

EAST SUSSEX FIRE AND RESCUE SERVICE

ARSON REDUCTION TEAM

ARSON RISK AUDIT (SCHOOLS) – FORM 3

School:

Address:

Post Code:

Tel:

Fax:

Email:

School Representative:

Audit carried out by:

Date:

Introduction

This form is to be completed by the joint East Sussex Fire and Rescue Service, and Sussex Police, Audit Team.

It is to be used in conjunction with the findings on Form 1, and the summary of findings on Form 2, as identified by the school prior to the joint audit visit.

Findings, suggestions and goodwill advice can be verbally given to the school representative at the time of the visit but summarised later in a written report.

1 Locality

- a. Is there a recent history, or evidence of crime, vandalism, delinquency, arson or other anti-social behaviour in the area?

Y / N

- b. Are there signs of graffiti, small fires or minor vandalism nearby?

Y / N

- c. Do groups of young people gather in the close proximity of the school outside of school hours?

Y / N

- d. Has there been evidence recently of unauthorised entry of persons into the premises or into the school grounds?

Y / N

- e. Is the site mainly overlooked by residents or passers-by?

Y / N

- f. Is there a Neighbourhood Watch Scheme or similar crime prevention initiative operating in the area?

Y / N

- g. Has the school had a history of, or experiencing now, deliberately started fire incidents?

Y / N

- h. Are there any pupils (past or present) who are known to have been involved in firesetting activities outside of school?

Y / N

- i. Is there any other reason that, because of the locality, position, neighbourhood or pupil population, puts the school at particular risk from an arson attack or deliberate firesetting?

Y / N

OVERALL ASSESSMENT OF LOCALITY SCHOOL POPULATION AND HISTORY:

2 School Management

- a. Is the risk of arson included in the School's Fire Safety Policy and Disaster Recovery Plan?

Y / N

- b. Has the risk of arson been considered in the Health and Safety and /or Fire Precautions (Workplace) Risk Assessments?

Y / N

- c. Has a member/s of staff been nominated to have responsibility for Fire Safety?

Y / N

- d. Is the Governing Body aware of the national problem of arson in schools and kept informed of local preventative measures that have, or need, to be taken?

Y / N

- e. Is, (or would), information about deliberate firesetting incidents or a specific concern about arson be communicated to parents and school neighbours in an effort to seek assistance?

Y / N

ARE THE NECESSARY SCHOOL MANAGEMENT FIRE SAFETY SYSTEMS IN PLACE TO MEANINGFUL REDUCE THE RISK OF ARSON?

3 Training and Awareness

- a. Is the risk of arson and preventative measures included in the Fire Training for all staff?

Y / N

- b. Are the dangers and consequences of deliberately started fires included in the school's curriculum?

Y / N

- c. Are regular Fire Evacuation Drills carried out and recorded?

Y / N

IS THE LEVEL OF AWARENESS OF ALL STAFF AND PUPILS APPROPRIATE TO THE SCHOOL'S RISK?

--

6.

4 Building Construction

- a. Are the main buildings of brick, concrete or other substantially Fire Resistant construction?

Y / N

- b. Are any of the school buildings, (temporary or permanent), of wooden or other lightweight construction?

Y / N

- c. Are any of 4 (b) in close proximity or linked to, or form a link between, the main buildings?

Y / N

TO WHAT EXTENT DOES THE BUILDING CONSTRUCTION INCREASE THE RISK OR CONSEQUENCE OF AN ARSON ATTACK?

DO ANY OUTBUILDINGS PRESENT A SIGNIFICANT RISK TO THE MAIN BUILDING OR POTENTIAL HIGH VALUE LOSS OR DANGER?

7.

5 Access onto site and into buildings

- a. Is there an effective Entry Control System in operation which prevents unauthorised persons entering the site and building?

Y / N

DOES THIS SYSTEM ALSO PREVENT UNCONTROLLED EXIT FROM THE BUILDING OR SITE?

- b. Does the site have a continuous perimeter fence at least 2 metres high, of such design, with locked or controlled access points, and in sound condition, which would make unauthorised entry difficult?

Y / N

- c. If not 5 (b), does the site have a continuous perimeter fence of less than 2 metres high, but of such design that still makes unauthorised difficult and with adequate signage clearly infers 'no right of access'?

Y / N

- d. Are any of the school buildings, outbuildings or structures not protected by a security fence?

Y / N

IS THE PROVISION OF PERIMETER FENCING APPROPRIATE TO THE ASSESSED RISK?

8.

- e. Is the site protected from intruders by:

Y / N

Y / N

Y / N

Y / N

Y / N

Y / N

Manned Security on site
Frequent Security Patrols

CCTV (external)

CCTV (internal)

Perimeter Fence Alarm

Intruder Deterrent Warning Signs

ARE ANY OF THE ABOVE (5 (e)) APPROPRIATE OR NECESSARY FOR THE ASSESSED RISK?

f. Is the whole site well lit at night and/or security lighting installed?

Y / N

g. Are there any concealed areas in or around the site in which intruders could work unnoticed?

Y / N

9.

h. Are external doors, windows and roof lights in good sound condition and secured with catches and locks?

Y / N

ARE FRAMES AND PANELS IN SOUND CONDITION AND OF SUFFICIENT DESIGN AND INTEGRITY TO RESIST A BREAK –IN ATTEMPT?

