

ARSON PREVENTION

WORKPLACE CHECKLIST

Arson is a serious threat to homes, shops, offices, storage buildings, factories, hotels, hospitals, churches and schools. All buildings are at risk. Much of the arson is associated with vandalism and burglaries. If small fires have been started on your own or neighbouring premises they could be a warning of worse to come - inform the police and the fire brigade.

In any enterprise the owner/manager or a named individual of senior grade must be made responsible for fire safety including protection from arson attack. Think about the ease with which intruders/arsonists could break into the premises and take immediate steps to strengthen your defences.

You can greatly reduce the risk to your building by adopting the safeguards spelled out below. Answers to the simple questions outlined in the checklist will give an indication of the standard of arson prevention measures present. Should you answer - NO - then improvements may be needed.

Security

- | | yes | no |
|---|--------------------------|--------------------------|
| Are the numbers of entry points to a minimum, whilst compatible with safe means of escape in case of fire? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the perimeter fences, walls and gates strong and high enough to keep intruders out? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the doors and windows in good repair and kept locked when not in use? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the locks and padlocks used of good quality? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are a restricted number of people distributed with keys (know who holds keys and chase any that are missing)? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the gaps under doors kept as small as possible and sealed where appropriate? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are metal containers fitted to the inside of the letterboxes? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all stored materials kept away from perimeter walls or fences where it could be set alight? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are intruder alarms installed, particularly in vulnerable areas? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Is continuous security lighting provided, particularly in yards? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Employees

- | | yes | no |
|--|--------------------------|--------------------------|
| Do staff know about arson prevention? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Would staff challenge anyone who should not be on the premises and report any suspicious activity? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all new employees vetted for arson related convictions? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are contractors supervised? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the employees know the company's policy for preventing arson? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Visitors

- | | yes | no |
|--|--------------------------|--------------------------|
| Is the access and movement of visitors controlled? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

PREVENTING PROTECTING RESPONDING

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Fire Protection

	yes	no
Is the fixed and portable fire-fighting equipment regularly maintained and protected against sabotage attempts?	<input type="checkbox"/>	<input type="checkbox"/>
Are all combustible waste and hazardous goods stored within locked skips/shelters?	<input type="checkbox"/>	<input type="checkbox"/>
Is rubbish awaiting collection in a secure compound away from your premises?	<input type="checkbox"/>	<input type="checkbox"/>
Is waste material build-up kept to a minimum within the premises?	<input type="checkbox"/>	<input type="checkbox"/>
Do you make arrangements with the waste disposal companies to collect/dispose of your waste before the commencement of holiday periods?	<input type="checkbox"/>	<input type="checkbox"/>
Do you monitor the frequency of your collections (arrange more collections to avoid build-up, and ensure containers are securely shut)?	<input type="checkbox"/>	<input type="checkbox"/>

End of Day Checks

	yes	no
Does a named individual secure the building at the end of each working day?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors and windows secure?	<input type="checkbox"/>	<input type="checkbox"/>
Has any combustible material been left lying around?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any unauthorised people on the premises?	<input type="checkbox"/>	<input type="checkbox"/>
Are the alarms switched on?	<input type="checkbox"/>	<input type="checkbox"/>
Is the external lighting switched on?	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable liquids locked in the proper store?	<input type="checkbox"/>	<input type="checkbox"/>

Further Comments / Recommendations