

# Checklist for 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 the accompanying guide to steer you through the risk assessment process.

## Safety Precautions

Y/N

Designate an area for rubbish bins and skips which is at least 10 metres away from buildings and boundaries	
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	
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 by using a non-flammable weedkiller if necessary	
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

Y/N

Hold regular meetings between managers, employees and maintenance personnel to discuss safety and security	
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	
Install security lighting and if necessary CCTV in areas which are hidden from view and cut back vegetation close to recesses which could provide cover to an arsonist	
Fit window locks or metal bars on ground floor windows and those near flat roofs and drain pipes	
Install clear signage at entry points onto the premises instructing employees and visitors where and where not to go	
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	