



9. Fire - Risk Assessments & Planning - Fire Safety Management Policy 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 careful stewardship of the Fire Safety Management Policy ensures that all staff understand their roles and responsibilities in maintaining a safe environment. By keeping this foundational document current with the school's changing needs and personnel, you provide clarity and consistency in fire safety practices. Your commitment to this essential framework builds confidence in the school's safety systems and supports effective compliance across the entire organisation.

Task Summary

Best Practice: The Fire Safety Management Policy should be reviewed annually to ensure it reflects current roles, responsibilities, and procedures. This comprehensive review involves evaluating the policy's effectiveness, updating contact details and organisational structure, and ensuring procedures remain practical and current. In schools and colleges with frequent staffing changes and new cohorts, clarity in responsibilities is vital for consistent practice. The review includes checking that the policy aligns with current legislation, incorporating any changes to fire safety procedures, and ensuring all staff roles are clearly defined. The process includes updating the document, obtaining senior management approval, and communicating changes to staff. Evidence produced includes the signed policy document showing review and approval, detailed review notes documenting changes made and

rationale, and records of staff communication about updates.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires responsible persons to establish fire safety management systems
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on fire safety management
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on fire safety management systems
- **Management of Health and Safety at Work Regulations 1999:** Requires employers to establish health and safety management systems
- **The Education (Independent School Standards) Regulations 2014** (for independent schools): Requires adequate management systems for safety

Typical Frequency

The Fire Safety Management Policy should be reviewed annually, or sooner if there are significant changes to organisational structure, legislation, or fire safety procedures. In educational settings, annual reviews typically occur at the start of the academic year when staffing changes are most likely. However, more frequent reviews may be needed following legislative changes, significant incidents, or major organisational restructuring. Any changes to key personnel, building layout, or fire safety systems should trigger an immediate review regardless of the annual schedule.

Applicability

This task is recommended for all educational establishments required to maintain fire safety management systems, which is common in virtually all schools and colleges. It is particularly important in schools with complex organisational structures, those undergoing staff changes, or institutions with multiple sites. The task applies to all premises where fire safety responsibilities need to be clearly defined and communicated. While not statutory for all premises, it is essential best practice for ensuring effective fire safety management.

Responsible Persons

- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by facilities managers or fire safety officers who have received appropriate training in policy development and organisational management. Staff should be familiar with the school's structure and fire safety requirements.
- **Permit to Work:** No permit to work is typically required for this review task.

- **Delivery Model:** Normally completed in-house by senior facilities staff, with input from school leadership.

Key Considerations

- **Timing considerations:** Schedule reviews at the start of the academic year when staffing changes occur
- **Cost implications:** Minimal cost if completed in-house, though may involve staff communication
- **Resource requirements:** Access to current organisational structure and staff details
- **Potential disruption:** May require brief consultations with senior management
- **Risk assessment requirements:** Policy review should inform the overall fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure access to current Fire Safety Management Policy
- Confirm availability of senior management for approval
- Gather information about organisational changes and new procedures
- Review current legislation and best practice guidance

Tools & Materials

- Current Fire Safety Management Policy document
- Organisational structure charts and staff directories
- Recent fire safety incident reports and lessons learned
- Current legislation and guidance documents
- Policy review template and checklist

Method (Step-by-Step)

Phase A: Document Review and Preparation

1. Review current policy against current legislation and best practice
2. Identify any organisational changes affecting roles and responsibilities
3. Gather feedback from staff on policy effectiveness
4. Research any changes to fire safety procedures or requirements

Phase B: Policy Evaluation and Updates

1. Assess whether policy objectives remain relevant and achievable
2. Check that roles and responsibilities are clearly defined and current
3. Verify that procedures are practical and up-to-date
4. Ensure contact details and organisational structure are accurate
5. Review communication methods for policy dissemination

Phase C: Documentation and Approval

1. Update policy document with necessary changes
2. Document rationale for changes in review notes
3. Obtain senior management approval and signatures
4. Prepare communication plan for staff notification
5. File updated policy and distribute to relevant personnel

Measurements & Acceptance Criteria

- Policy must clearly define roles and responsibilities for all staff levels
- Procedures must be practical and aligned with current legislation
- Contact details must be current and accessible
- Policy must be approved by senior management

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 safety. Escalate concerns to senior management for urgent policy revision. Arrange staff training on updated procedures.

Reinstatement & Housekeeping

No reinstatement required as this is a documentation task. Ensure updated policy is distributed and previous versions archived.

Completion Checks

Verify that the policy has been reviewed and updated within the required timeframe. Confirm that all changes have senior management approval. Ensure relevant staff have received the updated document.

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:** Signed policy document and review notes documenting changes and rationale support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Failing to update contact details after staff changes, creating overly complex procedures, or not communicating changes effectively
- **Best practices for efficient completion:** Maintain electronic versions for easy updates, conduct reviews during quiet periods, and involve staff representatives
- **Pro tips for educational settings:** Link policy reviews to staff induction programs, use digital signatures for efficiency, and coordinate with other safety policies
- **Warning signs that indicate problems:** Staff confusion about responsibilities, outdated contact information, or procedures that don't match actual practice

Quick Reference Checklist

- Current policy document reviewed
- Organisational changes identified
- Roles and responsibilities evaluated
- Procedures assessed for practicality
- Policy updated with necessary changes
- Senior management approval obtained
- Updated policy distributed to staff
- 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 - Generic Emergency Evacuation Plan (GEEP) Review
- Fire - Risk Assessments & Planning - Fire Logbook Review & Update
- Fire - Risk Assessments & Planning - Arson Risk Assessment & Perimeter Security 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.