



# Swimming Pool Emergency Action Plan

May 2025

## **Swimming Pool Emergency Action Plan**

### **Objective and Scope**

This plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The pool operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- Overcrowding.
- Disorderly behaviour.
- Lack of water clarity.
- Outbreak of fire or building evacuation.
- Bomb threat.
- Lighting failure.
- Adverse weather, thunder or lightning in an outdoor pool.
- Structural failure.
- Emission/spillage of toxic gases.
- Serious injury to a swimmer.
- Discovery of a casualty in the water.
- Release of bodily fluids.

The plan considers the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly, a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently, a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures must take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

### **Reference Documents**

#### **Internal**

- Pool hirers' Normal Operating Procedure.
- Plans of the building.
- Conditions of Swimming Pool Hire.
- Daily check sheet.
- Staff signing-in book.
- Pool training log/attendance register.
- Individual first aid register.

## External

- [HSG179 \(Health and Safety in Swimming Pools\).](#)
- [The Royal Life Saving Society UK \(RLSS UK\).](#)
- [Swim England - Swimming and Water Safety in Schools.](#)
- [Code of Practice - The Management and Treatment of Swimming Pool Water.](#)

## **Responsibility**

The person in control of the premises or other person in charge of swimming activities will ensure that:

- All staff are adequately trained in the procedures detailed hereafter.
- Notices are displayed to advise the public of the arrangements.
- Exit doors, signs and fire-fighting equipment are regularly checked and kept free from obstruction.
- All exit doors operate without the aid of a key whenever the premises are occupied.

The teacher will be responsible to take charge in the event of an emergency.

The Office Staff or deputy swimming supervisor will be responsible for summoning the emergency services in the event of an emergency.

In a school pool the teacher in charge of swimming or representative of the pool committee must ensure that, when the pool is let to an external user, the method of summoning the emergency services is at least as adequate as the school system, eg when the School Office is locked and not manned. **All supervisors must carry a mobile phone at all times in case of an emergency.**

## **Overcrowding**

Overcrowding should not occur if there is a system in place for controlling access, and the number of swimmers admitted does not exceed the maximum pool capacity (24 children). However, some areas of the pool may at times become overcrowded.

If this happens, the person in control of the group using the pool should disperse the grouping within the pool or ask some swimmers to leave the pool temporarily.

## **Disorderly Behaviour**

Any behaviour which is likely to cause a nuisance or is dangerous to others must be stopped immediately.

## **Lack of Water Clarity**

If the water becomes cloudy alert the person responsible for pool maintenance.

The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality - results must be recorded.

If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool, then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness (see also 'Adverse Weather').

## **Outbreak of Fire or Building Evacuation**

The arrangements in place to raise the alarm are as follows:

- The alarm sounds like a continuous bell.
- On hearing the alarm, the swimming supervisor blows their whistle to initiate an evacuation.
- The assembly point is on the school playing field.
- If the school is not open, a mobile phone must be used to call the fire service if a fire is suspected.
- See Fire Emergency Evacuation Plan (Appendix 1), also in the pool room.

Once the alarm has been raised, those on poolside will blow their whistles loudly and clearly to clear the pool as quickly as possible. Everyone should be directed to the nearest emergency exit, away from the source of the fire and to the evacuation point on the school playing field. Once at the assembly point the person responsible for the pool will check that all staff are present against the signing-in book or class register, and people in charge of groups using the pool will check that all their group members are present and correct.

## **Bomb Threat**

Should a telephone message be received that a bomb is in the building, the person taking the call should glean as much information as possible from the caller. Where/if possible, this should include:

- Location of the bomb.
- Time set to go off.
- Why it has been left.
- Any background noises on the telephone line.
- Accent of the caller.

As soon as the call is over, notify the person in charge of the pool.

The person in charge of the pool will inform all staff to turn off radios and phones, as these could inadvertently detonate a bomb.

The person in charge of the pool or the School Office will telephone the police and ask for their assistance.

A search of the building should be made looking for any suspicious objects or parcels. In liaison with the police, the School Office will decide whether to evacuate the building.

If the decision is made to evacuate, this will be in accordance with the fire procedure detailed above.

Once the building is evacuated, a thorough search will be made by the person in charge of the pool and the police.

No person will be allowed to enter the building until an all-clear has been given by emergency services/ person in charge.

As soon as possible after the incident the person in charge of the pool will be required to make a written statement. No statements will be made to the media or members of the public.

