



# Level 2 Award in Principles of Fire Safety

## Qualification specification

Version 2

Regulated by the  
Qualifications Regulators  
as part of the Regulated  
Qualifications Framework

Qualification number:  
601/2318/7



<b>Contents</b>	<b>Page</b>
1. Introduction	1
1.1 The British Safety Council	1
2. Qualification profile	2
2.1. The Level 2 Award in Principles of Fire Safety	2
2.2. Relationship with the Regulated Qualifications Framework (RQF)	2
2.3. Progression routes and related programmes of study	3
3. Delivering the qualification	4
3.1. Centre requirements	4
3.2. Learner requirements	4
3.3. Qualification withdrawal	5
3.4. Quality assurance – monitoring and sanctions	5
4. Assessment overview	6
4.1. Assessment strategy at a glance	6
4.2. Unit detail and weightings	6
4.3. Arranging assessments	8
4.4. Assessment conditions	8
4.5. Marking, awarding and reporting of results	8
4.6. Availability of sample assessment material	8
5. Rules and policies	9
5.1. Equality of opportunity	9
5.2. Reasonable adjustments	9
5.3. Special considerations	10
5.4. Malpractice and maladministration	10
5.5. Result enquiries and appeals	11
5.6. Feedback and complaints	11
Appendix – Sample examination questions	12

### **Publishing Policy for Specifications**

For all British Safety Council specifications, the electronic version on the British Safety Council website is definitive in the case of any difference between it and a previously printed version.

The electronic version on the website is updated if any significant changes are made during the lifetime of a specification.

Centres are advised to check that this printed version of the specification is the latest version by visiting [www.britsafe.org](http://www.britsafe.org)

### **Acknowledgements**

This specification has been developed in consultation with independent chartered health and safety practitioners.

The British Safety Council recognises and values all those who contribute their time and expertise to the development of its specifications.

**This version published  
December 2017.**

# 1.

## Introduction

### 1.1 The British Safety Council

Formed in 1957, the British Safety Council is one of the world's leading health and safety organisations.

Our vision is that no-one should be injured or made ill by work.

For more than half a century we've been a trusted guide to excellent health, safety and environmental management. We have educated millions of workers and made hundreds of thousands of workplaces safer for everyone. We do this by sharing information, supporting, advising, educating and campaigning. We are a not-for-profit organisation.

We are a government-regulated awarding organisation and, as such, must comply with a wide range of conditions set by the regulator so that rigour and consistency in the awarding of qualifications is maintained.

The British Safety Council is the only UK awarding organisation to offer a complete suite of health and safety qualifications from Entry Level to Level 6 in the Qualifications and Credit Framework. Please refer to Section 2.4 ('Progression routes and related programmes of study') for a full list of the qualifications currently offered.

# 2.

## Qualification profile

### 2.1. The Level 2 Award in Principles of Fire Safety

The Level 2 Award in Principles of Fire Safety provides a valuable introduction to the key principles of fire safety. This qualification is suitable for all employees and particularly useful for those with a designated responsibility for fire safety in their work area (e.g. fire wardens). The topics covered include legal responsibilities, the causes and characteristics of fire, control methods, means of escape, fire risk assessments and the role of the fire warden.

This is a free-standing qualification designed for delivery as a short course. It is also well-suited for integration into wider vocational programmes of study or as part of an induction programme.

The qualification pre-supposes no former knowledge or experience and learners will come from a diverse range of educational and employment backgrounds.

### 2.2. Relationship with the Regulated Qualifications Framework (RQF)

The Level 2 Award in Principles of Fire Safety resides within the national Regulated Qualifications Framework (RQF). The RQF largely replaces the previous qualifications system, the Qualifications and Credit Framework (QCF).

The RQF is regulated by Qualifications Wales, Ofqual (England) and CCEA (Northern Ireland).

In general terms, the level of a qualification will indicate its relative difficulty and the title of either an Award, Certificate or Diploma will indicate the approximate duration of study and assessment required by learners.

As per the requirements of the RQF, this qualification has been assigned a 'Total Qualification Time' (TQT) value of 7 hours. Essentially, the TQT value reflects a combined total of the Guided Learning (e.g. classroom-based teaching or 1-to-1 tuition) an 'average' learner for this qualification will require plus the time for any further preparation (e.g. revision) or assessment to complete the qualification.

In the case of this qualification, this is 6 hours (Guided Learning) plus 1 hour in acknowledgement of the examination time, i.e. 7 hours in total. It is important to recognise however that the individual needs of learners undertaking this qualification will vary and approved centres should take appropriate account of this.

## 2.3. Progression routes and related programmes of study

The following lists the full range of qualifications the British Safety Council presently offers or expects to offer shortly. Centres are advised to consult our website for up-to-date guidance on our portfolio of qualifications and to study the individual specification documents for information regarding the content of particular qualifications.

