

# iCollege

## Alternative Education West Berkshire

### Arson Prevention Policy

Document Control	
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Category:	Non Statutory
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Written by:	Previous PRU (Pupil Referral Unit) policies – created 2009 by PRU headteachers J.Davies and S.Hunter. Modified 2015  Updated to WBC format 2023
Associated policies and useful information	Health & Safety Policy and Procedures  Critical Incidence Plan - located in the office of each unit  Visitors/Contractors Information  Fire Safety Logbook  Accident/incident Reporting Policy and Procedure;
Review:	Every 3 years
status	submitted for approval Nov 2023

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Berkshire, RG18 4DH

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**INTERVENTION KS3 & 4**  
88 Newtown Road,  
Newbury, Berkshire,  
RG14 7BT

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22, Highview Calcot, Reading  
Berkshire RG31 4XD 01189  
416636

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Richmond House, Bath Road,  
Newbury, Berkshire,  
RG30 1QY

## 1 Key contact list

<b>Health &amp; Safety Coordinator</b>	Monica Romano		mromano@icollege.org.uk
<b>Inspiration KS 1 &amp; 2</b>	Siobhan Harvey		sharvey@icollege.org.uk
<b>Integration KS 3 &amp; 4</b>	Pietro Framalico		pframalico@icollege.org.uk
<b>Intervention KS 3 &amp; 4</b>	Helen Blunn		hblunn@icollege.org.uk
<b>Independence KS 4 &amp; 5</b>	Angie Palmer		apalmer@icollege.org.uk
<b>The Pod KS 2</b>	Rachel Silverthorne		rsilverthorne@icollege.org.uk
<b>Pod Plus KS 2 &amp; 3</b>	Ian Jones		ijones@icollege.org.uk
Schools Health and Safety Team <a href="mailto:Schoohealthandsafety@westberks.gov.uk">Schoohealthandsafety@westberks.gov.uk</a>			

## 2: Purpose

Although the threat of arson cannot be completely eliminated, the icollege acknowledge this threat and will take all reasonable precautions to minimise it for the safety of staff, students and visitors/contractors.

The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the designated person in charge/Health & Safety Representative on that site for them to take action.

## 3: Good Housekeeping

Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall be observed at all times:

- Waste shall not be allowed to accumulate in public or private areas, the designated person in charge must ensure that waste is removed at least once in a 24-hour period to the external waste collection point, which is secured away from the building.
- The external rubbish collection point shall remain secured away from the building at all times in order to reduce the threat of arson to the building or its occupants.
- All significant storage of stationary shall be kept in a locked room where only staff and approved contractors have access.
- Recycling is to be collected once a week, material for recycling must be kept in a locked room.

## 4: Restriction of Entry

Members of staff must be alert to identifying strangers in their work environments. If someone is seen not known to staff and are not wearing an appropriate badge (employee, visitor or contractors badge) they must be challenged. It is therefore appropriate that staff fully understand the policies relating to security and identification. Please also see the Visitors/Contractors Information which is kept by the signing in book.

Other measures in force are:

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- Access is restricted and any visitor/contractors can only enter the building if permitted by a member of staff.
- The last person to leave the building is to complete a closing down inspection (see Closedown Procedure).
- Signing in system for visitors.
- Ensure, as far as possible, that all areas that the public are not allowed to access to are secured.
- Fire hazard room doors locked.
- Check to ensure everyone who has entered the building has left on the conclusion of his or her business.
- Challenge anyone acting suspiciously.
- Remove lighters or similar objects from students on arrival at school.

## 5: Fire Hazards Staff Access

Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times, fire hazard rooms can include:-

- Cleaners/Caretakers stores/cupboards;
- Chemical stores;
- Store rooms;
- Contractors/workmen's stores.

## 6: Fire Hazards Specialist Areas

Only Facilities staff/caretakers and authorised staff/ contractors are to have access to the following areas:-

- Lift motor rooms;
- Plant rooms;
- Electrical intake rooms or cupboards;
- Boiler rooms;
- Main gas intake rooms;
- Workshops;
- Any confined spaces – roof-spaces, ducts or voids, etc;
- Flammable liquid stores.

## 7: Closedown Procedure

The following closedown procedures shall be observed for all units:

- Check all rooms and public areas and close all windows and doors;
- Switch off all unnecessary electrical appliances;
- Complete a physical search of each room in that area, include toilets, kitchens, etc;
- Switch off all lights (Automatic);
- After completing the above, switch on the security alarm (if appropriate) and secure the external doors.

