



6. Fire - Risk Assessments & Planning - Generic Emergency Evacuation Plan (GEEP) Review

Category:	Fire
Subcategory:	Risk Assessments & Planning
Frequency:	Yearly
Status:	Best Practice
Type:	Competent Person
Priority:	Recommended
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your thoughtful maintenance of Generic Emergency Evacuation Plans ensures that visitors, contractors, and temporary users can safely navigate the building during emergencies. By keeping these plans current with the dynamic nature of educational activities, you protect everyone who enters the school premises and demonstrate your comprehensive approach to inclusive safety. Your attention to these often-overlooked users builds confidence in the school's emergency preparedness for all.

Task Summary

Best Practice: GEEPs provide evacuation arrangements for visitors, contractors, and temporary users of the site. This review involves updating the generic plan to reflect current building layout, evacuation procedures, and assembly points. The process includes checking that visitor induction procedures include emergency information, confirming that temporary staff receive appropriate briefings, and ensuring that contractors understand site-specific evacuation requirements. While not legally mandated, they are valuable in schools and colleges where lettings, parents' evenings, and extracurricular events increase building use by unfamiliar people. The review includes updating contact numbers, confirming assembly point locations, and ensuring clear procedures for different

user groups. Evidence produced includes updated GEEP documents with annual review notes, visitor induction checklists, and records of contractor briefings.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires adequate fire safety arrangements for all building occupants
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on evacuation procedures and visitor safety
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on evacuation planning for visitors and temporary occupants
- **Health and Safety at Work Act 1974:** Requires employers to ensure safety of all persons on premises
- **Management of Health and Safety at Work Regulations 1999:** Requires assessment of risks to all persons affected by work activities

Typical Frequency

GEEPs should be reviewed annually, or sooner if there are significant changes to building layout, evacuation procedures, or site usage patterns. In educational settings, annual reviews typically occur at the start of the academic year when activity patterns change. However, more frequent reviews may be needed following building modifications, changes to assembly points, or introduction of new types of events or users. Any significant changes affecting visitor access or evacuation routes should trigger an immediate review regardless of the annual schedule.

Applicability

This task is recommended for all educational establishments that host visitors, contractors, or temporary users, which is common in virtually all schools and colleges. It is particularly important in schools with active lettings programs, those hosting regular events, or institutions with significant contractor presence. The task applies to all premises where non-regular occupants may be present, including mainstream schools, special schools, and further education colleges. While not statutory for all premises, it is essential best practice for ensuring comprehensive emergency preparedness.

Responsible Persons

- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by facilities staff or fire safety officers who have received appropriate training in emergency planning and visitor management. Staff should be familiar with the site's evacuation procedures and visitor

induction processes.

- **Permit to Work:** No permit to work is typically required for this review task.
- **Delivery Model:** Normally completed in-house by trained facilities staff, with input from site managers and event coordinators.

Key Considerations

- **Timing considerations:** Schedule reviews at the start of the academic year when activity patterns change
- **Cost implications:** Minimal cost if completed in-house, though may involve updating printed materials
- **Resource requirements:** Access to visitor booking systems and contractor records
- **Potential disruption:** May require brief consultations with event and facilities staff
- **Risk assessment requirements:** GEEP reviews should inform the overall fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure access to current GEEP documents and visitor procedures
- Confirm availability of staff involved in visitor management
- Gather information about recent changes to building layout or usage
- Review records of visitor incidents or evacuation drills

Tools & Materials

- Current GEEP document and visitor induction materials
- Building plans showing evacuation routes and assembly points
- Visitor booking records and contractor lists
- Emergency contact information and procedures
- Feedback forms from recent events or visits

Method (Step-by-Step)

Phase A: Document Review and Preparation

1. Review current GEEP document and visitor induction procedures
2. Gather information about different user groups and their needs
3. Identify any changes to building layout or procedures since last review

4. Consult with staff involved in visitor and contractor management

Phase B: Procedure Evaluation

1. Assess visitor induction processes for emergency information
2. Review contractor briefing procedures and requirements
3. Check temporary staff training on evacuation procedures
4. Evaluate communication methods for different user groups
5. Confirm assembly point locations and procedures for visitors

Phase C: Documentation Update

1. Update GEEP with current contact information and procedures
2. Add annual review notes documenting the evaluation process
3. Ensure procedures are clear for different types of visitors
4. Update any printed materials or digital resources
5. File updated documents and inform relevant staff

Measurements & Acceptance Criteria

- GEEP must include clear procedures for all user groups
- Contact information must be current and accessible
- Assembly points must be clearly identified and appropriate for visitors
- Induction procedures must include emergency information

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately update any inadequate procedures that could affect visitor safety. Escalate concerns to senior management and visitor coordinators. Arrange urgent updates to induction processes or signage as needed.

Reinstatement & Housekeeping

No reinstatement required as this is a documentation task. Ensure all updated materials are distributed to relevant staff.

Completion Checks

Verify that the GEEP has been reviewed and updated within the required timeframe. Confirm that all procedures are current and practical. Ensure relevant staff have access to updated documents.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** No statutory evidence is required for this task.
- **Supporting/Good Practice Evidence:** Updated GEEP documents, review notes, and visitor induction records support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Assuming regular occupants understand visitor procedures, failing to update contact information, or not considering different user groups' needs
- **Best practices for efficient completion:** Coordinate with administrative staff for visitor records, conduct reviews during quiet periods, and involve event organizers
- **Pro tips for educational settings:** Integrate GEEP information into booking confirmation emails, provide visitor information packs, and conduct spot checks during events
- **Warning signs that indicate problems:** Visitor confusion during drills, missing contact information, or inadequate procedures for large events

Quick Reference Checklist

- Current GEEP document reviewed
- Visitor and contractor procedures evaluated
- Building layout changes incorporated
- Contact information updated
- Induction processes confirmed
- Updated documents distributed
- Evidence uploaded to Compliance Pod

Grouped Tasks

Grouping is feasible; align with related tasks of the same frequency and contractor visit.

Related Tasks

- Fire - Risk Assessments & Planning - Risk Assessment Review & Renew
- Fire - Risk Assessments & Planning - Compartmentation Survey
- Fire - Risk Assessments & Planning - Stopping & Service Penetration Inspection

- Fire - Risk Assessments & Planning - Fire Alarm Zone Plan Update & Verification
- Fire - Risk Assessments & Planning - Personal Emergency Evacuation Plan (PEEP) Review
- Fire - Risk Assessments & Planning - Fire Logbook Review & Update
- Fire - Risk Assessments & Planning - Arson Risk Assessment & Perimeter Security Review
- Fire - Risk Assessments & Planning - Fire Safety Management Policy Review

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Users must ensure that all tasks are carried out in line with current legislation, manufacturer instructions, site-specific risk assessments, and organisational policies. Where necessary, professional advice should be sought from competent and accredited specialists — for example, fire risk assessors, water hygiene consultants, electrical engineers, gas safety contractors, or health and safety advisors.