### **Entry Level**

Entry Level Award in Workplace Hazard Awareness

### **Level 1**

Level 1 Award in Health and Safety in the Workplace

Level 1 Award in Health and Safety in a Construction Environment

Level 1 Award in Environmental Sustainability

### **Level 2**

Level 2 Award in Health and Safety in the Workplace

Level 2 Award in Health and Safety in Health and Social Care

Level 2 Award in Principles of COSHH

Level 2 Award in Principles of Risk Assessment

Level 2 Award in Principles of Fire Safety

Level 2 Award in Principles of Manual Handling

Level 2 Award in Contact Dermatitis Prevention

Level 2 Award in Risk Assessment

Level 2 Award in COSHH Risk Assessment

Level 2 Award in DSE Risk Assessment

Level 2 Award in Fire Risk Assessment

Level 2 Award in Manual Handling Risk Assessment

Level 2 Award in Supervising Staff Safely

Level 2 Award in Environmental Sustainability

Level 2 Award in Safe Driving at Work

Level 2 Award in Food Safety in Catering

Level 2 Award in Food Safety for Manufacturing

Level 2 Award in Food Safety for Retail

Level 2 Award in Emergency First Aid at Work

### **Level 3**

Level 3 Certificate in Occupational Safety and Health

Level 3 Award in Supervising Food Safety in Catering

Level 3 Award in Food Safety Supervision for Manufacturing

Level 3 Award in Food Safety Supervision for Retail

Level 3 Award in First Aid at Work

Level 3 Award in Paediatric First Aid

### **Level 6**

Level 6 Diploma in Occupational Safety and Health

### **International**

International Certificate in Occupational Safety and Health

International Diploma in Occupational Safety and Health

# 3.

## Delivering the qualification

### 3.1. Centre requirements

The Level 2 Award is delivered by organisations ('centres') approved by the British Safety Council. Organisations seeking approved centre status should complete and return the *Approved Centre Agreement*, downloadable from our website.

Staff delivering this qualification must be competent to do so. Competence is a mixture of experience, knowledge, training and qualifications. Staff teaching at Level 2 would normally be expected to hold a qualification at Level 3 or above.

Centres are required to familiarise themselves with the wide-ranging guidance and requirements detailed in the *Centre Handbook* document and the associated policy guides that are downloadable from our website.

### 3.2. Learner requirements

It is recommended that learners acquire an understanding of important associated principles and terminology by completing either the Level 1 or Level 2 Award in Health and Safety in the Workplace prior to undertaking this qualification. However, there are no formal entry requirements for this qualification and the British Safety Council will not restrict access on the grounds of prior academic attainment, age, employment, geographic location or any other grounds.

It is expected that learners will have a level of literacy adequate to cope with the examination.

Centres must conduct an initial assessment of each cohort to determine whether candidates have any special requirements. Learners should also be made aware of relevant policy areas, particularly those concerning malpractice.

Learners should be informed of the title and level of the qualification they are undertaking and that the British Safety Council is the awarding organisation concerned.

## 3.3. Qualification withdrawal

All regulated qualifications have operational start, operational end and certification end dates.

The operational end date is the date by which learners must be registered for a qualification and the certification end is the date by which learners must claim their certificates.

In the event of a qualification being withdrawn, the British Safety Council will give sufficient notice to centres to ensure that learners' interests are adequately protected. When qualifications are updated, the British Safety Council will make arrangements for the transfer of learners to any revised version.

In most cases the British Safety Council requests an extension to operational end dates and certification end dates from the regulators. In some cases, a qualification may be redeveloped to ensure content is current and a replacement may be introduced or a qualification may be withdrawn without a replacement being made available.

Whichever of the above applies, the British Safety Council will keep centres informed of the future of a qualification that is currently being offered.

## 3.4. Quality assurance – monitoring and sanctions

The British Safety Council has a responsibility to the learners taking its qualifications and to the UK qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

We conduct desk-based monitoring of our centres and centre visits. The primary focus of our monitoring is the centre's compliance with the conditions set out in the Centre Agreement. We seek to assure ourselves that the management and systems at each centre ensure that our qualifications are delivered in line with the requirements of the qualifications regulators and the British Safety Council's centre approval criteria.

It is important that centre staff involved in the delivery of our qualifications are fully aware of the contents of our sanctions policy and its possible implications should failure to comply with the requirements specified occur.

Centres are advised to study the centre monitoring and sanctions policy documents available on our website for detailed guidance in these areas.

# 4.

## Assessment overview

### 4.1. Assessment strategy at a glance

The following table provides key information regarding the assessment strategy for this qualification.

