



Reducing the Risk

1. Take Responsibility

Have a member of staff responsible for the arson prevention plan and co-ordinate all the necessary procedures.

2. Advice/Training Through Risk Assessment

Have regular risk assessments (copies enclosed) to find your 'risk' rating for whole school, classrooms plus give copies for individual students to carry out at home.

3. Protect Your School

Make sure you have sufficient security so unauthorised people are denied access. Clear all school grounds of litter, move rubbish bins away from walls etc, and coats, paper and similar objects should not be kept in corridors or near escape routes. These should be kept clear. If possible fit a sprinkler system.

4. Good Housekeeping

Have daily inspections to ensure that there is no internal rubbish mounting up in bins, that all discarded material is cleared away and that all flammable liquids etc. are safely locked away.

5. Involve Neighbours

Those living in the community around your school have a keen interest to keep it safe, so encourage partnerships with the neighbours and groups such as Neighbourhood/Home Watch – try to set up your own School Watch.

6. Heed Warnings

Look out for the warning signs such as break-ins, vandalism, small fires in waste bins, burnt paper around the playground, pupils playing with matches.

Respond with your own Arson Alert plan and procedures – early warnings can make the difference between slight damage and disaster, or even life and death.

BETTER TO BE PROACTIVE TO A POTENTIAL THREAT THAN REACTIVE TO ARSON ATTACK!!!



School Arson Risk Assessment Form for Teacher

Tick the Yes or No boxes to see what your school scores:

Buildings & Site

System built, (eg CLASP), with extensive use of lightweight or combustible materials.

| Yes | No |
|-----|----|
| 2 | 0 |

Mobile classrooms more than 8 metres from any building.

| | |
|---|---|
| 1 | 0 |
|---|---|

Mobile classrooms or timber sheds within 8 metres (if there are both mobile classrooms more than 8 metres from the building and mobiles or timber sheds within 8 metres, score maximum of 2).

| | |
|---|---|
| 2 | 0 |
|---|---|

Easily accessible flat roofs.

| | |
|---|---|
| 1 | 0 |
|---|---|

Easily accessible inner areas/courtyards/recessed doorways.

| | |
|---|---|
| 1 | 0 |
|---|---|

Site well overlooked by surrounding houses, roads or frequently used footpaths.

| | |
|---|---|
| 0 | 1 |
|---|---|

Parts of site *which are well overlooked*, lit during hours of darkness until at least midnight.

| | |
|---|---|
| 0 | 1 |
|---|---|

Site openly accessible out of hours of use (no, or incomplete, site boundary fence, or one which presents little difficulty in negotiating).

| | |
|---|---|
| 1 | 0 |
|---|---|

School situated in an area which has particularly difficult social and crime problems.

| | |
|---|---|
| 1 | 0 |
|---|---|

School facilities well used by local community out of normal school hours.

| | |
|---|---|
| 0 | 1 |
|---|---|

Management & Housekeeping

External waste containers kept at least 8 metres from the buildings and secured in position.

| | |
|---|---|
| 0 | 2 |
|---|---|

Loose combustible material present outside the buildings.

| | |
|---|---|
| 1 | 0 |
|---|---|

All internal doors closed each evening as part of locking up procedure.

| | |
|---|---|
| 0 | 1 |
|---|---|

All external doors and windows closed and locked and alarm set each evening by a competent person.

| | |
|---|---|
| 0 | 2 |
|---|---|



School Arson Risk Assessment Form for Teacher

Tick the Yes or No boxes to see what your school scores:

Does the school have a written fire and security policy which specifically includes the arson risk, together with ways in which this risk is addressed?

| Yes | No |
|-----|----|
| 0 | 1 |
| 0 | 1 |

Is there a nominated person who has specific responsibility for addressing fire, security and arson risk?

Incidents

Have there been more than two incidents of fires being deliberately started either inside or outside the buildings in the last three years?

| | |
|---|---|
| 2 | 0 |
| 2 | 0 |
| 2 | 0 |
| 1 | 0 |

Have there been more than ten incidents of vandalism out of school hours in the last 12 months?

Have there been more than five incidents of break-ins to the school within the last 12 months?

Is site trespass out of hours of use a problem, even though no damage may have been suffered as a result?

