupants

Moderate-Risk Buildings: In the scope of fire risk assessments, a medium-risk building comprises structures with slightly elevated criteria compared to low-risk ones, introducing moderate potential hazards. These buildings are expected to have occupancies of up to 500 people. Examples of medium-risk buildings encompass supermarkets & factory-commercial units, reflecting a moderately increased risk profile during fire assessments due to their design & layout characteristics.

High-Risk Buildings

In the scope of fire risk assessments, a high-risk building represents structures with elevated complexity & potential hazards, introducing a notably increased level of risk. These buildings cater to more significant numbers of occupants, exceeding 500 individuals. They are characterised by extended internal travel distances to final exits, surpassing 60 metres, single stairs, or **intricate arrangements along the expected travel routes**. Moreover, these buildings often feature expansive maximum fire spread areas exceeding 1000 square metres. Unlike low- or medium-risk buildings, high-risk structures may **host multiple or abnormal hazards** (including specialised hazards specific to the buildings' use). High-risk buildings include high rise flats, complex factory-commercial units, care homes, hotels, & hospitals.

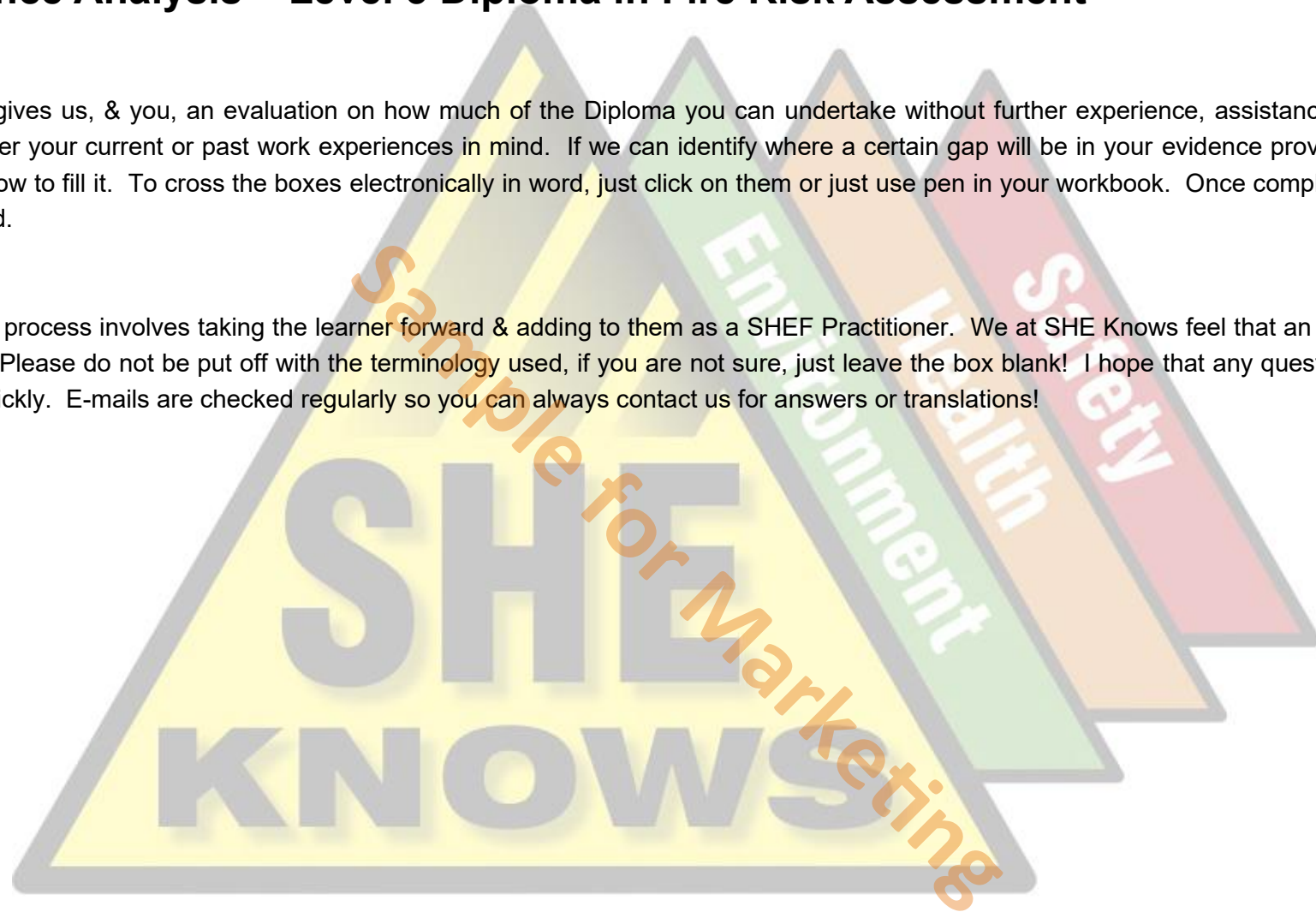
NVQ Equivalents

National Qualifications Framework (NQF)		Note. An NVQ/QCF can gain a maximum of 3 CPD points for each unit you have undertaken. Explanation There are nine levels in the QCF, from Entry level to level 8. Every qualification in the QCF comes in one of three sizes — Award, Certificate or Diploma. The qualification name — Award, Certificate or Diploma tells you how long it will take to complete. The level shows how difficult the qualification is. Awards are made up of 1 to 12 credits (or 10 to 120 hours learning), Certificates 13 to 36 credits (130 to 360 hours learning) & Diplomas 37 credits or more (370 or more hours learning) on the QCF.