<b>Method</b>	One multiple choice question examination (30 questions total)
<b>Language</b>	English only
<b>Format</b>	Online or paper-based
<b>Duration</b>	45 minutes
<b>Grading</b>	Pass or Fail only                      Pass mark: 20 out of 30
<b>Learning materials</b>	Approved centres are provided with optional PowerPoint slides and Student notes for classroom based delivery without charge.
<b>Resources</b>	None required or permitted
<b>Re-sit opportunities</b>	Unlimited

### 4.2. Unit detail and weightings

The Level 2 Award comprises one mandatory unit - 'Fire Safety Principles' (D/601/9698). The learning outcomes state what a candidate will be expected to know, understand or be able to do and the assessment criteria describe the requirements that a candidate is expected to meet to demonstrate that a learning outcome has been achieved.

The following table indicates the unit content and on how the examination is weighted by particular learning outcome.

<b>Learning Outcome</b>	<b>Assessment Criteria</b>		<b>Exam weighting</b>
1. Understand the hazards and risks associated with fire in the workplace	1.1	Explain how fires are caused in the workplace	20%
	1.2	Describe the components of the fire triangle	
	1.3	Identify the hazards during or after a fire, including the products of combustion	
	1.4	Describe the characteristics of fire and smoke spread	

## 4.

Learning Outcome	Assessment Criteria	Exam weighting	
2. Understand how fire risk is controlled in the workplace	2.1	State the different methods used to identify and control fire hazards	40%
	2.2	Define the term 'means of escape' in relation to fire hazards	
	2.3	Outline typical components for means of escape from fire hazards	
	2.4	Describe methods of fire detection and raising the alarm	
	2.5	Describe the principle of how fires are extinguished	
	2.6	Describe how portable fire-fighting equipment should be used safely	
	2.7	Identify common fixed fire-fighting systems and where they might be used	
3. Understand the principles and practice of fire safety management at work	3.1	Outline the duties of employers and employees with respect to fire safety in the workplace	30%
	3.2	Outline how to undertake a simple fire safety inspection in the workplace	
	3.3	Describe the stages involved in a fire risk assessment	
4. Understand the role of the nominated fire warden	4.1	State the role and function of fire wardens in their workplace: <ul style="list-style-type: none"> <li>• on a day-to-day basis</li> <li>• during an emergency</li> <li>• if they are not in their designated areas of responsibility when the alarm is raised</li> </ul>	10%
	4.2	Outline the content of a fire safety briefing	

### 4.3. Arranging assessments

The examination is available on-demand, which means that centres may arrange an examination at a site and time of their choosing. Online and paper-based versions of the examination are available, giving centres flexibility in terms of delivery.

Assessments are booked via the Centre Portal, the British Safety Council's new online system for approved centres. For further guidance on the Centre Portal, please refer to the User Guide document.

Centres must schedule examinations at least four days in advance of the examination date.

Online examinations are marked automatically and results are available shortly after the examination.

### 4.4. Assessment conditions

Each centre takes responsibility for administering the examination in accordance with British Safety Council regulations. This includes providing a suitable room, invigilation and ensuring that the candidates' work is their own.

Details of the examination arrangements can be found in the Centre Handbook.

The British Safety Council reserves the right to send an inspector to an examination sitting to ensure that all regulations are being adhered to. The inspector will arrive without prior notice, will be identified by an official letter, and must be granted access to the examination room and to all the examination documentation. Failure to allow an inspector access, or any discovered breach of British Safety Council regulations, may invalidate the examination. The British Safety Council may also withdraw the centre's approval.

### 4.5. Marking, awarding and reporting of results

The results of online examinations are available shortly after completion and certificates are issued by post within five working days.

With paper-based examinations, centres return the candidate answer sheets to the British Safety Council for marking. Results and certificates are posted to the centre within two working days of the British Safety Council receiving the answer sheets.

Candidates' results are reported as a grade (Pass or Fail) for the qualification as a whole. Candidates' raw marks are also reported. A pre-defined quota of passes to be awarded does not exist – if all candidates achieve the pass mark, then all candidates will be awarded a pass grade.

### 4.6. Availability of sample assessment material

Centres and learners may familiarise themselves with the format and style of the examination questions by reference to the sample questions provided in the Appendix.

# 5.

## Rules and policies

The following provides a summary of the rules and policies relevant to this qualification.

Centres and learners are advised to study the full and most current versions of each policy available on the British Safety Council website.

### 5.1. Equality of opportunity

The British Safety Council is committed to the principle of equality for all and it is a requirement that approved centres undertake the delivery of British Safety Council qualifications in accordance with the Equality Act 2010.

The British Safety Council aims to ensure that equality of opportunity is promoted through its qualifications and that unlawful or unfair discrimination, whether direct or indirect, does not occur.

Through our qualification development procedures and management and quality assurance arrangements, we keep under review how we can ensure equality for all learners.

