



# Institute of Fire Prevention Officers

## Tiered Fire Risk Assessors Register

1.0 It is the policy of the IFPO to maintain a professional and affordable accredited register of fire risk assessors who, to the satisfaction of the Institute's IFPO Tiered Fire Risk Assessors' Register (IFPO TFRAR) Assessment Panel, reporting to the National Executive Committee have been able to prove their competence to carry out fire risk assessments of premises.

2.0 In line with the Fire Sector Federation Industry Benchmark Standards. The IFPO Tiered Fire Risk Assessor Register has four tiers of assessor:

**Tier 1 Foundation** - At this grade the Assessor will conduct assessments in low-risk premises.

***Foundation Professional knowledge required:***

- Understand, maintain and update their knowledge of the principles of Fire Risk Assessment in low-risk buildings.
- Maintain and update their knowledge of Fire Risk Assessment methods and practices.
- Record evidence based on Fire Risk Assessment in practice – carry out and record Continuous Professional Development and enhance competence.
- Apply an understanding of effective practice in Fire Risk Assessment by referring to relevant guidance, applicable codes and Standards.
- Identify and use appropriate practices to evaluate fire risk present.
- Apply and use and audit system suitable for low-risk buildings to conduct the Fire Risk Assessment
- Evaluate their work with others and assess the impact and currency of their knowledge.
- Recognise the outcomes required of a suitable and sufficient Fire Risk Assessment
- Provide recommendations to satisfy legal requirements and ensure fire risk present can be mitigated.

***Foundation Principle skills required:***

- Carry out Fire Risk Assessments and evaluate the level of fire safety management within low-risk buildings.
- Demonstrate the ability to identify risks and produce proportionate solutions to mitigate these by following relevant Guidance, Standards, Regulations and Best Practice.
- Be self-aware and understand limitations in knowledge and capabilities.

- Work with others such as Local Authorities, Housing Regulators and the Fire and Rescue Service to achieve single and shared outcomes.
- Communicate effectively to those instructing or responsible for fire safety management in order to report the results of the Fire Risk Assessment Make use of oral, written and electronic methods for communication of technical and other information.
- Work with supervisors, colleagues, and clients and, be aware of their communication needs. This relates specifically to the need to be sensitive to diversity and equality.
- Ability to plan and schedule work so that tasks can be completed on time and to the relevant Standard.

***Foundation Principle experience required:***

- Learning from supervisors and others to build experience base.
- Being exposed to a range of Fire Risk Assessment opportunities that exist within low-risk environments.
- Accept and exercise personal responsibility.
- Making an active contribution to identifying risk(s) and using opportunities to reflect and learn.
- Accepts personal responsibility and can manage strengths and weaknesses in a way that achieves positive outcomes.

***Foundation Professional behaviour required:***

- Make a personal commitment to the Approved Code of Conduct – The National Framework for Fire Risk Assessor Competency. Recognise obligations to communities, the Fire Risk Assessor profession and the environment.
- Work effectively with others and be aware of the needs and concerns of others as it relates to diversity and equality.
- Always demonstrate the highest standards of honesty and integrity. And work with accuracy and rigour.
- Accept and exercise personal responsibility in regard to respecting peoples' right to life and promoting compliance with the law.

**Tier 2 Intermediate** - Intermediate Fire Risk Assessors conduct Fire Risk Assessments within buildings that are categorised as presenting a medium risk. They are capable of developing the design and application of solutions to suit the environment in which they operate.

In particular, Intermediate Fire Risk Assessors should demonstrate the following:

- The knowledge to solve problems using known and well proven techniques in compliance with current statutory requirements, codes of practice, guidance and best practice.
- Successful application of their skills to deliver suitable and sufficient Fire Risk Assessments.
- The experience to understand the limits of their own knowledge and skills and to possess the awareness to refer complex or higher risk problems that are outside their current capabilities.
- Effective interpersonal skills, which provide the means to clearly communicate many outcomes in a way that is easily understood.
- A commitment to the Standard and the values that underpin Fire Risk Assessment practice.

***Intermediate Professional Knowledge required:***

- Must be competent throughout their careers by using a combination of general and specialist knowledge to understand and apply existing and new methods.
- Maintains and extends a sound theoretical and practical approach to the application of Fire Risk Assessment practice. In doing so they shall identify the limits of their own knowledge, commit to developing their capabilities and broaden their knowledge base by considering new applications and techniques.
- Consistently applies sound evidence-based approaches to providing quality solutions in respect to moderate risks and the completion of Fire Risk Assessments.
- Contributes to the development of Fire Risk Assessment solutions.
- Provide recommendations to satisfy legal requirements and ensure fire risk present can be mitigated.
- Accepts responsibility for offering advice. Can provide solutions and answer questions from duty holders like responsible persons and other people in regard to properties, situations and circumstances presenting medium risk profiles.
- Demonstrate and develop personal and social skills. Possess an ability to work and collaborate with others.
- Communicate effectively with those instructing or responsible for fire safety management in order to report the results of the Fire Risk Assessment. Contribute to the delivery of presentations. Prepare written communications, documents and reports. Exchange and share information and provide advice to both technical and non-technical colleagues.