Higher Educational level	Revised levels	
Doctorate. (PhD)	Level 8 – Specialist Awards. BTEC Advanced Professional Diplomas, Certificates & Awards.	
Master's degrees (MSc), Postgraduate certificates (PGC) & Diplomas	Level 7 – Diplomas. BTEC Advanced Professional Diplomas, Certificates & Awards. (Pre 2011 NVQ/QCF Level 5 in Management of Health & Safety).	
Honours – Bachelor's degree, Graduate certificates & Diplomas.	Level 6 - Diploma in Management. E.g. NEBOSH H&S Diploma or Environmental Management Diploma. BTEC Professional Diplomas, Certificates & Awards. NVQ Level 6 – C&G/ProQual Diploma in Occupational H&S Practice	
Intermediate – Diplomas of Higher & Further Education, Foundation Degrees, Higher National Diplomas (HND).	Level 5 – BTEC Professional Diplomas, Certificates & Awards. NVQ/QCF Level 5 Diploma in Occupational Health & Safety Practice, with optional Unit 611.	
Certificates of Higher Education.	Level 4 – Certificates & awards Post 2011 NVQ/QCF Level 4's.	
A Levels.	Level 3 - Certificates – e.g. NEBOSH General Certificate, TUC Certificate in Occupational Safety & Health. NVQ/QCF Level 3 in Occupational Health & Safety.	
Level 2 - GCSE's & O Levels. Grades A – C. CSE Grade 1. Several 1 day courses run by Chartered Institute of Environmental Health, British Safety Council etc. E.g. Food Safety, Risk Assessment.		
Level 1 - GCSE's Grades D – G, CSE's Grade 2 – 4. BTEC Introductory Diplomas & Certificates BTEC Diplomas, Certificates & Awards, Level 1 NVQ/QCF.		
Entry Level Certificate.		

Competence Analysis – Level 5 Diploma in Fire Risk Assessment

This document gives us, & you, an evaluation on how much of the Diploma you can undertake without further experience, assistance or training. It can be filled in with either your current or past work experiences in mind. If we can identify where a certain gap will be in your evidence provision, we will be able to advise you on how to fill it. To cross the boxes electronically in word, just click on them or just use pen in your workbook. Once complete send it back to your Assessor to read.

