

CAERPHILLY COUNTY BOROUGH COUNCIL

Draft Arson Prevention Corporate Management Arrangements

Date: March 2012
Issue 1



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This publication is available in Welsh, other languages or formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor, and Officer in Charge or anyone who has a responsibility for employees through their work.

1.0 INTRODUCTION

- 1.1 Arson is the unlawful destruction or damaging, by fire, of property belonging to another.
- 1.2 Arson accounts for 44% of fires in all premises. The incidence of arson in all types of premises is increasing and is recognised as a major cause of fire.
- 1.3 Premises within the Authority may be specifically vulnerable to arson attacks due to:
- The ease of public access to sites
 - Vandalism
 - Poor housekeeping
- 1.4 Reduction in the incidence of arson will benefit everyone by providing a safer environment for staff and others, such as pupils, visitors and service users and ensuring that buildings and facilities are not lost due to the effects of fire.
- 1.5 Caerphilly County Borough Council views arson as preventable, if not in its entirety then to such a degree that its effects are minimised.
- 1.6 A generic arson policy pro-forma is provided (see appendix 1) for managers to use as a basis for area specific arrangements as necessary.

2.0 ARRANGEMENTS

2.1 Risk Assessment

Fire risk assessments will be undertaken for all premises in line with the Fire Safety Policy. These risk assessments will take account of the risk of arson at the premises and will make recommendations, as appropriate, regarding preventative and mitigating measures that should be taken.

2.2 Arson Prevention Policy

Each premises must have in place an Arson Prevention Policy specific to that site. Appendix one below provides a pro-forma for managers to complete with site-specific information. Once complete this will be the Arson Prevention policy for the site.

2.3 Arson Prevention: Housekeeping and Security

Good housekeeping and security arrangements are essential in mitigating the effects of arson. To this end managers must ensure that they promote good housekeeping and ensure that combustible materials are stored appropriately to reduce the risk of them becoming arson targets and mitigate the effects should an arson attack occur.

For example:

- Bins/recycling stored away from buildings and secured e.g. in a compound or secured to the ground and locked.
- Sheds and other storage areas sited well away from the main building(s) and kept locked.
- Vulnerable parts of gas, oil or LPG installations secured and protected to prevent them being used as fuel.
- Combustible materials inside the premises, such as paper, stored appropriately and away from emergency exit routes (e.g. ensure that corridors are not used as storage areas).
- Flammable or explosive substances stored carefully and locked away where appropriate.
- Open and close down procedures at the beginning and end of every day to ensure access points such as doors and windows are secure. Where appropriate these procedures must be communicated to staff to ensure the security of buildings at night or when there is no-one on the premises.
- Staff encouraged to politely challenge unknown visitors on site and report anyone they see acting suspiciously.

See guidance sheet GS053 Arson prevention for more detail.

2.4 Investigation of Incidents

All fires must be investigated to determine the cause. Where there is reason to suppose that the cause was arson evidence must be preserved for the purposes of aiding investigation by the police/fire service.

Where an incident of arson has occurred the fire safety risk assessment must be reviewed as soon as possible to ensure that similar incidents can be prevented in future.



Appendix 1 - Arson Prevention Policy

CAERPHILLY COUNTY BOROUGH COUNCIL

ARSON PREVENTION POLICY FOR

(Name of site)

Building Manager: _____

Arson Prevention Policy for	
Premises: (Insert name of premises)	
Building Manager: (Insert BM Name)	
<p>Responsibilities:</p> <p>Responsibilities for arson prevention/mitigation lie with every employee of the council and are set out in the Fire Safety Policy as part of the Fire Safety Responsibilities. Some very specific responsibilities regarding arson prevention are set out to the right</p>	<p>It is the responsibility of the Building Manger to:</p> <ul style="list-style-type: none"> • Ensure that a copy of this policy is available to all employees. • Ensure that a high level of security is maintained to prevent unauthorised access within their premises and that legitimate visitors can be identified and access controlled. • Regularly review this policy and any procedures implemented to prevent the possibility of arson (see below) to ensure their effectiveness • Investigate any outbreak of fire and if there is any suspicion that arson could be the cause, safeguard any material evidence for the attention of the Police/ Fire Service <p>It is the responsibility of Line Managers to:</p> <ul style="list-style-type: none"> • Ensure that appropriate fire safety training is provided to staff, which includes arson awareness and prevention information. <p>It is the responsibility of each Authority Employee to:</p> <ul style="list-style-type: none"> • Comply with this policy, the corporate management arrangements and any other working procedure or precautionary measure introduced to prevent or mitigate the effects of arson. • Recognise the cause and effects of arson and encourage measures recommended to combat arson, including good housekeeping arrangements. • Immediately report to their line manager any damage to anything provided for purposes of fire safety or arson prevention. • Be aware of the possibility of arson and politely challenge strangers and report anyone of whom they have suspicions.

Arson Prevention Procedures

Security Arrangements:

Detail the arrangements that have been made to ensure the security of the building e.g. visitors given id cards, formal closedown procedures at end of day etc.

Housekeeping Arrangements:

Detail the arrangements that have been made to ensure the good housekeeping within the building e.g. bins kept in secure compound 10m from building, chemicals kept in locked cabinet, emergency exits checked daily to ensure they are clear of flammable materials

Signed:
(Building Manager)

Date:

Date of Next Review: