

## Arson Prevention Policy

<b>Policy Title:</b>	<b>G3 Arson Prevention Policy</b>
<b>Academic Year:</b>	<b>2017-2018 2019-2020 2020-2023</b>
<b>Policy Reference:</b>	<b>G3</b>
<b>Description:</b>	Precautions to minimise the threat of arson
<b>Status:</b>	Awaiting approval by H&SPC (Health & Safety and Premises Committee, SWC (Safeguarding & Wellbeing Committee) and MC (Management Committee)
<b>Category:</b>	Suggested policy
<b>Review frequency:</b>	Every 3 years
<b>Contact:</b>	Health & Safety Lead Dave Mills
<b>Version:</b>	V1.3
<b>Who was consulted:</b>	Previous PRU (Pupil Referral Unit) policies – created 2009 by PRU headteachers J.Davies and S.Hunter. Modified 2015.
<b>Other relevant policies:</b>	See item 9
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SPC - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>HT - Headteacher</p> <p>SLT - Senior Leadership Team</p> <p>H&amp;S Lead - Health &amp; Safety Lead</p> <p>H&amp;S Co Ord - Health &amp; Safety Co Ordinator</p>
<b>Date for Review:</b>	July 2020

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### 1: Key contact list for Arson Policy

Health & Safety Lead	Dave Mills		dmills@icollege.org.uk
Health & Safety Coordinator	Monica Romano		mromano@icollege.org.uk
Inspiration KS 1 & 2	Charlotte Duly		cduly@icollege.org.uk
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Intervention Year 9 & 10	Helen Blunn		hblunn@icollege.org.uk
Independence Year 11 & KS 5	Anqie Palmer		apalmer@icollege.org.uk
The Pod KS2&3	Jo Farley		jfarley@icollege.org.uk
Schools Health and Safety Team <a href="mailto:Schoolshealthandsafety@westberks.gov.uk">Schoolshealthandsafety@westberks.gov.uk</a>			

<b>2: Purpose</b>	<p>Arson or wilful fire raising is becoming an increasing threat.</p> <p>Although the threat of arson cannot be completely eliminated, the <b>icollege</b> acknowledge this threat and will take all reasonable precautions to minimise it for the safety of staff, students and visitors/contractors.</p> <p>The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the designated person in charge/Health &amp; Safety Representative on that site for them to take action.</p>
<b>3: Good Housekeeping</b>	<p>Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall be observed at all times:</p>

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	<ul style="list-style-type: none"> <li>Waste shall not be allowed to accumulate in public or private areas, the designated person in charge must ensure that waste is removed at least once in a 24-hour period to the external waste collection point, which is secured away from the building.</li> <li>The external rubbish collection point shall remain secured away from the building at all times in order to reduce the threat of arson to the building or its occupants.</li> <li>All significant storage of stationary shall be kept in a locked room where only staff and approved contractors have access.</li> <li>Recycling is to be collected once a week, material for recycling must be kept in a locked room.</li> </ul>
<p><b>4: Restriction of Entry</b></p>	<p>Members of staff must be alert to identifying strangers in their work environments. If someone is seen not known to staff and are not wearing an appropriate badge (employee, visitor or contractors badge) they must be challenged. It is therefore appropriate that staff fully understand the policies relating to security and identification. Please also see the Visitors/Contractors Information which is kept by the signing in book.</p> <p>Other measures in force are:</p> <ul style="list-style-type: none"> <li>Access is restricted and any visitor/contractors can only enter the building if permitted by a member of staff.</li> <li>The last person to leave the building is to complete a closing down inspection (see <b>Closedown Procedure</b>).</li> <li>Signing in system for visitors.</li> <li>Ensure, as far as possible, that all areas that the public are not allowed to access to are secured.</li> <li>Fire hazard room doors locked.</li> <li>Check to ensure everyone who has entered the building has left on the conclusion of his or her business.</li> <li>Challenge anyone acting suspiciously.</li> <li>Remove lighters or similar objects from students on arrival at school.</li> </ul>
<p><b>5: Fire Hazards Staff Access</b></p>	<p>Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times, fire hazard rooms can include:-</p> <ul style="list-style-type: none"> <li>Cleaners/Caretakers stores/cupboards;</li> <li>Chemical stores;</li> <li>Store rooms;</li> <li>Contractors/workmen's stores.</li> </ul>

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<b>6: Fire Hazards Specialist Areas</b>	<p>Only Facilities staff/caretakers and authorised staff/ contractors are to have access to the following areas:-</p> <ul style="list-style-type: none"> <li>• Lift motor rooms;</li> <li>• Plant rooms;</li> <li>• Electrical intake rooms or cupboards;</li> <li>• Boiler rooms;</li> <li>• Main gas intake rooms;</li> <li>• Workshops;</li> <li>• Any confined spaces – roof-spaces, ducts or voids, etc;</li> <li>• Flammable liquid stores.</li> </ul>
<b>7: Closedown Procedure</b>	<p>The following closedown procedures shall be observed for all units:</p> <ul style="list-style-type: none"> <li>• Check all rooms and public areas and close all windows and doors;</li> <li>• Switch off all unnecessary electrical appliances;</li> <li>• Complete a physical search of each room in that area, include toilets, kitchens, etc;</li> <li>• Switch off all lights (Automatic);</li> <li>• After completing the above, switch on the security alarm (if appropriate) and secure the external doors.</li> </ul> <p>The Critical Incident Plan is held in the office of each unit and will be reviewed annually.</p>
<b>8: Reporting</b>	<ul style="list-style-type: none"> <li>• CREST</li> <li>• Insurance</li> <li>• Police</li> <li>• Accident Book</li> </ul> <p>All as appropriate</p>
<b>9: Links to other Policies/ Procedures</b>	<p>Health &amp; Safety Policy and Procedures          Critical Incidence Plan - located in the office of each unit          Visitors/Contractors Information          Fire Safety Logbook and Emergency Plan          Fire Safety Policy;          Accident/incident Reporting Policy and Procedure;          Security Policy;          Risk Assessment Policy</p>

<b>10: Change Record</b>				
Version Number	Date Approved	MC Minute Reference	Description of Amendments	Review Date
1.3			Transferred to <b>icollege</b> format, contact details updated, included sections from WBC model policy	July 2020

### **Keeping Children Safe in Education 2020**

*All staff with icollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.*

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Approved by:	
Date:	
Review date:	July 2023

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