



ARSON POLICY

Action Plan Process:

The prevention of arson attacks falls into a logical process:

1. Deter unauthorised entry onto the site:

- Discourage unauthorised entry onto the site by delineating where practicable the boundary of the school by use of a robust fence and/or fence
- Ensure the school is adequately lit externally during the hours of darkness
- Check all gates closed,

2. Prevent unauthorised entry into the building:

- The weakest points of entry into the school are the windows and doors. Their vulnerability needs to be regularly reviewed and replaced as considered necessary
- Ensure all external doors are fitted with approved locks and secured immediately the building is vacated
- Ensure door frame construction is sound and of good quality
- Check all external glazing for damage both on security and safety grounds
- With the school being used out of normal hours and opening the premises to a wider public, it is imperative that access to the other parts of the school is limited
- Make regular checks of areas where there are flat roofs to ensure there are no breaches of security

3. Reduce the opportunity for an offender to start a fire:

- Take every opportunity to eliminate combustible material on the outside of the building
- Refuse/ recycling bins to be placed in a secure compound or alternatively secured by padlock and chain *as far as possible* from the school building to prevent them being moved against the building. Ensure regular collections of such materials
- Sheds and other external buildings to be locked and sited *as far as possible* away from the school

- Ensure that any waste bins are not fixed to walls or under roofs constructed of combustible materials, but secured to the ground away from the school building
- Avoid placing combustible materials on window sills as a common method of attack is to break a window and set fire to combustibles within reach

4. Reduce the scope for potential fire damage:

- Ensure that children do not bring cigarette lighters and matches into the school
- Teachers to be aware of the danger of children being unsupervised in cloakrooms and corridors
- Keep all matches when not in use securely out of the reach of the children and opportunist vandals
- Ensure that all external doors and windows have been locked once the school has been vacated at the end of the day – Cleaner in Charge initially then last person to leave
- Ensure that contractors working on site have limited access to the whole building wherever possible
- Consider the preparation of a disaster recovery plan

Policy Reviewed & Approved (Bi Annual Review)
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Remedial Action Plan:

A number of the items identified will easily be resolved by good housekeeping whilst others may require financial expenditure to reduce the risk Those significant items noted as part of the Action plan Process that require expenditure should be ranked according to the risk identified and rectified as soon as possible.

The 'Action Plan Process' and Vulnerability Assessment should be reviewed and action/completed each term.

Appendix 2 attached is the form to use for the actual site check that is to be undertaken each term and Appendix 3 the form to prioritise and control when items noted requiring action are completed.

APPENDIX 1 Vulnerability Assessment:

A	RISK FACTORS	YES	NO
1	Is your school system – built, with extensive use of lightweight materials or timber construction?	R	X
2	Is combustible waste regularly removed from school premises and placed in a secure bin store away from the main school building?	X	R
3	Are there any serious crime problems in the locality of your school?	R	X
4	Are all parts of the school perimeter observed easily by surrounding houses?		R 1X
5	Have you suffered more than 2 arson attacks in the past 3 years?	R	X
6	Have you suffered more than 10 incidents of vandalism in the past 12 month?	R	X
7	Have you experienced more than 5 incidences of theft or break – ins during the last 12 month?	R	X
8	Is the school site easily accessible to public access, and is trespass a problem?	R	X
9	Is the external perimeter at the school (doors/windows/roofs) vulnerable to intruders?	R	X
10	Are the management and staff at the school aware of the need of effective visitor monitoring, key security and locking procedures?	X	R
	Score		1
	‘A’ Score only the answers marked with an R for risk with a 1		

APPENDIX 1 Vulnerability Assessment (continued):

B	RISK FACTORS	YES	NO
1	Is your school fitted with an automatic sprinkler or fire detection system linked to the fire service?	R	X
2	Is your school fitted with an intruder alarm with a monitored link to an alarm receiving station?	R	X
3	Is the school perimeter and grounds monitored by a Closed circuit TV system?	R	X
4	Are all parts of the school perimeter observed easily by surrounding houses?	R	X
5	Are the school premises regularly patrolled by an external security service, with communication links to a central monitoring station?	R	X
	Score 'B' Score only the answers marked with an R for risk with a 1	1	
	OVERALL SCORE (A-B)	0	

A score of 6 or more indicates the school may be vulnerable to an arson attack. Seek advice on preventative strategies from your local authority, Fire Service, Police or Insurance Company.

APPENDIX 2 School Site Check:

Date check undertaken:

	List of items noted that require attention
1	Ensure all gates are locked at night to prevent access to school site
2	
3	
4	
5	
6	
7	
8	

Any other comments:

APPENDIX 3 Remedial Action Plan Prioritised:

The following Action Plan lists significant issues only, and is to focus on any weaknesses in the schools Arson Policy. This is to reduce the risk of arson to an acceptable level.

	Item requiring remedial action		Target Dates:	Actual Dates:
1				
2				
3				
4				
5				
6				
7				
8				

Policy produced using extracts from the Arson Prevention Bureau's publication 'How to Combat Arson in Schools'