

## UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

### Arson Prevention

Version Number	Version 3	Date of Approval	13-09-2022	Review Date	Three years from acceptance by UHSC
Author and Lead	Mark Burton; Fire Safety Advisor				
Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. Fundamental to achieving this is to identify, assess and control the risks in the workplace. To achieve this the University shall aim to make a suitable and sufficient assessment of all significant hazards to reduce the risk of harm to a tolerable level.</p> <p>The aim of this standard is to describe the University's arrangements for identifying and assessing risks associated with arson, and to ensure that control measures are identified and implemented to reduce the risk of arson, so far as is reasonably practicable, to a tolerable level.</p>				
Scope	The requirements of this standard apply to all premises and activities carried out on University owned or managed or occupied premises.				
Relevant Legislation	Regulatory Reform (Fire Safety) Order 2005				
Definitions	Arson - the criminal act of deliberately setting fire to property				
Responsibility for implementation	Director of Campus Infrastructure Director of Campus Services Faculty Deans/Head of Schools, Heads of Departments and Directors Head of Security HR Deputy Director: Safety and Wellbeing Services (Head of SHEW) Managers Fire Wardens Employees				
Training availability:	Fire Warden training and <a href="#">online toolkit</a> is provided by SHEW				
Standard to meet:		Accountability		Reference documents and more information	
1	Fire risk assessments are carried out for all University owned, occupied or managed premises.	Head of SHEW			
2	Fire risk assessments identify arson risks and control measures.	Head of SHEW			
3	The significant findings of fire risk assessments are reported to relevant duty holders for action.	Head of SHEW			
4	The significant findings of Fire Risk Assessments relating to Arson prevention are actioned in order to reduce such risks to a tolerable level.	Director of Campus Infrastructure, Director of Campus Services, Deans, Heads of School, Heads of Department, Directors			
5	Required actions are monitored to ensure that these have been carried out.	Head of SHEW			
6	An adequate waste management plan is developed and implemented for non-hazardous waste to ensure that this waste is kept to minimum levels (i.e. via regular collections).	Director of Campus Services			

7	<p>The Waste Management Plan considers arson risk such that:</p> <ul style="list-style-type: none"> <li>• Waste is not stored outside buildings or on escape routes and is managed by means of a formal waste plan.</li> <li>• Waste storage areas are enclosed sufficiently to prevent unauthorised access.</li> <li>• The cardboard compactor is well managed and that compacted waste is kept to a minimum by having regular collections.</li> <li>• Rubbish skips, rubbish bins and combustible storage are not placed adjacent to any building.</li> <li>• Waste is not stored on escape routes that could compromise the means of escape during an evacuation.</li> </ul>	Director of Campus Services	
8	Adequate external lighting is provided around University buildings, especially in vulnerable areas, as identified through the Fire Risk Assessments.	Director of Campus Services	
9	Arson prevention is appropriately considered in designs for all new and refurbished buildings.	Director of Campus Services	
10	Access to buildings is controlled, where practicable, to prevent unauthorised access. In facilities where the risk of arson due to unauthorised access is assessed as being higher than other buildings, for example due to the nature of activities undertaken within that building, additional security control measures and/or arrangements will be implemented.	Director of Campus Services Head of Security	
11	Suitable and sufficient security arrangements and procedures are in place to reduce arson risk associated with unauthorised entry into and around buildings.	Head of Security	
12	Good housekeeping principles are observed in and around all departments.	Deans, Heads of School, Heads of Department, Directors	
13	<p>Housekeeping is kept to a good standard by:</p> <ul style="list-style-type: none"> <li>• Ensuring that combustible rubbish within their own specific area of work is well managed and kept to a minimum.</li> <li>• Ensuring rubbish and other combustible items are not stored directly outside their buildings.</li> </ul>	Line Managers	
14	Security and housekeeping arrangements are followed.	Employees	
15	Departmental inspections will include a check on housekeeping and security practices.	Head of Department, Safety Co-ordinator	
16	Regular fire safety checks of buildings are carried out to ensure that housekeeping and security standards are being maintained.	Head of Department, Safety Co-ordinator, Fire Wardens (where appointed)	

## Guidance on arson protection measures for departments

Good housekeeping can make a significant contribution to measures that prevent the potential for an arson attack, and simple security measures can be taken that will drastically reduce the risk of a fire caused by arson.

#	Hazard(s) identified	Required control measures
	Waste disposal facilities <ul style="list-style-type: none"> <li>- Recycling bins, especially cardboard and other combustibles</li> <li>- General waste</li> </ul>	<ul style="list-style-type: none"> <li>• The accumulation of combustible materials must be monitored to ensure that rubbish is regularly removed and not allowed to accumulate unnecessarily.</li> <li>• Rubbish facilities that contain combustible materials must be locked and kept away from buildings.</li> <li>• For offices:               <ul style="list-style-type: none"> <li>○ Office paper recycling facilities should be placed in convenient locations to encourage routine use</li> <li>○ Facilities for other recyclables are available at numerous locations on campus and these should be used wherever practicable</li> <li>○ Occupants should clear general waste from offices in a timely fashion</li> </ul> </li> <li>• For laboratories and workshops:               <ul style="list-style-type: none"> <li>○ Have a system for frequent clearing of contamination from floor and work surfaces</li> <li>○ Provide bins for rubbish</li> <li>○ Separate recyclables into separate containers</li> <li>○ Follow University procedure for hazardous waste disposal</li> </ul> </li> </ul>
	Flammable liquids; gas cylinders	<ul style="list-style-type: none"> <li>• Keep secure so that they cannot be accessed by unauthorised persons.</li> <li>• Manage stock levels so that sufficient quantities are stored to meet operation needs, but no more.</li> </ul>
	Unsecured / open doors and windows allowing unauthorised access into buildings	<ul style="list-style-type: none"> <li>• Building occupants to make sure that they close / lock doors and windows before they leave the building after work.</li> </ul>
	Suspicious behaviour on campus	<ul style="list-style-type: none"> <li>• Anyone observing someone acting suspiciously should report their observations to Security straight away.</li> </ul>
	Unauthorised access to parts of the department	<ul style="list-style-type: none"> <li>• If possible, challenge the person and escort them from the area if they are not authorised.</li> <li>• Alternatively, contact Security and report the presence of a suspicious person.</li> </ul>