

Arson Checklist



Arson is the most common cause of large fire losses and can therefore pose a significant threat to your premises.

This checklist will help you review your risk and guide you through some simple steps to reduce the risk of becoming a victim of arson, often at little or no cost.

We strongly recommend that you take further action appropriate to your situation, as we appreciate that different types of business or charity will have differing risk factors e.g. location or usage.

1. Property Protection

	Yes	No	N/A	Action	Who	By when
1.1 Have you reviewed your premises' security arrangements?						
1.2 Does the premises have a single entry point to restrict access from nearby properties if possible?						
1.3 Is the premises locked during night time hours?						
1.4 Does the premises have adequate locks on doors and any opening windows?						
1.5 Are internal doors closed to prevent fire spreading?						
1.6 Are perimeter gates locked at night to restrict people or vehicle access?						
1.7 Are adequate measures in place to protect vulnerable areas against unauthorised access?						
1.8 Is the premises building concealed by trees or shrubs?						

1. Property Protection						
	Yes	No	N/A	Action	Who	By when
1.9 If you have any outbuildings are they locked when not in use?						
1.10 Have you considered installing the following protections to deter criminals? <ul style="list-style-type: none"> Automatic fire and/or intruder alarm or CCTV system with remote signalling to a receiving centre Security lighting 						

2. People Involvement						
	Yes	No	N/A	Action	Who	By when
2.1 Have you asked neighbours next to the premises to be vigilant and report any suspicious activity to you and the police?						
2.2 If the premises is a church and is left open during the day do you encourage staff or volunteers to make unprompted checks during their daily routine? For example dog walking, school run, shopping, jogging, and cycling.						
2.3 Is it possible to arrange a rota of premises sitters?						

3. Housekeeping						
	Yes	No	N/A	Action	Who	By when
3.1 Are waste bins stored away from the building to avoid the risk of fire spreading from the bin to the building?						
3.2 Are candles and matches (if used) locked away?						
3.3 Is petrol stored in the premises? As fuel for a lawn mower, for example.						
3.4 Are bales of hay or straw stored in a secure area, or removed from the premises?						
3.5 Is the boiler house locked with no combustible items or waste stored in this area?						

3. Housekeeping

	Yes	No	N/A	Action	Who	By when
3.6 Are waste bins stored away from the premises to avoid the risk of fire spreading from the bin to the building?						
3.7 Are fire extinguishers maintained annually and have your staff/volunteers been trained how to use them on small fires?						
3.8 Is the postcode of the premises posted on the entrance notice board to advise the fire brigade in the event of a fire?						
3.9 Is a routine search of the buildings undertaken at closing time?						

4. Damage procedure

	Yes	No	N/A	Action	Who	By when
4.1 Are minor repairs quickly resolved? For example graffiti and malicious damage. Sometimes, minor damage is a potential warning for more serious incidents.						
4.2 Do you have a Disaster Recovery Plan that: <ul style="list-style-type: none"> Includes emergency readiness and response procedures? Enables your business to continue to deliver services and events in temporary premises? 						

4. Damage procedure						
	Yes	No	N/A	Action	Who	By when
4.3 Do your procedures include actions to close the premises during the day for an agreed period if you sustain any minor damage?						
4.4 Do you report all damage to our Claims Department on 0345 606 0431 and obtain a crime number from the police?						

We strongly recommend that you review this checklist on regular basis to take into account any changing circumstances

Further advice and support

Risk advice line

(provided by Ecclesiastical professionals or external specialists)

Phone: **0345 600 7531**

Email: risk.advice@ecclesiastical.com

Risk specialists are on hand to advise you on a range of topics, including:

- property protection, security, business continuity planning
- health and safety, food safety, environmental management
- construction safety, fire safety, occupational health, water safety or asbestos.

Available Monday to Friday 9am – 5pm (excluding public and bank holidays).

For further information speak to your insurance advisor or call us on **0345 60 20 999**

www.ansvar.co.uk

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