



Long Lane Primary School Arson Prevention Policy

Date	Description
16 th November 2016	Agreed by Operations

Review Schedule	3 Years
Next Review	November 2019

Aims

It is the aim of the Governing Body and Staff of this school to minimise the risk of arson, both during and outside school hours, which may result in personal injury or damage to school property.

We will

- Deter unauthorised entry on to the site
- Deter unauthorised entry into the building
- Minimise the opportunity for an offender to start a fire
- Minimise the potential for fire damage

Responsibility

The Headteacher is responsible for

- Taking all reasonable precautions to minimise the risk of arson occurring and its effect on staff, pupils, parents, visitors and contractors.
- Ensuring that all information relating to arson prevention at the school is disseminated to all staff.
- Appointing a Competent Person to help implement this policy.

The Competent Person is responsible for

- Carrying out regular checks to ensure that the risk of arson is kept to a minimum and reporting to the Headteacher.

All Staff are responsible for

- Identifying potential problems and either take action to resolve the problem, or bring it to the attention of the Headteacher.
- Communicating any concerns or observations regarding arson to the Headteacher.

Procedures

1. Good Housekeeping

- All rubbish shall be kept secured within the premises until it is removed to the external collection point.
- Waste (of any description) shall not be allowed to accumulate in public or private areas. Waste is removed at least once in any 24 hour period to the external waste collection point.
- External rubbish collection points shall not be located on external walls of buildings where they could pose a threat, if ignited, to the building or its occupants.
- External rubbish stores or bins should be locked and not easily accessed by third parties and be located a safe distance away from the building.
- All equipment not in use shall be stored away from public access areas.
- Flammable liquids shall be kept in a secure location when not in use.
- Areas where there is continual use by visitors / members of the public, staff should be vigilant and monitor levels of housekeeping.

2. Restriction of Entry

- 2.1. Members of staff must be alert to identifying strangers in their work environments.
- 2.2. If someone is seen that is not known to staff and are not wearing an appropriate badge (employee, visitor or contractors badge) they must be challenged.
- 2.3. Other measures in force are:-
 - A restricted access system as far as is possible.
 - Keypad codes to be changed every year.
 - Booking in system for visitors / contractors.
 - Ensure, as far as possible, that all areas that the public are not allowed access to are secured.
 - Check to ensure everyone who has entered the building has left on the conclusion of their business.
 - Challenge anyone acting suspiciously, without putting themselves at risk.

3. Fire Hazards – Staff Access

- 3.1. Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times, fire hazard rooms include:-
 - Cleaners stores/cupboards
 - Store rooms
 - Kitchens

4. Fire Hazard Areas – Specialist Access

4.1. Only Facilities staff and authorised contractors are to have access to the following areas:-

- Electrical intake rooms or cupboards
- Boiler rooms
- Main gas intake rooms
- Caretaker's room
- Any confined spaces – roof-spaces, ducts or voids etc
- Flammable liquid stores

4.2. Closedown Procedure

4.3. The following closedown procedure shall be observed:-

- Check all rooms and public areas close all windows and doors
- Switch off all unnecessary electrical appliances
- Complete a physical search of each room in that area, include toilets, kitchens etc. (do not lock in an arsonist!)
- Switch off all lights (Automatic)
- After completing the above, switch on the security alarm (if appropriate) and secure the external door.

4.4. Reporting

4.5. If you believe there is a risk of arson, report it to the Responsible Person, speak to your manager, and complete an entry on to Web risk Accident/Incident System as a near miss.

4.6. If there has been an incident of Arson then this must be reported on to the Web risk

4.7. Accident/Incident System as soon as possible as an incident of Fire.

5. Links to Other Policies

5.1. This policy must be read in conjunction with the following Corporate policies, procedures and with any local procedures:-

- Fire Safety Logbook and Emergency Plan
- Fire Safety Policy
- Accident/incident Reporting Policy and Procedure
- Security Policy
- Risk Assessment Policy