***Intermediate Principal experience required:***

- Carries out and records the CPD that is considered necessary to maintain and enhance their competence in the area of their practice. Builds competence through exposure to a range of situations which add to the experience base and drive improvements.
- Continuous exposure to a range of Medium Fire Risk Assessment opportunities and using this to help inform future developments.
- Accepts personal responsibility and can manage strengths and weaknesses in a way that achieves positive outcomes.

***Intermediate Professional behaviour required:***

- Make a personal commitment to the Approved Code of Conduct – The National Framework for Fire Risk Assessor Competency. Recognise obligations to communities, the Fire Risk Assessor profession, and the environment.
- Work effectively with others and be aware of the needs and concerns of others as it relates to diversity and equality.
- Demonstrates high standards of honesty and integrity. Exercises responsibilities in an ethical manner.
- Accept and exercise personal responsibility in regard to respecting peoples' right to life and promoting compliance with the law.

**Tier 3 Advanced** – Advanced Fire Risk Assessors must be competent throughout their career and may conduct assessments within High-Risk buildings including Higher Risk Residential Buildings. They shall consistently demonstrate advanced levels of knowledge together with commensurate skills,

experience and behaviours that enables them to provide technical solutions to problems within complex buildings and those where there are significant levels of risk. Advanced Fire Risk Assessors may also provide a point of counsel, supervision and validation for those who are working to the foundation and intermediate Standards.

Advanced Fire Risk Assessors are able to demonstrate:

- Successful application of professional knowledge with an ability to lead and conduct High-Risk fire risk assessments.
- Consistent application of their skills to deliver quality outcomes for responsible people and duty holders. Able to accept responsibility for finding complex solutions.
- Experience that allows them to deploy teams and individuals and help them to provide safe and successful outcomes.
- Accountability by demonstrating behaviours that motivates others and inspires confidence in those who have sought their services in respect to high-risk fire risk assessments.

***Advanced Principal knowledge required:***

- Consistently applies a blend of general and specialist Fire Risk Assessment knowledge.
- Maintains and updates their current knowledge of specialist Fire Risk Assessment methods and practices.
- Extends their technical and theoretical knowledge through continuous learning, research and development.
- Engages in the progression of Fire Risk Assessment practice by supporting the development of relevant guidance, applicable codes and Standards
- Contributes to the development of innovative and effective assessment practice and systems to ensure continuous improvements across the built environment.
- Provide recommendations to satisfy legal requirements and to ensure any fire risk that is present can be mitigated.

***Advanced Principal skills required:***

- Able to create, design commission and apply best practice solutions. Directs and supervises both team and individual work activities across a range of risk profiles.
- Understand limitations in current specialist knowledge and capabilities.
- Demonstrate effective interpersonal skills. Identify opportunities for partnership working and develop and foster productive alliances with other key agencies and organisations.
- Communicate effectively with those instructing or responsible for fire safety management to report the results of the High-Risk Fire Risk Assessment. Prepare and deliver presentations on strategic matters, lead and sustain debates and use results and feedback to improve proposals.

***Advanced Principal experience required:***

- Seeks out opportunities for developing oneself and others. Able to mentor or lead teams and develop staff to meet changing technical needs. Builds competence through exposure to a range of situations which add to the experience base and drive improvements. Manages and applies safe systems of work. Identifies and takes responsibility for obligations in respect to health, safety, welfare and environmental issues.

- Continuous exposure to a range of High-Risk Fire Risk Assessment opportunities and using this to help inform future developments.

***Advanced Professional behaviour required:***

- Continue personal commitment to the Approved Code of Conduct – The National Framework for Fire Risk Assessor Competency. Recognise obligations to communities, the Fire Risk Assessor profession and the environment.
- Support others and be aware of the needs and concerns of others as it relates to diversity and equality.
- Continue to demonstrate by example the highest standards of honesty and integrity. Always work with accuracy and rigour.
- Continue to accept and exercise personal responsibility in regard to respecting peoples’ right to life and promoting compliance with the law.

**Tier 4 Accredited Fire Risk Assessor** - In order to gain inclusion in the IFPO TFRAR at Tier 4, in addition to the Tier 3 application process, Third Party Accreditation is required. Appropriate Third-Party Accreditation includes any of the following:

Named BAFE SP205 Validators

FRACS Individuals/Named Company Validators

Engineering Council Registration

3.0 The IFPO Tiered Fire Risk Assessor Register (IFPO TFRAR) is a register for individuals only. Application for inclusion on the IFPO register is open to all Members of the IFPO.

