



Arson checklist: Public buildings

The accessibility of community facilities such as schools, hospitals, leisure and community centres can make these premises vulnerable to arson attack. This risk is likely to be higher in high crime areas. Although the checklist below is not definitive, it should be used in conjunction with any risk assessments or security advice from your insurer. (Further advice can be found in the CLG Guides)

Safety Precautions against Arson	Y/N
Ensure your Fire Risk Assessment is reviewed regularly and takes into account the threat of Arson.	
Designate an area for rubbish bins and skips which is at least 6 metres away from buildings and boundaries (<i>this distance should be risked assessed</i>).	
Reduce the amount of rubbish stored on premises by arranging for its regular removal by the disposal agency.	
Purchase metal bins with lockable lids to hold rubbish and chain wheeled bins to a fixed post or wall. (<i>remember to release for collection day</i>)	
Store highly flammable materials and substances separately from combustible material and in secure metal containers.	
Keep any undergrowth on waste or derelict land bordering onto your property under control.	
Regularly inspect unoccupied buildings such as storage areas and basements and remove any non-essential combustible material.	
Regularly inspect fire detection systems, keep escape routes clear and ensure internal fire doors remain shut throughout the premises	
Security Precautions against Arson	
Hold regular meetings between managers, employees and maintenance personnel to discuss safety and security.	
Install security lighting and if necessary CCTV in areas which are hidden from view. Cut back vegetation close to recesses which could provide cover.	
Encourage employees to be vigilant and challenge suspicious behaviour by strangers or other employees	
Minimise gaps under external doors and secure openings such as letter boxes by installing a metal container on the inside	

Encourage good relations with surrounding neighbours and promptly repair damage and remove graffiti	
Promptly repair damage to perimeter fencing, gates or thorny bushes and ensure they are regularly maintained.	
Fit window locks or metal bars on ground floor windows and those near flat roofs and drain pipes	
Restrict and monitor access by controlling routes that allow unauthorised access through the grounds	
Avoid leaving valuable items on display and have clear procedures for employees to secure the premises at close down	
ACTION PLAN AND COMMENTS TO SUPPORT THE CHECK LIST.	