## **Lighting Failure**

If there is a power cut and the lighting therefore fails, the pool will be evacuated.

### **Adverse Weather, Thunder or Lightning in an Outdoor Pool**

If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately and all swimming ceased.

If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

### **Structural Failure**

Should a structural failure occur, or if danger is suspected from the building structure, blow the whistle and evacuate the pool.

Evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.

If the changing area lies within the structural failure area, children should be taken to a place that is secure and warm.

### **Emission/Spillage of Toxic Gas**

An emission of toxic gas would most likely come from the mixing of bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or because of an incorrect process used in the pool water disinfection system.

If evacuation of the pool is deemed necessary, children will be removed from the area to the main school or the school playing field.

If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing doors, if possible, to prevent the gases escaping other occupied areas. The person in charge of swimming should immediately be informed of the situation.

Should it be necessary to evacuate the building, the fire alarm should be activated according to the procedure detailed previously.

Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given.

The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the School Office or Head Teacher to initiate reporting.

### **Serious Injury to a Bather**

Call for the assistance of the supervisor or school staff either by using a 2-way radio or phone or blowing 3 blasts on a whistle.

Carry out appropriate first aid. In cases of serious injury, broken bones, or unconsciousness, the patient should not be moved until first aid has been given.

Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.

All cases of head injury should be treated as serious. An ambulance will be called by the person in charge and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the

casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

The person in charge will telephone for an ambulance and assist with first aid if necessary.

It is important that staff support casualties by speaking to them confidently and reassuringly.

All accidents to staff, pupils and hirers must be reported fully on the appropriate accident form kept in the first aid room or with the representative of the pool committee.

Accidents and dangerous occurrences reportable to the Health and Safety Executive will be reported.

### **Discovery of a Casualty in the Water**

Before entering the water to recover a casualty, attract the attention of a supervisor/rescuer or initiate the emergency evacuation signal.

If possible, place the 2-way radio or mobile phone on the poolside.

As soon as the alarm is activated, support staff implement a back-up action; this needs to be detailed to say who does what. Someone will need to find out the nature of the emergency and will need to instruct an ambulance to be called.

The rescuer is to find out the nature of the emergency and instruct an ambulance to be called by the swimming supervisor or deputy supervisor. Other adults are to remove all other people from the area and call for extra support if possible.

Enter the water in a safe manner and land the casualty at the most suitable landing point. If a spinal cord injury is suspected, the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.

If breathing has ceased, commence expired air resuscitation (EAR) immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The person in charge will arrange for an ambulance to be called. Continue EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. A colleague/adult should get the defibrillator (AED) from by the back door. Patients who have been resuscitated should be placed in the recovery position if still unconscious or continually monitored and treated for shock until the ambulance arrives.

If the heart has stopped beating, commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.

Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues. If necessary to ensure safety, the pool should be cleared.

Other swimming staff must clear the swimming pool and vacate the area.

Staff should ensure that the area is vacated so that a crowd does not gather around the casualty.

One member of staff will be designated to meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the emergency exit doors adjacent to the location of the incident.

As soon as possible after the incident, all staff involved will be required to make a written statement.

No statements shall be made to the press or other members of the public.

### **Removal of a Casualty with a Suspected Spinal Injury**

This should only be ever undertaken by an appropriately trained/qualified person.

### **Dealing with Bodily Fluids**

The following are circumstances in which pool staff should take immediate action:

#### Diarrhoea

If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected, then the pool should be immediately closed to bathers.

The person in charge of swimming will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

A flocculent will be added to the pool water treatment system prior to the filters if a medium rate filter is in use.

The pool will remain closed for the duration of 6 turnover cycles, normally a minimum of 24 hours, then the filters are backwashed and, having established that free chlorine levels are within the appropriate range, the pool will be reopened.

#### Solid Stools

If the presence of these is spotted by pool or teaching staff or are reported by customers/pupils they should be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet.

After their retrieval, the person in charge of pool maintenance should be informed and will immediately carry out a water test to establish that free chlorine level and other plant operation aspects are within the recommended ranges.

#### Blood and Vomit

If substantial amounts of blood and vomit enter the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant equating to 10ppm Hypochlorite should be washed over the area.

The cloths used for this purpose should immediately be safely disposed of.

## Appendix 1

### Long Sutton C of E Primary School Fire Emergency Evacuation Plan (July 2024)

This emergency plan has been developed following fire risk assessments of the relevant building.

