

Hill Top Academy



'Every child, Every chance, Every day!'

Anti-Arson Policy

October 2019

HILL TOP ACADEMY

Anti-Arson Policy

Compiled by: B.A. Nixon

Updated by: R A Macleod November 2017

Reviewed: September 2019

To be reviewed: September 2020

Anti-Arson Policy (as part of Health & Safety Policy)

Responsible Person

The Principal has overall responsibility for initiatives against the threat of arson at Hill Top Academy. The policy is supported and endorsed by the Governing Body.

5 Point Plan

- 1) Deter unauthorised entry onto the site
- 2) Prevent unauthorised entry into the building
- 3) Reduce the opportunity for an offender to start a fire
- 4) Reduce the scope for potential fire damage
- 5) Reduce subsequent losses and disruption recovery plan

Action Taken

1) Deter unauthorised entry onto the site.

- Site supervisor is responsible for the unlocking and locking of the school gates throughout the school day. All gates with the exception of the two side gates will be locked at 3.45pm. All gates with the exception of the car park entrance will remain locked throughout the school holidays unless specific work is to be carried out and access is required.
- Perimeter fence is checked thoroughly on a weekly basis for any vandal damage or other means of entry. A quick visual check is carried out daily.
- All key holders are listed and each has received a copy of the School Emergency Plan.

2) Prevent Unauthorised entry into the building

- Security lighting is situated around the academy
- Security doors fitted to the main entrance to the academy and Foundation Unit entrances.
- All visitors must report to the main reception. Only authorised visitors to academy will be allowed entry. Identification must be produced. All visitors will be presented with an authorised visitor badge.
- All parent/pupil entrances to the building are securely locked from 9am.
- All gates to the perimeter with the exception of the car park are locked after registration and re-opened at 3.10pm.
- All windows have blinds.

Staff member should check at the end of the day for any windows or doors to their classrooms are securely shut and locked.

The Site Supervisor checks and has final responsibility for the security of the site/buildings each evening.

3) Reduce the opportunity for an offender to start a fire

Security and lighting is regularly checked

Doors and windows are fitted with approved locks.

Academy has a full alarm system installed, linked to call centre.

Refuse is removed from the school building and placed in waste disposal bins that are situated behind a high perimeter fence at the far end of the school.

In the event of the alarm being triggered he will be notified by the alarm company.

Boiler room is kept locked at all times – 3 key holders.

4) Reduce the scope for potential damage

- Fire doors are present in the building to limit fire damage
- Fire extinguishers are located throughout the academy and indicated on the attached map
- Extinguishers are checked annually by the approved contractors
- Fire regulations of pupils/staff safety are strictly adhered to.
- Fire practices are held each term with clear routes for exit and gathering points identified.

5) Reduce subsequent losses and disruptions resulting from a fire

- Our first duty is to the care and welfare of the children
- All staff have received the Fire Evacuation procedure and are aware of the assembly point situated on the far playground to the rear of the building.
- Emergency Plan is in place and all members of senior management hold copies of the plan. Emergency Grab bag is located within the academy office during the day and an encrypted memory stick with key information is kept off site.

Principal has completed

- Vulnerability Assessment
- Fire Risk Assessment
- Fire Evacuation Assessment
- Emergency Evacuation Plan

Signed



_____ Principal

Signed



_____ Chair of Governors

Date 07/11/2019

To be reviewed September 2020