Risk Reduction Features

Fully maintained fire detection system linked to a 24 hour monitoring centre.

Fully maintained intruder alarm system linked to a 24 hour monitoring centre and having full Police response.

Fully maintained CCTV system covering most of the building perimeter.

School buildings protected by a palisade or weldmesh security fence with a minimum height of 2 metres.

Caretaker living on site.

| | |
|----|---|
| -2 | 0 |
| -1 | 0 |
| -1 | 0 |
| -1 | 0 |
| -1 | 0 |

Any response which attracts a positive score indicates a cause for concern with regard to that particular issue. A total score of 8 or more could indicate that your school may be vulnerable to an arson attack.

Please give to your Head to discuss with the local fire officer.



Schoolwatch Checking Routine with Caretaker

Date Signed

| Classrooms | M | T | W | T | F |
|---|----------|----------|----------|----------|----------|
| All bins empty | | | | | |
| Papers left out to minimum | | | | | |
| Cupboards checked and closed | | | | | |
| All windows closed, locked | | | | | |
| No flammable liquids left out | | | | | |
| All bags, loose items in desks or cupboards if possible | | | | | |

| Hallways/Corridors | | | | | |
|---------------------------------|--|--|--|--|--|
| No litter loose or in bins | | | | | |
| Fire extinguishers etc. checked | | | | | |
| Fire doors, windows closed | | | | | |

| Labs/Art Rooms | | | | | |
|--------------------------------------|--|--|--|--|--|
| All combustible material locked away | | | | | |
| All windows, access locked | | | | | |

| External Buildings | | | | | |
|---|--|--|--|--|--|
| No bins to be near building (minimum 8 metres away) | | | | | |
| All waste containers secured in position | | | | | |
| No litter around | | | | | |
| All external doors and windows closed and locked | | | | | |
| Alarm set | | | | | |
| External lights all working | | | | | |

(Please photocopy for weekly use and tick appropriate boxes.)



Student Risk Assessment Form for Classroom

Section I

Tick the YES or NO boxes and see if your classroom is at high risk of arson attack

Yes No

Is your classroom often left unattended?

Is it easy to get into your classroom from outside e.g. through a window?

Are there rubbish bins outside close to the walls of your classroom?

Is the furniture easily flammable?

Is there a lot of loose combustible material left around the room?

Is there much litter left overflowing from waste paper bins?

Has there been any vandalism damage to your classroom in the last year?

Have there been any 'fire incidents' such as match play or paper burning during the last year that you know of?

Now add up your total score of this section

6 – 8 YES HIGH RISK OF ARSON
3 – 5 YES RISK OF ARSON
1 – 2 YES BE AWARE

Risk Reduction Measures

Yes No

Is there a fire extinguisher or fire blanket easily accessible in your classroom?

Is the room fitted with CCTV?

Is the room fitted with a fire alarm?

Is the room fitted with sprinkler system?

Is there a fire plan to risk check regularly every week?

Do you have a 'Class Watch' or a 'School Watch' system in your school?

Now add each NO ticked in this section to the YES ticked in section I.

OVERALL

10 -14

**UNACCEPTABLE HIGH RISK
NEEDS IMMEDIATE ACTION
INFORM MEMBER OF STAFF**



Is Your School in Danger of an Arson Attack?

| | Yes | No |
|--|--------------------------|--------------------------|
| Is your school near houses? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there parts of your school not overlooked? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it easy to get into the school grounds? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it easy to get onto parts of the roof? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it easy to get into the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any mobile classrooms or schools? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are they within 8 metres of the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there waste bins less than 8 metres away from a wall? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the bins unlocked or unsecured? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a lot of litter/rubbish around the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there much vandalism at the school – broken windows, graffiti etc.? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have there been many break-ins? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have there been any fires in or around the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| In the evening, do children play in school grounds? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do any other groups use school rooms in the evening? | <input type="checkbox"/> | <input type="checkbox"/> |

The more yes boxes ticked in this top section means there is a higher risk of an arson attack at your school.

| | | |
|------------------------------------|--------------------------|--------------------------|
| Is there CCTV in your school? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your caretaker live on site? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a school watch system? | <input type="checkbox"/> | <input type="checkbox"/> |

The more risk reduction methods ticked in this bottom section, the better your school is protected.