Part of the NVQ process involves taking the learner forward & adding to them as a SHEF Practitioner. We at SHE Knows feel that an initial honest evaluation helps with this. Please do not be put off with the terminology used, if you are not sure, just leave the box blank! I hope that any questions you may have can be answered quickly. E-mails are checked regularly so you can always contact us for answers or translations!



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To gain the ProQual Level 5 Diploma in Fire Risk Assessment Candidates must complete these **4 units**

Do you do the following in your job?

9384 Undertaking a Fire Risk Assessment for High-Risk Buildings

	Often	Occasionally	Rarely	No
✓ Demonstrate the ability to plan, lead & report out on a fire risk assessment for a high-risk building	☐	☐	☐	☐
✓ Work with a colleague (or individually) to undertake a fire risk assessment for a high-risk building	☐	☐	☐	☐
✓ Manage the outcomes of the fire risk assessment successfully	☐	☐	☐	☐
✓ Evaluate where fire risk is considered intolerable & produce an effective plan for immediate action	☐	☐	☐	☐
✓ Demonstrate leadership skills in the dissemination of your findings	☐	☐	☐	☐
✓ Demonstrate personal & organisational performance & situational awareness	☐	☐	☐	☐

9285 Managing the Risk of Fire in High-Risk Buildings

✓ Understand the cultural, technical & specialist factors that influence fire safety	☐	☐	☐	☐
✓ Evaluate a range of external wall systems used on buildings	☐	☐	☐	☐
✓ Evaluate how a range of factors contribute to effective fire safety of a building	☐	☐	☐	☐
✓ Identify when an FRAEW is required based on recognising risks related to external cladding	☐	☐	☐	☐
✓ Identify when to report instances where fire life safety risks are intolerable that a building needs to be evacuated.	☐	☐	☐	☐
✓ Critically evaluate the principles underpinning fire strategies	☐	☐	☐	☐
✓ Present fire safety engineering solutions to situations where standard fire safety guidance cannot be feasibility applied	☐	☐	☐	☐

9286 Advanced Fire Risk Assessment

✓ Lead on & produce fire risk assessments for high-risk buildings.	☐	☐	☐	☐
✓ Providing fire risk safety measures & recommendations	☐	☐	☐	☐
✓ Identifying risks & appropriate fire safety measures applicable to specialist processes & systems.	☐	☐	☐	☐
✓ Communicate complex fire risk assessment outcomes to stakeholders, using methods that will positively influence decision-making & compliance.	☐	☐	☐	☐
✓ Present/supervise, fire risk assessment outcomes to the management of risk	☐	☐	☐	☐
✓ Contribute to the continuous development of fire risk assessment.	☐	☐	☐	☐
✓ Contribute to the wider understanding of fire safety legislation & compliance for buildings in the fire risk assessment service.	☐	☐	☐	☐
✓ Lead or participate in working groups that review & revise fire risk assessment approaches, methodologies & systems,	☐	☐	☐	☐

- ✓ Explain the requirements & limitations of fire safety & protection systems in line with stakeholder needs ☐ ☐ ☐ ☐
- ✓ Participate as part of a working group to generate the specification, tendering & procurement of a fire safety system. ☐ ☐ ☐ ☐

9287 Professional Development as an Advanced Fire Risk Assessor

- ✓ Plan professional development for the role of an advanced fire risk assessor. ☐ ☐ ☐ ☐
- ✓ Produce a personal development plan: ☐ ☐ ☐ ☐
- ✓ Identify opportunities for collaborative working in the field of Advanced Fire Risk Assessment ☐ ☐ ☐ ☐

Professional discussion on any training/experience needs identified from your Competence Analysis

Gaps identified in experience that may affect your ability to provide work-based evidence & suggested solution.

Gaps identified in knowledge that could be overcome by mentoring/training & suggested solution.

