



## **Qualification Specification**

### **ProQual Level 5 Diploma in Fire Safety and Risk Management**

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## Introduction

The ProQual Level 5 Diploma in Fire Safety and Risk Management is aimed at candidates who are responsible for carrying out fire risk assessments on various types of properties. They may be a staff member, supervisor or manager looking to improve their knowledge and skills.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment. This qualification is appropriate for candidates aged 19+.

## Qualification Profile

Qualification title	<b>ProQual Level 5 Diploma in Fire Safety and Risk Management</b>
Ofqual qualification number	603/7753/7
Level	5
Total Qualification Time	267 hours (300 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	26/7/2021
Qualification end date	

## Qualification Structure

Candidates must complete all of the Mandatory units.

Mandatory Units – complete ALL			
Unit Reference Number	Unit Title	Unit Level	GLH
K/618/8042	Review fire safety matters ensuring compliance with fire safety regulation and guidance	5	48
M/618/8043	Assess arrangements to ensure an adequate means of warning and escape	5	52
T/618/8044	Identify, assess and control fire hazards	5	46
A/618/8045	Ensure active fire protection provisions are in place and suitable for the premises	5	42
F/618/8046	Assess arrangements to prevent internal and external fire spread	5	52
J/618/8047	Manage fire safety matters in houses in multiple occupation and residential care	5	27

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors

For each competence-based unit centres must be able to provide at least one assessor who is suitably qualified for the specific occupational area. Assessors will need to hold:

- i) an appropriate assessor qualification, such as:
  - Level 3 Award in Assessing Competence in the Work Environment
  - Level 3 Award in Assessing Vocationally Related Achievement
  - Level 3 Certificate in Assessing Vocational Achievement
- ii) minimum membership level of Institution of Fire Engineers (IFE) at MIFireE
- iii) minimum membership level of IOSH at CMIOSH

Assessors for this qualification must have a minimum of 5 years' experience in an engineering related industry.

## Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one internal quality assurance verifier who is suitably qualified for the specific occupational area. Internal quality assurance verifiers will need to hold appropriate internal quality assurance verifier qualifications, such as:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- observation report by assessor
  - assignments/projects/reports
  - professional discussion
  - witness testimony
  - candidate product
  - worksheets
  - portfolio of evidence
  - record of oral and/or written questioning
  - Recognition of Prior Learning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 8 onwards.*

## **Internal Quality Assurance**

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## **Adjustments to Assessment**

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## **Results Enquiries and Appeals**

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

### **ProQual Level 5 Diploma in Fire Safety and Risk Management**

#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit K/618/8042

## Review fire safety matters ensuring compliance with fire safety regulation and guidelines

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to define the statutory Fire Safety requirements for buildings in the UK	<p>1.1 Describe the nature and role of:</p> <ul style="list-style-type: none"><li>• The Fire Safety Act 2021</li><li>• The Regulatory Reform (Fire Safety) Order 2005</li></ul> <p>1.2 Explain the various Fire Safety guidance documents available for existing premises</p> <p>1.3 Identify who is responsible for enforcing the various Fire Safety and Health and Safety Executive (HSE) regulations applicable to premises</p> <p>1.4 Explain the legal requirements and guidance documentation applicable for erection of a new building, altering a building or carrying out changes of use</p> <p>1.5 Describe how to research Fire Safety approved codes in support of the Fire Risk Assessments for buildings</p>
2 Be able to evaluate plans to determine fire risks associated with construction design	<p>2.1 Evaluate plans to identify risk and provide fire safety solutions</p> <p>2.2 Obtain sufficient information from all available sources to enable an evaluation of proposals</p> <p>2.3 Confirm the type, range and level of risks associated with the proposal</p> <p>2.4 Assess the proposal against the appropriate national and international design standards or guidance</p> <p>2.5 Where appropriate, obtain specialist advice to support the assessment, where factors influencing risk are outside of their own personal level of expertise</p> <p>2.6 Evaluate the impact of the proposed plans on existing fire safety arrangements when altering or adapting premises</p>
3 Be able to evaluate planned use of materials and their effectiveness	<p>3.1 Explain the way in which building materials can be used, comment on their behaviour in fire and assess the implications for fire safety</p> <p>3.2 Where appropriate, determine the classifications and specifications of the proposed materials</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>4 Be able to report on risks with recommendations to support appropriate risk reduction measures, fire precautions and maintenance routines</p>	<p>3.3 Evaluate the risks, advantages and disadvantages of material type, method of use and intended location</p> <p>3.4 Confirm the fire resistance requirements proposed materials ensuring the required REI standards are met</p> <p>3.5 Evaluate risks associated with modern construction design and development process</p> <p>3.6 Describe structures and building design components stating their function and assessing their impact on fire safety</p> <p>4.1 Report at a sufficient level of detail and clarity to ensure understanding by all recipients</p> <p>4.2 Report accurately, in agreed format and within the agreed timescale</p> <p>4.3 Specify the results of their assessment including any recommendations for further action</p> <p>4.4 Indicate whether plans comply with current legislation, relevant standards and company policy</p> <p>4.5 Advise on action required to meet legal and statutory requirements and the implications of non-compliance</p> <p>4.6 Specify any changes required to achieve compliance</p>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit M/618/8043