The purpose of the plan is:

- To ensure the safety of all persons in the event of a fire.
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.
- To ensure adherence to official guidance and related standards.

Copies of the emergency plan will be made available to any person on request.

Copies of the building Fire Risk Assessment is kept by the school and available for inspection by the Fire Service and building occupants.

1. Address of the premises to which this Fire Emergency Plan relates	Long Sutton C of E Primary School, Martock Road, Long Sutton, TA10 9NT Telephone: (01458) 241434
2. Use of the premises	Four-class primary school plus pre-school.
3. Responsible person	The Head Teacher, Mrs Lizzie Reynolds, has overall responsibility of the school building.
4. Other management responsibilities for fire safety	The Head Teacher, caretaker and nominated fire marshals are responsible for overseeing the fire safety arrangements in the building. Telephone: (01458) 241434
5. Fire warning arrangements	An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the building. Plans are held within the school of the alarm provider Coomber. Telephone: (01823) 282888 (or, out of hours: 07764 532822) The fire alarm panel is located in corridor along from the main door, just after the second passageway to the toilets. It is on the wall. <b>The general alarm signal is clearly audible throughout the premises.</b>
6. Action in the event of a fire	<b>On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. Call points are located at all external exit doors.</b> <b>On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency exit route and proceed to the Assembly Point and detailed on the Fire Action Notices.</b> Persons evacuating must: <ul style="list-style-type: none"><li>• <b>obey the fire marshals instructions</b></li><li>• <b>ensure others in the vicinity also evacuate</b></li><li>• <b>assist any person who needs help, if safe to do so</b></li><li>• <b>not stop to collect any personal belongings</b></li><li>• <b>not use the lift</b></li><li>• <b>proceed directly to the Assembly Point</b> (location is detailed</li></ul>



	<p>on the Fire Action Notice at each alarm call point)</p> <ul style="list-style-type: none"> <li>• <b>remain there until officially instructed otherwise</b></li> <li>• <b>the Office Staff will bring the 'Grab Bag' out; this is kept in the office</b></li> </ul> <p>The Office Staff will telephone the Fire Service in accordance with local procedures.</p> <p>All other staff are aware of procedures in the event of staff absence. The fire files, telephone numbers, passcodes and records are held in the School Office or Head Teacher's Office.</p>
7. Emergency escape routes	<p>Emergency escape routes are clearly signed and are kept immediately available and unobstructed at all times.</p> <p><b>All users of the building should ensure that they are fully aware of both obvious/familiar <u>and</u> alternative escape routes.</b></p>
8. Arrangements for fighting fires	<p>Fire-fighting equipment is provided and maintained.</p> <p><b>Persons without specific training are not expected to fight a fire but all occupants should familiarise themselves with the location and basic operating of the equipment in case they need to use it (ie only in order to escape, if cut off by fire).</b></p> <p><b>Fire Marshals are nominated and trained to use the fire-fighting equipment provided.</b></p> <p><b><u>FIRE MARSHALS</u></b></p> <p>Names: Lizzie Reynolds, Clare Cole, Emily Bowditch, Julie Moseley, Margaret Cornthwaite, Victoria Gould</p>
9. Procedures for evacuation and liaising with the fire service	<p>The Office Staff will:</p> <ul style="list-style-type: none"> <li>• check the alarm panel and confirm if fire/smoke has been detected</li> <li>• direct fire marshals as necessary</li> <li>• direct evacuation persons away, towards the assembly point</li> <li>• call the fire service</li> <li>• meet and direct the fire service</li> <li>• collate information from fire marshals to complete a successful evacuation of the premises</li> </ul> <p>All classes to evacuate to the assembly point on the field beyond the by the playrun.</p> <p>Class adult to take register out with them.</p> <p>Evacuation instructions are displayed in all classes.</p> <p>Children are to be checked by the class teacher and the fire register held in the air once all are accounted for. Keep children still and quiet in class groups and await further instructions from the Head Teacher or in her absence, the Senior Leader on site.</p> <p>If an alternative assembly point is required, fire marshals will notify all staff on exit.</p> <p>The following information will be required for the Fire Service:</p> <ul style="list-style-type: none"> <li>• whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked</li> </ul>

