

## ARSON PREVENTION CHECKLIST

The questions in the checklist are addressed primarily to those responsible for day-to-day management of premises, e.g. Headteachers, Premises Managers, Bursars, Site Managers/Supervisors and Caretakers. Whilst the checklist will address the majority of issues for consideration, not all questions will be relevant for all premises and it may need to be adapted for specific locations or situations.



MANAGEMENT STRATEGIES	Yes	No	N/A	Comments / Action
Is there any history or evidence of fires being started deliberately on the premises?				
Are you in contact with the County Councils Fire Officer, Fire Service Fire Protection Officer and the police Crime Prevention Officer? Is their advice sought and implemented as far as possible?				
Have you discussed any problems you can foresee in implementing their advice with the officers?				
Are all employees aware of fire and security problems, the protective strategies which are adopted to counter them and the contributions which they can make?				
Do you have a procedure to ensure that all fires are reported, investigated and recorded?				
Do you know what hazardous materials are kept on the premises and do you keep them only in reasonable quantities?				
Are chemicals (including gases) and highly flammable materials, kept locked away in properly designed secure stores?				
Is the store kept locked at all times and the keys held by a responsible person?				
Are there arrangements to limit waste paper and other combustible materials in which a fire can be started?				

PRECAUTIONS AGAINST HAZARDS	Yes	No	N/A	Comments / Action
<b>Outside the building:</b>				
Is combustible waste placed in a secure bin store away from the building?				
Is the space under raised huts/mobile classrooms protected against accumulation of litter / dry vegetation?				
Are advance arrangements made for reception of stores deliveries and for goods to be put into store without delay?				
Are there any openings through which burning materials could be put?				
Are any windows, doors of buildings vulnerable to external fire?				
Are windows (even those protected by bars) kept closed in unoccupied parts of the building?				
Are windows kept in good repair and are breakages quickly dealt with?				
Are letterboxes protected on the inside with sheet metal boxes?				
Are doors in good repair and without gaps through which burning paper could be pushed?				
Are fuel tanks kept in secure enclosures with locked valves?				
Is there easy access onto roofs via drainpipes, walls / fences, outbuildings etc?				
If present, are perimeter fences / gates secured and provide an adequate deterrence?				
Are outbuildings secured?				
Is the site easily accessible by the public and trespass a problem?				

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<b>Inside the building:</b>				
Is there an automatic fire detection or sprinkler system?				
If so, is it linked to the Fire Service?				
Does the fire alarm sound at a point from which action can be safely taken?				
Do employees, particularly the caretaker / site supervisor, know what action to take if the fire alarm sounds?				
Are the necessary arrangements made to ensure that the fire alarm system is quickly reset after operation?				
Is the fire alarm system properly maintained and tested?				
Is there an intruder alarm with a monitored link to an alarm receiving station?				
<b>PRECAUTIONS AGAINST HAZARDS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action</b>
<b>End of the working day / closing the building:</b>				
Do employees ensure that work / classroom materials are put away tidily?				
Is valuable equipment and cash secured?				
Are electrical appliances and equipment including that in craft rooms, workshops, kitchens and offices disconnected from the supply?				
Are windows and doors closed and locked to deter intruders and restrict the spread of fire within the building?				
Are all rooms, including toilets, checked for intruders?				
<b>PRECAUTIONS AGAINST HAZARDS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action</b>

<b>End of the working day / closing the building:</b>				
Are heating, lighting and ventilation services etc. shut down as far as practicable? (Note that some lighting may be needed for security reasons).				
Is rubbish collected and removed to a safe place at the end of each day?				
If present, are the fire and/or intruder alarms set?				
If present, is external lighting and / or CCTV working?				
Are the gates to the premises locked shut?				
<b>PRECAUTIONS AGAINST HAZARDS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action</b>
<b>Outside normal operational hours:</b>				
Is the building open to the local community outside of normal operational hours?				
Is there a problem of unauthorised / forced entry to the site?				
Is there a telephone readily available to authorised users of the premises outside normal operational hours?				
Are people using the premises briefed about fire precautions and locking up the building when they leave?				
Without blocking escape routes, are people locked out of parts of the building they have no need to enter?				
Do caretakers / cleaners understand the fire risks of rubbish and of cleaning materials?				