### Assess arrangements to ensure an adequate means of warning and escape

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to identify and assess arrangements ensuring an adequate means of warning and escape	<p>1.1 Describe the nature and role of evacuation regimes for a building, considering the following:</p> <ul style="list-style-type: none"><li>• Escape route design and dimensions</li><li>• Occupancy standards</li><li>• Protected staircases</li><li>• Travel distances</li></ul> <p>1.2 Compare ASET/RSET and explain factors that affect different phases of evacuation</p> <p>1.3 Detail in full the range of alarm systems available for the protection of life/property</p> <p>1.4 Explain the requirements for means of detection and alarm systems in various premises</p> <p>1.5 Describe the relationship between fire detection systems and means of escape</p> <p>1.6 Detail the key areas of the fire evacuation strategies below:</p> <ul style="list-style-type: none"><li>• Simultaneous evacuation.</li><li>• Vertical or horizontal phased evacuation</li><li>• Defend in place</li></ul> <p>1.7 Describe the requirements for the testing and maintenance of emergency lighting systems</p> <p>1.8 Explain how smoke control systems can assist means of escape</p>
2 Be able to assess arrangements relating to the emergency planning and evacuation of the building occupants	<p>2.1 Evaluate emergency plans and ensure they are compatible with every-day use of the premises</p> <p>2.2 Evaluate the information provided to the occupants of the building, including:</p> <ul style="list-style-type: none"><li>• Communication of strategy</li><li>• Emergency signage</li></ul> <p>2.3 Inspect and measure the exits and escape routes ensuring compliance and suitability</p> <p>2.4 Calculate the travel distances and travel times for the occupants of the premises</p>
3 Be able to inspect the equipment providing emergency escape from the premises	<p>3.1 Carry out a function check of the alarm system for the premises</p> <p>3.2 Where appropriate, assess the use of door releases and other escape devices</p> <p>3.3 Obtain sufficient information relating to the testing and maintenance of emergency lighting</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Be able to review the management of Fire Safety in relation to providing a means of escape	<p>3.4 Ensure the functionality of any smoke control systems installed in the property</p> <p>4.1 Assess current fire procedures and other contingency arrangements and detail how to maintain effectiveness in their implementation</p> <p>4.2 Review the information displayed in the premises ensuring it clearly communicates the appropriate actions. This should include:</p> <ul style="list-style-type: none"> <li>• Escape signs</li> <li>• Fire Action Plans</li> </ul> <p>4.3 Ensure adequate records of testing and maintenance are in place for:</p> <ul style="list-style-type: none"> <li>• Fire Alarms</li> <li>• False Fire Alarms</li> <li>• Emergency Lighting</li> <li>• Checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices</li> </ul> <p>4.4 Identify plans in place to manage the evacuation of those with mobility impairments</p> <p>4.5 Assess records of relevant training and fire evacuation drills</p>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit T/618/8044