	<ul style="list-style-type: none"> <li>any dangerous substances stored in the building that could ignite (see attached plan)</li> <li>where the fire is thought to be located, and the best route to get to any trapped persons</li> </ul>
10. Other key responsibilities in the event of a fire	<p>Nominated fire marshals are provided (Section 8).</p> <p>Records are held of all nominated persons and training.</p> <p>In an evacuation, adequate fire marshals are available for the following, under the direction of the senior member of staff:</p> <ul style="list-style-type: none"> <li>checking that each designated area is clear of all personnel and closing doors if safe to do so</li> <li>directing evacuation persons to the assembly point</li> <li>reporting each area clear</li> <li>preventing persons from entering/re-entering the building</li> <li>attacking small fires with firefighting equipment if trained and safe to do so</li> <li>conducting regular fire safety inspections of their area and reporting any results</li> </ul> <p>All staff have a responsibility to ensuring that all persons present evacuate safely to the final assembly point and for reporting that their area is clear. Fire Marshals will check all areas in the building.</p> <p>All evacuations are recorded.</p>
11. Persons who are especially at risk	<p>Fire risk assessments have determined that no persons are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this plan and the fire risk assessment for the building are fully implemented and maintained.</p> <p>At certain times young persons with extra needs may be present. Fire evacuation plans are completed for all SEN children that need additional support with an evacuation.</p> <p>These are held by the class teacher and a copy is kept by the SENCO and in the fire folder.</p>
12. Special arrangements for disabled, young and elderly persons evacuation	<p>School staff will assist any disabled visitors or staff from the building during a fire evacuation.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating should ask to see a copy of the Fire Evacuation Plan. Arrangements for the safe evacuation of persons with disabilities is as follows:</p> <ul style="list-style-type: none"> <li>all persons are provided with comprehensive information (this plan)</li> <li>visitors with disabilities should make themselves known to Reception where they will receive guidance on what to do in an evacuation</li> <li>regular users of the building are consulted and their needs discussed and assessed. Individual Personal Emergency Evacuation Plans will be agree, documented and implemented.</li> <li>all students with additional needs have PEEPS agreed and implemented by the SENCO.</li> </ul>

<p>13. Presence of visitors, contractors, service providers, etc</p>	<p>Building contractors and other external contractors/visitors (members of the public) may be present at times.</p> <p>Where planned events exceed the normal conditions, arrangements for evacuation will be assessed and appropriate provisions made.</p> <p>All contractors must agree to the fire safety arrangements and are adequately informed and instructed that Safe Systems of Work are adhered to throughout. Any dangerous substances present must be declared with the exact location to the appropriate person.</p>
<p>14. Shutdown/isolation of critical machines, appliances, power supplies etc in the event of a fire</p>	<p>The lunchtime staff will shut down kitchen equipment at the emergency cut-off switches in the kitchen and confirm the area clear, if safe to do so, before leaving.</p>
<p>15. Specific arrangements, if necessary, for high risk area of the workplace and dangerous substances</p>	<p>No areas of the school building are considered a high fire risk.</p> <p>Small quantities of various cleaning substances may be present in the relevant areas, caretaker and cleaning cupboards. No significantly dangerous substances are normally present.</p> <p>Some swimming pool chemicals are kept in the pool room. The chlorine is kept separate in a locked fire proof cabinet in the pool room.</p> <p>If any dangerous substances are brought onto site by contractors the following details must be supplied:</p> <ul style="list-style-type: none"> <li>• chemical identity/trade name</li> <li>• quantity</li> <li>• location</li> <li>• brief details of use and storage</li> <li>• Material Data Sheet</li> </ul> <p>The person concerned must report when the substance has been removed.</p>
<p>16. Arrangements for an Emergency Plan to be used by a hirer of the school building</p>	<p>The school will ensure that:</p> <ul style="list-style-type: none"> <li>• procedures are in place to ensure that this plan, together with appropriate information will be made available to any person or organisation hiring or using the premises</li> <li>• any activity not adequately addressed by the current Fire Risk Assessment will be controlled, assessed and planned for in advance of the event</li> <li>• arrangements for persons with additional needs will also be addressed as in Section 12</li> <li>• fire evacuation information is part of the pool hire info</li> </ul>
<p>17. Contingency Plan for when life safety systems (fire detection, emergency lighting) are out of order</p>	<p>In the event of temporary disablement of any of the critical systems, arrangements will be in place to assess and ensure that an adequate level of protection is maintained to meet risk levels.</p> <p>The Head Teacher and Office Staff are responsible for ensuring that planned temporary disablements (eg building work) are risk assessed and authorised in advance, monitored and minimised in extent and duration.</p> <p><b>The megaphone will be used if the alarm is out of action. This is kept in the School Office.</b></p>