We will ensure that:

- the widest possible diversity of learners can access our qualifications;
- the entry requirements, content and assessment demands of our qualifications are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement;
- the language used in our assessment materials is clear, free from bias and appropriate to the programme of study and target group;
- we produce materials that do not cause offence;
- we respond to requests for reasonable adjustments and special consideration;
- we act fairly at all times when working with centres and learners;
- our qualifications are regularly reviewed against this statement.

### 5.2. Reasonable adjustments

When necessary, the British Safety Council approves reasonable adjustments for candidates with particular requirements to enable them to have access to fair assessment and to demonstrate achievement. Candidates may require reasonable adjustments for a number of reasons including a permanent or temporary disability or medical condition.

Reasonable adjustments are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

### 5.3. Special consideration

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of exceptional circumstances during the examination itself.

The British Safety Council ensures that its special considerations treat learners fairly and in accordance with national guidelines.

A learner who is fully prepared for an assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner (e.g. recent personal illness, accident, bereavement or serious disturbance during the assessment);
- reasonable adjustment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.

### 5.4. Malpractice and maladministration

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates and/or withdrawal of centre approval. In the event of proven malpractice or maladministration, the British Safety Council may notify the qualifications regulators and other awarding organisations.

All examiners, invigilators, centres, learners and awarding body staff are required to report suspicions of malpractice or maladministration on the part of centres, learners, tutors or anyone involved in delivering the qualification. Such reports should be made to the British Safety Council's Head of Qualifications for investigation and resolution.

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes malpractice, as does any infringement of examination rules.

Examples of malpractice include:

- a learner copying another learner's work;
- a learner bringing into an examination room aids (e.g. notes, mobile phone) that could be used to help answer the examination questions;
- a learner using others' ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- a tutor giving a learner unfair assistance with an assessment;
- an invigilator revealing the questions in an examination to learners before the time of the examination.

## 5.

Any activity or practice which results in non-compliance with the British Safety Council's regulations and requirements constitutes maladministration.

Examples of maladministration include:

- a centre failing to return all examination materials after an examination;
- a centre failing to issue learners with appropriate notices and warnings in an examination;
- a centre not ensuring the examination venue conforms to requirements;
- errors or omissions in information supplied to the British Safety Council.

### 5.5. Result enquiries and appeals

The British Safety Council endorses the right of individuals to enquire about their result and to appeal against the outcome of that enquiry. Procedures are in place to ensure that result enquiries and appeals are dealt with thoroughly and fairly.

The British Safety Council reserves the right not to consider result enquiries if the request is submitted more than 14 days after the result issue date.

A result enquiry or an appeal can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

### 5.6. Feedback and complaints

The British Safety Council is committed to providing an outstanding level of customer service and we welcome feedback to help us continually improve our service.

With complaints, we undertake to;

- acknowledge your complaint within two working days;
- log all complaints and resolve them as quickly as possible;
- assign an appropriately qualified member of staff to deal with your complaint;
- respond fully or provide a progress report within 20 working days;
- for more complex complaints, conclude follow-up action within an agreed timescale;
- reply in whichever way (telephone, e-mail, letter) is most convenient for you.

# Appendix: Sample examination questions

1. For a fire to start, there must be a source of heat, fuel and
  - A. carbon dioxide.
  - B. hydrogen.
  - C. nitrogen.
  - D. oxygen.
2. Fires can spread through conduction. What is conduction?
  - A. Heat moving through a material.
  - B. Hot air rising from a hot surface.
  - C. Heat waves from a hot surface.
  - D. Direct contact with flames.
3. What is the first thing you should do on discovering a fire?
  - A. Locate the nearest fire extinguisher.
  - B. Raise the alarm.
  - C. Leave the building.
  - D. Find the nearest phone and dial 999.
4. The second stage of a fire risk assessment is to
  - A. identify the fire hazards.
  - B. decide on the level of risk.
  - C. monitor and review the fire risks.
  - D. identify the people who are at risk.
5. Emergency lights must be
  - A. green in colour.
  - B. placed in every room.
  - C. bright enough to allow safe escape.
  - D. tested by the fire and rescue service.

Answers (assessment criteria in brackets)

1. D (1.2)
2. A (1.4)
3. B (3.1)
4. D (3.3)
5. C (2.3)





**British Safety Council**

70 Chancellors Road  
London W6 9RS  
United Kingdom

**T** +44 (0)20 8741 1231

**E** [qualifications@britsafe.org](mailto:qualifications@britsafe.org)

**W** [www.britsafe.org/qualifications](http://www.britsafe.org/qualifications)

**f** [/britishsafetycouncil](https://www.facebook.com/britishsafetycouncil)

**Twitter** [@britsafe](https://twitter.com/britsafe)

**LinkedIn** [/company/british-safety-council](https://www.linkedin.com/company/british-safety-council)