### Identify, assess and control fire hazards

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to identify and assess fire related hazards and ensure the implementation of adequate controls	<p>1.1 Explain the common causes of fire and the significance of the common causes in a range of occupancies. The following should be covered as a minimum:</p> <ul style="list-style-type: none"> <li>• housekeeping</li> <li>• laundries</li> <li>• kitchen areas</li> <li>• storage</li> <li>• dangerous substances and storage</li> <li>• equipment and machinery</li> <li>• electrical safety</li> <li>• smoking</li> <li>• managing building work and alterations</li> </ul> <p>1.2 Describe how to assess the potential for fire incidents that will affect organisational functions and processes for occupants. The following should be covered as a minimum:</p> <ul style="list-style-type: none"> <li>• existing layout and construction</li> <li>• particular hazards in corridors and stairways used as escape routes</li> <li>• insulated core panels</li> <li>• restricting the spread of fire and smoke</li> <li>• arson</li> <li>• help for people with special needs</li> </ul> <p>1.3 Explain the principles of hazard identification and risk assessment, including the difference between hazard and risk</p> <p>1.4 Detail the components associated with fire prevention, defence against fire in premises and their integration with likely human behaviour</p> <p>1.5 Explain how to access sources of specialist advice and support</p> <p>1.6 Describe the range of extinguishing media, its location and correct application and use</p> <p>1.7 Explain the implications of failing to identify hazards and control risks</p>
2 Be able to identify and report hazards and risks associated with fire	<p>2.1 Confirm a schedule for checking for hazards, risks and fire precautions</p> <p>2.2 Monitor for hazards, risks and fire precautions</p> <p>2.3 Assess risks and fire precautions within their level of responsibility</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<ul style="list-style-type: none"> <li>2.4 Inform people on the premises about their personal responsibilities and how they should report hazards</li> <li>2.5 Report hazards and risks when they identify them</li> <li>2.6 Seek advice and support to remove or control risks that are outside of their level of responsibility or expertise</li> <li>2.7 Contribute to continuous risk assessment and management processes</li> </ul>
<p>3 Be able to assess risks associated with fire</p>	<ul style="list-style-type: none"> <li>3.1 Identify legal, regulatory or statutory requirements and implications associated with the premises</li> <li>3.2 Identify actual and potential hazards within the scope of the evaluation</li> <li>3.3 Evaluate the type and level of risk associated with identified hazards</li> <li>3.4 Include all physical areas within the scope of the evaluation</li> <li>3.5 Identify relevant people who may be at risk</li> <li>3.6 Determine the significance of identified risks and their potential for harm to people, property and the environment</li> <li>3.7 Assess the effectiveness of current control measures</li> <li>3.8 Determine the need for existing or new control measures</li> <li>3.9 Address issues associated with assisting the fire and rescue service to protect people, property and the environment in the event of an incident</li> </ul>
<p>4 Be able to review the management of Fire Safety in relation to controlling fire hazards</p>	<ul style="list-style-type: none"> <li>4.1 Confirm periodic inspections are in place to address issues of unwanted fire load</li> <li>4.2 Ensure all fire hazards are clearly identified with appropriate signage</li> <li>4.3 Confirm inspection and certification of all electrical safety equipment</li> <li>4.4 Carry out monitoring of special or unusual hazards</li> <li>4.5 Control any work carried out by contractors that could prevent a fire risk</li> <li>4.6 Report on the identification and prioritisation of a range of suitable options to eliminate, reduce or control risks</li> </ul>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit A/618/8045

### Ensure active fire protection provisions are in place and suitable for the premises

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to understand and apply fire protection provisions	<ol style="list-style-type: none"><li>1.1 Explain how and when the different types of fire extinguishers are used in accordance with legislation and official guidance</li><li>1.2 Describe the different fire extinguishing agents, their applications and limitations</li><li>1.3 Detail the requirements and functionality of dry and wet rising fire mains</li><li>1.4 Describe the different types and roles of smoke control systems that may be found in premises and their principles of operation</li><li>1.5 Explain the types of facilities and access facilities required for the Fire and Rescue Service</li><li>1.6 Detail the advantages and disadvantages of fixed firefighting systems</li></ol>
2 Be able to determine the need for active fire protection systems and equipment	<ol style="list-style-type: none"><li>2.1 Assess the requirements, type and location of Portable Fire Extinguishers in the premises</li><li>2.2 Calculate the required number of extinguishers using the British Standard 5306 formulae</li><li>2.3 Identify any requirements for firefighting equipment such as:<ul style="list-style-type: none"><li>• Fire Blankets</li><li>• Hose Reels</li><li>• Water Mist</li><li>• Powder Systems</li><li>• Oxygen depletion system</li></ul></li><li>2.4 Assess the requirements in the premises for the installation of Sprinkler systems for:<ul style="list-style-type: none"><li>• commercial,</li><li>• residential and domestic (life safety)</li></ul></li><li>2.5 Interpret the function of the smoke control design and facilities for the premises including the means for reducing smoke in the escape routes</li><li>2.6 Review the dry and wet rising fire mains in the premises where practicable</li></ol>
3 Be able to ensure adequate facilities are in place to provide access to the Fire Service	<ol style="list-style-type: none"><li>3.1 Assess the access arrangements for the Fire and Rescue Service for the premises</li><li>3.2 Calculate access to the nearest water supplies and determine distance from service vehicle parking position</li></ol>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Be able to review the management of Fire Safety in relation to fire protection	3.3 Ensure suitable road access and turning facilities are provided for a fire-pump appliance 3.4 Review Firefighting shafts and stairwells within the premises 4.1 Review Fire Safety Training Records for those required to perform emergency functions 4.2 Confirm adequate inspection records and maintenance of: <ul style="list-style-type: none"> <li>• fire extinguishers,</li> <li>• hose reels</li> <li>• fire blankets</li> </ul> 4.3 Verify testing and maintenance of other fire safety equipment such as <ul style="list-style-type: none"> <li>• fire-suppression systems</li> <li>• smoke control systems</li> <li>• dry and wet rising fire mains</li> </ul> 4.4 Confirm that an adequate assessment has taken place to ensure there is sufficient access for the Fire and Rescue Service