4.0 IFPO considers its responsibility to be that of a Professional body for “individuals” complying with benchmarks and industry standards set for registering and accrediting bodies by the Fire Risk Assessors Competency Council (FRACC).

5.0 The IFPO considers itself to be a Professional body and as such takes cognisance of guidance developed by the Fire Sector Federation - Industry Benchmark Standards for Fire Risk Assessors and the Built environment – Core criteria for building safety in competence frameworks – Code of practice BSI Flex 8670.

6.0 Such guidance includes a set of criteria against which the competency of those undertaking fire risk assessments can be judged by the IFPO TFRAR Assessment Panel who; measure an applicant’s competence against the agreed criteria using actual experience of undertaking fire risk assessment of premises throughout the UK and other relevant personal professional attributes.

7.0 Any application process is only deemed to have begun once the applicant or reapplicant has presented the appropriate completed and signed forms and when the IFPO Treasurer confirms receipt of the prescribed application fee. Any information, guidance or feedback offered by a member of the Fire Risk Assessment team including the Secretary, General Secretary and IFPO TFRAR

Chairman etc are offered in good faith to assist a smooth application and should not be considered as part of the process.

8.0 The National Executive Council are responsible for the FRA Register and provide oversight of the TFRAR process. The NEC should be kept abreast of the register at each EC meeting and can nominate independent audit of the process at any time, engaging professional fire prevention peers not on the register offering a degree of independent oversight. Those assessors at Tier 4 are subject to third party oversight from either a UKAS scheme or registration with The Engineering Council.

9.0 IFPO require an applicant, included on the Fire Risk Assessors Register, to maintain a high standard of knowledge in fire safety matters and apply the most appropriate guidance when undertaking fire risk assessments.

9.1 IFPO require an applicant to behave in an ethical and professional manner at all times.

9.2 IFPO require an applicant to be of good temperament and have the strength of character and confidence to highlight uncomfortable findings, prioritising occupants' safety within scope of works over clients' wishes if necessary.

9.3 IFPO require an applicant to have and maintain sufficient level of professional indemnity, public liability insurance, appropriate to the level of perceived fire risk. The level of cover may be set as a minimum requirement by some clients.

10.0 IFPO require an applicant, included on the Tiered Fire Risk Assessors Register at Tier 4 Accredited Fire Risk Assessor, in order to maintain their Tier 4 status, to confirm to the TFRAR chairman that the accreditation on which their application was based remains valid on an annual basis. In the event that a Tier 4 Fire Risk Assessor does not maintain their accreditation, they will be reduced to Tier 3 on the TFRAR.

11.0 IFPO require an applicant, included on the Fire Risk Assessors Register, to maintain a record of their Continuing Professional Development (CPD) and to provide evidence of their commitment by way of audit when required. The amount of CPD required per year for an IFPO Fire Risk Assessor is 20-hours annually being 100-hours over the 5-year cycle. IFPO also require a member, included on the Fire Risk Assessors Register, at any time during registration, to produce their record of Continuing Professional Development together with supporting evidence for audit. A requirement to produce a CPD Record by the Institute must be returned within 21 days of the request being made.

12.0 An applicant, included on the TFRAR, who has not maintained satisfactory evidence of their Continuing Professional Development (CPD), can be removed from the register.

13.0 Registered members should refer to the IFPO Continued Professional Development guidance document. CPD should be measured via relevant and reflective practice in the field of fire risk assessment. It is the registered member's responsibility to record their CPD in a reflective manner of learning, referring to source be it a relevant Code of Practice, Webinar, workshop or study of the most appropriate guidance etc; highlighting learning or refreshment of technical fire safety knowledge. State codes of practice or other guidance studied reflecting upon what was learned or refreshed.

14.0 Successful applicants will have their name, a photograph, contact details and a short resume' published on The IFPO Tiered Fire Risk Assessor Register which will sit in the public domain on the website.

15.0 Our volunteer scrutineer Panellists will endeavour to assess all applications within a reasonable time frame from the point where all the required documents are received and will notify the applicant of its findings. However, if additional information or clarification of any matters or submitted material is necessary, this timescale may be extended.

16.0 IFPO will expect all information required to be returned expeditiously within the time scales agreed (normally 10 working days) and the onus is always on the applicant to see that this information is forthcoming.

17.0 Fire Risk Assessors currently included on the FRAR as In-House, Commercial (low Risk) or Full Commercial Assessor have the option to stay on the current register until their inclusion expires or transfer to the new IFPO Tiered Fire Risk Assessor Register at the appropriate grade. The existing register will run until all current inclusions expire.

18.0 This Policy and all related processes or procedures will be from time to time reviewed as is necessary, including substantial changes in legislation or guidance affecting Fire Risk Assessment.

This policy will be regularly reviewed 3-yearly and approved by the National Executive Council.