Does the candidate hold the ProQual Level 4 Certificate in Fire Risk Assessment (or equivalent qualification)? Yes ☐ No ☐ or do they have **at least five years** demonstrable occupational experience conducting FRA? Yes ☐ No ☐

Has the candidate declared any learning difficulties? Yes ☐ No ☐ Prefer not to say ☐

Confirmation of Candidate Literacy & English Proficiency

"I can confirm that I have undertaken the necessary assessments to ascertain the Candidate's literacy & English language proficiency relevant to the complexity of this Level 5 Diploma before their enrolment. I can confirm that the programme is suitable for & meets the Candidate's needs & requirements."

Candidate's Name	Assessor's Signature:	Countersigning Assessor	Date:
Candidate's Signature			
IQA/EQA Sampled ☐ Observed ☐	Signature:		Date:

Observations to be undertaken for the Diploma

Your Assessor (or prior designated Observer) will need to observe you in selected tasks at work. Over the next pages are the requirements that may be assessed in your observations. It is not necessary to fulfil all the requirements of these observational criteria, as an NVQ is about what you do at work & the observations are a snapshot of this.

If you are providing evidence through “distance submission” then the following criteria will show you what sort of activity you need to record yourself undertaking to submit to us as evidence.

Observations to be undertaken	Undertaken on	Signed by	(1) Assessor (2) Observer (3) Witness	Name
Undertaking a Fire Risk Assessment for a High-Risk Building				
Advanced Fire Risk Assessment & Personal Development as an Advanced Fire Risk Assessor				

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Observation – Undertaking a Fire Risk Assessment for a High-Risk Building

Observed		Observed	
1. Prepare the necessary documents to complete a FRA for a high-risk building, including the following: ✓ A physical examination of internal and external structure sufficient to identify the likely performance of fire doors. ✓ An examination of compartmentation and external walls. ✓ Recommendations based on the evidence gathered.	☐ ☐ ☐		☐ ☐ ☐
2. Undertake a FRA for a high-risk building by using recognised FRA methodologies & resources. (By self or as a team)	☐		
3. Manage the outcomes of the FRA successfully by: ✓ Addressing all fire safety concerns. ✓ Providing relevant fire safety advice on request. ✓ Make recommendations for improvements to achieve compliance. And/or mitigate risk.	☐ ☐ ☐		
Comments:-			
Evidence location			
Candidate's signature:		Date:	

Observation - Advanced Fire Risk Assessment & Personal Development as an Advanced Fire Risk Assessor

- Observed		- Observed	
1. Produce FRA for high-risk premises that demonstrate:	☐		☐
✓ A specialist understanding of FRA knowledge.	☐		
✓ The analysis of complex resources.	☐		
✓ Implementation of research into fire risk reporting.	☐		
✓ The ability to resolve challenging risk situations with compliant, regulated solutions.	☐		☐
2. Identify risks & appropriate fire safety measures applicable to specialist processes and systems.	☐		☐
3. Demonstrate leadership to ensure assessment outcomes comply with the relevant legislation, frameworks, guidance and approved codes of practice.	☐		☐
4. Communicate complex FRA outcomes, using methods that will positively influence decision-making & compliance.	☐		☐
5. Present FRA outcomes to the management of risk	☐		☐
6. Contribute to the wider understanding of fire safety legislation & compliance.	☐		☐
7. Present recommendations to improve/sustain the effectiveness of management processes & fire safety systems	☐		☐
Comments:- Evidence location			
Candidate's signature:		Date:	

**Evidence Collection, Professional Discussions &
Written Questions for your
Level 5 Diploma in Fire Risk Assessment**

Health and Safety

Task 1 Undertaking a Fire Risk Assessment for a High-Risk Building, Advanced FRA, Personal development as a Fire Risk Assessor.