ARE DOORS AND WINDOW LOCKS AND CATCHES TO APPROVED STANDARDS AND IN GOOD WORKING ORDER?

IS THE GLAZING, ESPECIALLY AT GROUND LEVEL, 6mm LAMINATED OR WIRED GLASS, AND WHERE CONSIDERED VULNERABLE, HAVE PROTECTIVE GRILLES OR BARS?

HAVE MEASURES BEEN TAKEN TO PREVENT UNAUTHORISED ACCESS ONTO FLAT ROOF AREAS IN ORDER TO GAIN ENTRY THROUGH WINDOWS OR ROOF LIGHTS? I.E. LADDERS, BINS, DRAIN PIPES.

- i. Is all, or part of, the main school building protected by an intruder alarm system?

Y / N

IS THE SYSTEM A 'TYPE A', BACK INDICATED TO A REMOTE CONTROL CENTRE OPERATING TO BS5979 AND INITIATING AN IMMEDIATE POLICE RESPONSE, OR A 'TYPE B' WHICH JUST SOUNDS A LOCAL ALARM OR AUTOMATIC TELEPHONE DIALLING MESSAGE.

10.

6 Preventative Measures and Procedures

- a. Is there any combustible material or flammable liquids around the outside of the school, in the form of stock or waste, that could assist an arsonist?

Y / N

ARE STOCKS OF FLAMMABLE LIQUIDS, FUELS AND COMPRESSED GAS CYLINDERS KEPT TO A MINIMUM AND STORED IN SECURE CONTAINERS OR VENTILATED STORES OF SUITABLE CONSTRUCTION?

ARE ANY COMBUSTIBLE MATERIALS OR EQUIPMENT STORED AROUND THE BUILDING OR IN CLOSE PROXIMITY TO THE PERIMETER FENCE?

ARE SALT BINS, WASTE/RUBBISH OR RECYCLING FACILITIES SECURE, IMMOVEABLE AND SITED AT LEAST 8 METRES AWAY FROM BUILDINGS (OR IN A POSITION OR SITE OR OF SUCH CONSTRUCTION THAT, IF THEY WERE SET ON FIRE, IT WOULD NOT READILY AFFECT THE BUILDINGS, OTHER FACILITIES OR ESCAPE ROUTES) ?

ARE WASTE AND RECYCLING FACILITIES GENERALLY OF ADEQUATE SIZE AND REGULARLY EMPTIED?

- b. Are stock cupboards and storage areas for flammable liquids within the school kept locked ?

Y / N

HAS SPECIAL ATTENTION BEEN GIVEN TO THE SECURITY AND STORAGE OF SUBSTANCES AND MATERIALS IN HIGH FIRE LOADING OR RISK AREAS SUCH AS LABORATORIES, WORKSHOPS, ART/DESIGN ROOMS, KITCHENS, CLEANING STORES, BOILER ROOMS AND GAS/ELECTRICITY INTAKES?

11.

ARE WASTE/LITTER BINS, BOTH INTERNAL AND EXTERNAL, SAFELY POSITIONED, OF SUITABLE CONSTRUCTION AND REGULARLY EMPTIED?

IS LITTER REGULARLY PICKED UP AND NOT ALLOWED TO ACCUMULATE ?

- c. At the end of the days activities, is a Fire Safety and Security check made throughout the buildings and grounds?

Y / N

- d. Are blinds and curtains drawn at night ?

Y / N

- e. Do the arrangements and conditions for the letting out, or other authorised use of the school by other organisations, address any increase in the risk of arson or deliberate firesetting?

Y / N

- f. When contractors are on site, do the procedures ensure that there is not an increase in the risk or consequences of arson?

Y / N

- g. Are pupils supervised while on the premises before the start of school, during break times, and after lesson times, especially in areas such as cloakrooms and toilets?

Y / N

- h. Does the school actively prohibit pupils from bringing matches and lighters into school?

Y / N

12.

- i. Are all cases of deliberate firesetting, however minor, appropriately investigated and recorded?

Y / N

- j. Are staff aware of the East Sussex Fire and Rescue Firesetters Advisors Scheme?

Y / N

- k. Are staff and pupils aware of the confidential Crimestoppers 'Arson Alert' Telephone Line?

Y / N

13.

7. Measures and Procedures to Limit Fire Spread and Consequences

- a. Is an Automatic Fire Alarm System installed and maintained throughout or in part of the school?

Y / N

- b. Is a Sprinkler System installed in any part of the school and would it be considered as a priority in the specification for any future development?

Y / N

- c. Are internal and cupboard doors kept closed to maintain 'compartmentation' to limit fire and smoke damage?

Y / N

HAVE SEASONAL DECORATIONS OR ART AND PROJECT WORK BEEN DISPLAYED IN CLASSROOMS IN SUCH A WAY THAT IT WOULD RAPIDLY INCREASE FIRE SPREAD AND/OR COMPROMISE ESCAPE ROUTES?

- d. Have Emergency and Disaster Recovery Plans been drawn up, and regularly tested and reviewed?

Y/N

ARE ADDITIONAL LOCATION MAPS, SITE AND SERVICE PLANS, AND KEY HOLDERS TELEPHONE NUMBERS HELD OFF-SITE AND READILY AVAILABLE?