18. Fire information and instruction - staff, students and visitors	<p>Information and instruction is conveyed to staff and visitors by the following means:</p> <ul style="list-style-type: none"> <li>• Fire Action Notices</li> <li>• induction talks with new staff</li> <li>• specific communication with visiting organisations etc</li> </ul> <p>The Fire Emergency Evacuation Plan is available from the School Office.</p>
19. Fire training programme - all staff	<p>Local information, instruction and training is based on the arrangements detailed in this Fire Emergency Evacuation Plan and includes the following:</p> <ul style="list-style-type: none"> <li>• the action to be taken on discovering a fire</li> <li>• the action taken when the fire alarm sounds</li> <li>• familiarisation with the means of escape from the premises</li> <li>• other relevant information in the plan such as fire marshals, persons in need of assistance, safe shut down of equipment</li> <li>• the location of the assembly point</li> <li>• appreciation of the use of fire resistant doors and of the need to close all doors where possible in the event of a fire</li> <li>• the location of fire-fighting equipment</li> <li>• local fire safety awareness and prevention</li> </ul> <p>Fire drills and practised each half term. Issues following these are addressed as priorities.</p>
20. Fire training programme - nominated staff	<p>As above and additionally as follows:</p> <ul style="list-style-type: none"> <li>• users of fire-fighting equipment will be trained as necessary and undertake refresher training on a regular basis as advised</li> <li>• local briefing on their duties and arrangements for evacuation/clearing of areas - updated annually or following changes to staff</li> <li>• Personal Emergency Evacuation Plans in place for those who need them</li> <li>• fire plan distributed to all staff</li> <li>• refresher training is carried out every 3 years; level of cover is addressed annually or following changes to staffing; training is booked where necessary</li> </ul>
21. Fire safety systems	<p>All access controlled doors and gates are linked to the fire alarm system and release automatically on activation.</p>
22. Fire safety arrangements - drawings and plans	<p>Locations of the following fire safety features are indicated on the accompanying plans:</p> <ul style="list-style-type: none"> <li>• fire extinguishers</li> <li>• manually-operated fire alarm call points</li> <li>• electrical supply intake, main water shut off point and main gas shut-off valve</li> </ul>

### **Fire Safety Records**

Records relating to fire safety precautions are kept in the school office in the main reception area. These can be made available for inspection by any officer of the fire authority.

Inspection, testing and maintenance are recorded for the following:

- Alarms and smoke detectors
- Fire extinguishers
- Emergency lighting
- Fire drills

Records include:

- Date of inspection
- Any defects reported
- Date that defects were corrected

Fire records are now kept on CIVCA.

### **Escape Routes**

Escape routes (corridors, stairways, walkways etc) and exits are sited as shown on the plan. All escape routes must be kept clear from:

- Potential sources of ignition
- Combustible materials
- Obstructions and hazards
- Holding open designated fire doors, unless by a fire alarm released device

### **Fire Alarm System**

The fire alarm panel is checked on a daily basis to see that it indicates normal operation, any faults are reported and remedial action is taken without delay.

Testing and maintenance is carried out quarterly by Coomber.

### **Emergency Lighting**

All escape routes are adequately lit when the premises are in use. External lighting switches on when there is insufficient daylight or individual lights may be operated by an internal switch by the exit door.

The emergency lighting system utilises self-contained battery luminaires, trickle charged by the main electrical supply coming into operation on failure of mains lighting. Full testing and maintenance is carried out annually or sooner if required.

### **Fire-Fighting Equipment**

Fire-fighting equipment is distributed throughout the building. All extinguishers are sited on wall brackets with the base at a suitable height for use by occupants of the school. These are permanent fire points in the building.

Servicing is undertaken annually by a registered company.

A suitable number of staff appropriate to the size of the school have been trained.

### **Fire Safety Inspections and Risk Assessments**

All staff are encouraged to maintain awareness and check for fire defects and deficiencies. The Caretaker undertakes weekly checks of the fire alarm and extinguishers, ensuring that all fire-fighting equipment is present and fully operational. All checks are recorded.

Daily checks of doors are carried out. Any obstructions to walkways, corridors and exit doors are removed.

A note of any actions and the date of completion is recorded.

A full fire risk assessment is completed every year or in the event of any significant changes.