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit F/618/8046

### Assess arrangements to prevent Internal and External Fire Spread

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand and apply the appropriate principles of prevention	<p>1.1 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"><li>• batts</li><li>• pillows</li><li>• plugs/blocks</li><li>• mortars/compounds</li><li>• foam</li><li>• seals/slabs/strips</li><li>• sealants</li><li>• stone wool and fibre barriers</li><li>• collars/pipe wraps</li></ul> <p>1.2 Explain the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"><li>• fire doors</li><li>• fire door frames</li><li>• fixings, ironmongery and furniture</li><li>• intumescent seals and cold smoke seals</li></ul> <p>1.3 Detail the fundamental principles of compartmentation, explaining the REI requirements</p> <p>1.4 Describe the hazards of external wall fire spread and potential consequences</p>
2 Be able to demonstrate competence to inspect passive fire protection to prevent internal fire spread	<p>2.1 Inspect and confirm the condition of Fire resisting walls, floors and ceilings forming escape routes</p> <p>2.2 Confirm installation of cavity barriers at various locations in the premises</p> <p>2.3 Inspect fire stopping to voids, gaps and openings within fire-resisting ceilings, floors and walls, including around plastic pipes, cables and insulated pipes and to at least three of the following penetration types:</p> <ul style="list-style-type: none"><li>• linear gaps</li><li>• cable trunking</li><li>• cable trays</li><li>• metal pipes</li><li>• ducts with or without fire damper</li><li>• large blank openings</li><li>• switch boxes</li></ul> <p>2.4 Assess the Fire Doors within the premises ensuring:</p> <ul style="list-style-type: none"><li>• compliance with fire performance documentation/certification</li></ul>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<ul style="list-style-type: none"> <li>• no alterations have been carried out which may affect the fire certification of the door</li> <li>• surrounding construction is to specification</li> <li>• all component parts are undamaged</li> <li>• intumescent protection installed into void, (wall and frame) as per specification</li> <li>• cold smoke seals installed according to specification</li> <li>• confirm specified intumescent protection is fitted to ironmongery/furniture</li> </ul>
3 Understand the risk of external fire spread to the premises	3.1 Carry out an assessment of the external spread from unprotect areas of the building, using BR187 3.2 Determine the required heat flux relevant to the building use 3.3 Detail any External wall Cladding system on the premises 3.4 Assess the external of the premises for fixings, attachments or defects on the cladding system
4 Review the management of Fire Safety in relation to fire spread	4.1 Record details relating to effective compartmentation relating to the fire strategy associated with the premises 4.2 Ensure an effective system is in place to monitor firestopping and identify any further breaches in compartmentation 4.3 Review the test evidence or product certification for the sealing systems used 4.4 Carry out a survey of the Fire Door in the premises 4.5 Ascertain reports relating to the potential external fire spread and/or cladding associated with the premises

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit J/618/8047

# Manage fire safety matters in Houses in Multiple Occupation and Residential Care

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to identify potential problems arising from the likely behaviour of people in the premises during a fire situation	1.1 Critically evaluate the behaviour of people during an emergency covering: <ul style="list-style-type: none"><li>• the likely behaviour of people in fire for those premises being assessed.</li><li>• the likely response of people to discovery of a fire.</li><li>• the likely response of people to a fire alarm signal.</li><li>• the effect of frequent false alarms on willingness to evacuate.</li><li>• the importance of the actions of those in charge at the time of a fire.</li><li>• the importance of staff training and the influence of training and drills on occupant behaviour in the event of fire.</li><li>• the importance of a structured emergency plan.</li><li>• the effect of different cultures on fire and evacuation behaviour.</li><li>• the effect of escape route design on evacuation behaviour</li></ul>
2 Understand the Fire Safety requirements for Houses in Multiple Occupation (HMO)	2.1 Outline the fire safety arrangements they would expect to find in a Care Home. Research should detail the active and passive fire systems which would be appropriate as well as management controls and a suitable evacuation strategy 2.2 Summarise recommendations from the research conducted 2.3 Detail the roles and responsibilities of the landlords and managing agents for operating the HMO
3 Understand the Fire Safety requirements for Care Homes	3.1 Outline the fire safety arrangements they would expect to find in a Care Home. Research should detail the active and passive fire systems which would be appropriate as well as management controls and a suitable evacuation strategy 3.2 Summarise recommendations from the research conducted 3.3 Detail the roles and responsibilities of the responsible person for operating the Care Home

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion



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