**Review of Fire Risk Assessments for Educational Premises**

You should regularly monitor your fire safety arrangements to ensure the risk is being effectively controlled. If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it.

**Reasons for review could include:**

* changes to work activities or the way that you organise them, including the introduction of new equipment (e.g. installation of computer equipment in a classroom)
* a change of use to part of your premises (e.g. a school hall for public performances)
* alterations to the building, including the internal layout
* substantial changes to furniture and fixings
* the introduction, change of use or increase in the storage of hazardous substances
* the failure of fire precautions, e.g. fire-detection systems and alarm systems,
* the installation of life safety sprinklers or ventilation systems
* significant changes to display material or location
* a significant increase in the number of people present, and
* the presence of people with some form of disability.

Whilst there is no fixed time to review an FRA if there are no changes whatsoever, it has become **best practice to do this** **on an annual basis, and we at Suffolk County Council suggest certainly no less frequently than every eighteen months.**

You should consider the potential risk of any significant change before it is introduced.

It is usually more effective to minimise a risk by, for example, ensuring adequate, appropriate storage space for an item before introducing it to your premises. Do not amend your assessment for every trivial change, but if a change introduces new hazards you should consider them and, if significant, do whatever you need to do to keep the risks under control. In any case you should keep your assessment under review to make sure that the precautions are still working effectively. You may want to re-examine the fire prevention and protection measures at the same time as your health and safety assessments. If a fire or ‘near miss’ occurs, this could indicate that your existing assessment may be inadequate, and you should carry out a re-assessment. It is good practice to identify the cause of any incident and then review and, if necessary, revise your fire risk assessment in the light of this.

Records of testing, maintenance and training etc. are useful aids in a review process. Once you have received your FRA from your competent person, the action plan MUST be carried out as per the recommended timescales.