Provide examples of company & personal information & communications. These may be in paper or electronic format. It is recommended that you supply the following: *(Check the relevant box when you have a copy of the following).*

Checklist	Electronic	Completed on..... Signed..... Candidate's signature	Electronic
1. Your up-to-date CV.	☐	6. Submit 2 x completed FRA (high-risk buildings) aligned with PAS 79	
2. Copies of any H&S or Fire training you have undertaken	☐	✓ State premise types &	
3. Copies of emails/meeting minutes:		a) Risk register for the premises.	☐ ☐
a) Requesting you to undertake or review a FRA	☐	b) Referral form or statement (if risks exceed your competence)	☐ ☐
b) Evidence of you organising to visit & risk assess fire safety with the premise/workplace responsible person. This may include your request for access to documents & areas that are needed for an accurate assessment	☐	c) Examination of compartmentation	☐ ☐
4. Review 2 x FRA for a high-risk building (& make notes) in order to challenge or confirm the findings:		d) External wall assessment	☐ ☐
a) Are they still current?	☐ ☐	e) Roofs & attachments	☐ ☐
b) Identify the fire risk concerns, ready to assess & offer relevant safety advice to manage risk	☐ ☐	f) Health & Safety compliance evidence (e.g. photos, logs)	☐ ☐
c) Are improvement recommendations needed in line with regulatory compliance or risk management?	☐ ☐	g) Proposed control measures/recommendations with justification	☐ ☐
d) Is there an intolerable fire risk & has it been closed out or is action still needed?	☐ ☐	h) Instances where restrictions of fire spread is inadequate & further investigation is required	☐ ☐
5. Photos of Fire Action notices/evacuation instructions etc as recommended in your FRA review	☐		☐
			☐
			☐
			☐

Task 2 - Explain to your Assessor the following:

Theory Knowledge applied to your experience.

1. How you have managed the outcomes of a FRA successfully by:
 - ✓ Addressing all fire safety concerns.
 - ✓ Providing relevant fire safety advice on request.
 - ✓ Making recommendations for improvements to achieve compliance and/or mitigate risk.
2. How you have critically evaluated the undertaking of a (simulated) fire risk assessment, including:
 - ✓ Opportunities to share best practice with colleagues.
 - ✓ The identification of procedural improvements to progress fire risk assessment.
3. Describe how social, economic, & business factors have influenced
 - ✓ Practicality
 - ✓ Cost-effectiveness
 - ✓ Implementation scheduleof fire safety systems in high-risk buildings

Assessor notes on professional discussion held:

I have discussed the above with the owner of this workbook & have received sufficient explanations about how these requirements are undertaken at work. We agree that this is an accurate record of our discussion. Assessor's Signature: _____ Candidate's signature: _____ Date: _____

Task 3 – Written Questions

Completed on: Assessor's signature:

Candidate declaration: "This is my own work and has not been generated by AI" Candidate's signature:

		Accepted ✓
1. Describe how the following legal frameworks & relevant legislation relate to professional fire safety practice:		
✓ Health & Safety at Work Act 1974		☐
✓ Fire Safety Act 2021	✓ Fire Safety Regulations 2022	☐ ☐
✓ Regulatory Reform (Fire Safety) Order 2005 (FSO)	✓ Building Safety Act 2022	☐ ☐
2. With regards to fire safety, describe an instance where complying with one piece of legislation may mean a breach of another:		☐
3. Describe an instance when a fire risk would be considered intolerable & how you would produce an effective plan for immediate action:		☐

4. Explain a time when you had to give advice on fire risk safety measures & make recommendations, but you first checked with another person (peer review) or had to research a particular risk or control. (e.g. terrorist/arson, complex or dynamic work environment such as construction of an extension or refurb to a live building):	☐
5. When would you report an instance where fire life safety risks are intolerable to such an extent that a building needs to be evacuated?	☐

6. Explain a situation where you had to evaluate a fire safety risk, including when this occurred, what the risk was, and the fire safety measures you proposed that were appropriate to that risk.	☐
7. Give an example of a fire strategy for a particular building:	☐
8. How could a client or employer's business approach change this strategy?	☐

Witness Testimony - Authentication of evidence by a witness

A Witness Testimony is a valuable source of supplementary evidence. It is provided when your Assessor is not available or when you need further evidence to support your portfolio. You may only use witness testimony when:

- ✓ It is provided by someone who is in a position to make valid comment on your performance e.g. supervisor, manager, colleague, customer, or client
- ✓ It relates directly to the Level 5 occupational standards in the elements being used to assess you
- ✓ The witness provides personal details

Your Assessor will check with your witness that the testimony is authentic & to clarify any points. This may require the assessor to contact the witness directly.

