Isle of Anglesey County Council

Arson Policy

Version 1.0 August 2018

About this policy

The purpose of this document is to assist compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 (as amended). The procedure should assist the management of fire safety within the Authority. This procedure is intended to reduce the risk of arson on properties under the control of the Ynys Mon County Council.

This procedure should be read in conjunction with the Fire Safety Management Procedure

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	August 2016	No change
	August 2017	No change
	August 2018	No change
	August 2019	No change
	January 2021	No change

Date of next review	
This policy will be reviewed in:	June 2021
The review will be undertaken by:	Corporate Health and Safety Team

Contact Details:

Corporate Health and Safety Team (healthandsafety@anglesey.gov.uk)

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg.

This document is available in Welsh.

Contents

1. Introduction

The purpose of this document is to assist compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 (as amended). The procedure should assist the management of fire safety within the Authority. This procedure is intended to reduce the risk of arson on properties under the control of the Ynys Mon County Council.

This procedure should be read in conjunction with the Fire Safety Management Procedure.

2. Duties under the Regulations

The Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to carry out a risk assessment of significant fire hazards. Arson is one of the major causes of fires therefore an assessment of the risk of arson should be carried out.

The Management of Health and Safety at Work Regulations requires the employer to carry out a risk assessment of significant hazards.

Both pieces of legislation require the implementation of control measures to address the risk from the hazards identified.

3. Preventive Measures in the Workplace

The vulnerability of the premise to the threat of arson should be assessed by a competent person. A checklist to assist with the assessment appears in appendix. The assessment should be recorded and held with other fire safety documentation. Should there be any significant findings from the assessment appropriate action should be taken to reduce the risk of arson.

The scope for potential fire damage should be reduced in line with the general fire safety precautions for the premise (See Fire Safety Procedure). A disaster recovery plan should be prepared to reduce the subsequent loss and disruption resulting from a fire.

Security

Where possible unauthorised entry onto site and unauthorised entry into the building should be deterred or prevented. This may be done by the following where possible:

Have one entrance / exit to a site which is monitored for visitors (this does not included fire exits or other emergency exits).

Outer fences, walls and gates should be high enough and strong enough to keep out intruders.

Doors and windows should be in good repair and locked when not in use. Good quality locks and padlocks should be used.

Identify and record key-holders for the premise and follow up any missing keys. Key-holders should report any loss to their line manager as soon as possible.

Reduce the opportunity for an offender to start a fire by:

- Gaps under doors should be kept as small as reasonably practicable.
- Letter boxes should have metal containers fitted on the inside.
- Stored materials of any kind should not be stacked adjacent to fences or walls where they may be set alight from the outside.
- Inform all staff of the possible threat from arson fires.
- Ask staff to be vigilant for anyone who should not be on the premises and to report suspicious activities to their line manager.
- New employees should be vetted during the interview process for any possible connection with previous arson history.
- Similarly contractors should be vetted for connection with previous arson history.
- The movement of visitors within the building should be controlled and monitored.

Fire Protection

Fire protection equipment such as extinguishers, hose-reels, alarms, detectors, etc. should be checked for sabotage. This equipment should be checked in line with the general fire safety procedure.

End of day checks

The last person leaving the premise should check:

- Doors and windows to ensure they are secure
- No combustible materials are left lying around
- No unauthorised people are on the premise
- Alarms are switched on
- Outside illumination is on where practicable
- Any flammable liquids are locked away in a secure store

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820.

APPENDIX - SECURITY CHECKLIST

Issue	Example of low risk	Example of high risk
Trespass	No cases of trespass	Trespassers commonly present
Vandalism	No cases of vandalism reported	Frequent and costly vandalism
Intruders	Good locks on windows and doors. Intruder alarm system linked to a central station	Poor locks and no intruder alarm system
Arson	No previous arson attacks of the building or locality	The site itself or a site in the locality have suffered from recent break-ins or arson attacks
Site security	Very difficult for intruders to approach unseen	Easy to reach buildings (e.g. perimeter has weak points or no fence at all)
Out of hours use of facilities	No reported problems and/or security breaches from out of hours use	Many security problems due to out of hours use, special risks (e.g. bars, social clubs)
Condition and appearance of buildings	Buildings well kept and in good repair, with no graffiti Undersides of temporary buildings closed off	Buildings badly kept and in a state of disrepair, with graffiti and vandalism a problem. Undersides of temporary buildings open to rubbish accumulation and arsonists
Recess and internal courtyards	Not part of the building design, or fenced off	Numerous places for intruders and arsonists to start a fire unobserved
Roof	Roofs cannot easily be climbed onto due to design, application of anti climb paint or other devices	Easy access to roof and upper windows (e.g. building features providing natural ladders, low eaves, landscape features)
Security lighting	Lighting of all entrances, footpaths and building facades	No lighting or lighting in the wrong place
Surveillance	Effective surveillance such as buildings overlooked from a main road and housing and CCTV covering access	Remote buildings with no effective surveillance
Fire detection/Suppression systems	Automatic detection system linked to a central station. Sprinkler system installed	No automatic fire detection or fire suppression system