The following document should be given to your line-manager (or prior designated person), who should read through the document, check the relevant boxes, making notes/explanations on how your work undertaken relates to the workbook standards, & sign each page.

This shows your Assessor & IQA/EQA the authenticity of your evidence submitted through this workbook, verifying that you do undertake Fire Risk Assessing tasks within your role at work. This work can be filled in by several people & from different companies.

The check boxes have a key to them:

O	Often	NJR	Not in job role
WR	When job requests	NC	Not in competency

* Please note comprehensive email strings submitted throughout your NVQ may mitigate the need for formal writing

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Guidance notes for Witness Testimony for the Diploma

Thank you for agreeing to write a witness report.

When you are writing the report, please bear in mind the following points:

1. A witness testimony should describe how the candidate carried out a particular work activity
2. You can write this testimony if you were present & observed the candidate carrying out the work activity
3. A witness testimony should be signed & also authenticated by company stamp, letter headed paper or submitted from your email

Witness Name	Page number of WT	Contact details (Email & Telephone)	Business relationship to candidate

Health and Safety

I confirm that the owner of this workbook is employed as _____ from _____ onwards & undertakes the following activities at work:

Demonstrate the ability to plan, lead & report out on a Fire Risk Assessment for a high-risk building		*O	WR	NJR	NC
1	Prepares the necessary documents to complete a FRA for a high-risk building	☐	☐	☐	☐
2	Undertakes FRA for high-risk buildings by using recognised FRA methodologies & resources (as part of a team)	☐	☐	☐	☐
3	Manages the outcomes of the FRA successfully - addresses fire safety concerns, provides advice & makes recommendations	☐	☐	☐	☐
4	Evaluates where fire risk is considered intolerable & produce an effective plan for immediate action	☐	☐	☐	☐
5	Demonstrates leadership skills in the dissemination of their findings to communicate outcomes, write reports & develop action plans	☐	☐	☐	☐
6	Critically evaluates the undertaking of a FRA, including opportunities to share best practice with colleagues & the identification of procedural improvements to progress fire risk assessment	☐	☐	☐	☐

Comments:

Signed

Name

Position

Date

*O – Often WR- When Job Requests NJR- Not in Job Role NC- Not in Competency

Health and Safety

I confirm that the owner of this workbook is employed as _____ from _____ onwards & undertakes the following activities at work:

Advanced Fire Risk Assessment

	*O	WR	NJR	NC
1 Produces FRAs for high-risk premises that demonstrate:	☐	☐	☐	☐
✓ A specialist understanding of FRA knowledge.				
✓ The analysis of complex resources.				
✓ Implementation of research into fire risk reporting.				
✓ The ability to resolve challenging risk situations with compliant, regulated solutions.				
2 Provides fire risk safety measures & recommendations that are:	☐	☐	☐	☐
✓ Based on experience, theory & applied research.				
✓ Appropriate to the level of risk assessed.				
✓ statutorily compliant, satisfying all legal obligations.				
✓ Compliant with regulatory frameworks & codes of practice.				
3 Identifies risks & appropriate fire safety measures applicable to specialist processes & systems.	☐	☐	☐	☐
4 Demonstrates leadership to ensure outcomes comply with relevant legislation, frameworks, guidance & ACOP	☐	☐	☐	☐
5 Communicates complex FRA outcomes, using methods that will positively influence decision-making & compliance	☐	☐	☐	☐
6 Presents or supervises fire risk assessment outcomes to the management of risk in regulated organisations	☐	☐	☐	☐

Comments:

Signed

Name

Position

Date

*O – Often WR- When Job Requests NJR- Not in Job Role NC- Not in Competency

Health and Safety



Sample for Marketing

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