The Critical Incident Plan is held in the office of each unit and will be reviewed annually.

## 8: Reporting

- CREST
- Insurance
- Police

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- Accident Book

All as appropriate.

### Why Report Accidents?

- ✘ To help identify the cause and cost of accidents;
- ✘ To prevent the accident from re-occurring;
- ✘ It is a legal requirement to report accidents;
- ✘ To enable accident trends to be identified and ensure resources are made available to tackle the root causes of accidents e.g. lack of suitable training, insufficient resourcing etc.



Accident statistics/trends should be reviewed regularly by the school and serious accidents should be reviewed at governor meetings.

### What Needs To Be Reported on CREST?

- ✘ Head injury resulting in first aid treatment (cleaning and/or closure of a wound), concussion or suspected concussion to a pupil, visitor, volunteer, contractor or member of the public (non-employee).
- ✘ Other injury where first aider recommends further treatment (hospital or doctors) to a non employee.
- ✘ Injury as a result of violence / aggression / pupil behaviour.
- ✘ Accidental injury to a non employee where they are taken to hospital for treatment (Not RIDDOR)
- ✘ Accidental injury to a non employee caused by a work activity where they are taken directly to hospital for treatment (RIDDOR)
- ✘ Accidental injuries (i.e. bruise, cut, graze, sprain strain, fracture, amputation, burns, etc.) or ill health caused by work to an employee (RIDDOR).
- ✘ Accidental injury caused by a work activity to an employee resulting in time off work or unable to perform their normal work duties for more than one day after the incident. (If an employee is off work for more than 7 days then it is a RIDDOR).
- ✘ Near miss incidents – nobody was injured but could have been.
- ✘ Property damage – flood, lightning strike, earthquake.
- ✘ Thefts/burglary.
- ✘ Fires.
- ✘ Verbal abuse.
- ✘ Loss of sensitive data.
- ✘

### Things to consider when deciding if an accident is caused by work are:

- ✘ Was there a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- ✘ Was the equipment used defective or inappropriate or misused (e.g. lifts, machinery, experiments, etc).
- ✘ Were the premises in poor condition (e.g. poorly maintained or slippery/uneven floors) and this lead to the accident.

Less serious accidents where there are no visible signs of damage but bodily contact requiring no or minor first aid or attention can be recorded locally in an accident book but it is preferable they are added to Crest, so you can monitor trends.

**Example:** Pupil running in the playground and bumps into another pupil. Pupil falls awkwardly to the ground but does not sustain any serious injury – does this need to be reported on Crest?

Did the accident happen because of a fault in the playground surface – No

Was the accident caused by a work activity – No

Was the injured party taken to hospital – No

Therefore it is not essential that this accident is reported on Crest but you can if you wish and it will make monitoring for any trends much easier for you.

### What if it is RIDDOR reportable?

If the incident falls within the scope of *RIDDOR 2013* and the appropriate fields are filled in then Crest will automatically calculate a RIDDOR status.

WBC Health & Safety will report all RIDDOR to HSE and will upload a copy of the RIDDOR report to Crest.

Also see further RIDDOR information below, flowcharts for staff (WBC-HSGC42) & others (WBC-HSGC43)

<http://www.hse.gov.uk/pubns/edis1.pdf>

### Critical Incidents

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A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently. Such as:

- ✘ Threat to safety and welfare of pupils and/or staff; or
- ✘ Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms; or
- ✘ Serious disruption to the running of the school; or
- ✘ Significant public/news media attention on the school.

There is an education critical incident team who can provide advice and help by co-ordinating support from other council services such as the press office. Incidents which should be reported to the critical incident team include:

- ✘ Property Damage – serious damage, loss of space;
- ✘ Fire;
- ✘ Loss of Utilities – gas, water, electrics;
- ✘ Death of a pupil or member of staff.

### **Critical Incident Number – 01635 519027**

For more information on all types of serious incidents please refer to the critical incident plan available from the Strategic Commissioning and Compliance team - 01635 519038.

### **What Happens After an Accident?**

If there has been an injury, the injured person must be treated appropriately by a first aider, or else taken to hospital. A member of staff must stay with them at the hospital. All accidents should be investigated and the manager concerned must take action to avoid a re-occurrence. The relevant risk assessment should be reviewed and appropriate new control measures introduced as necessary.



The depth of investigation will depend on how serious the accident was (or could have been). Information gathered can be used to help with a risk assessment review, HSE investigations, reports to safety committee, insurers and lawyers.

Documents relating to an accident – risk assessments, witness statements, maintenance records etc. can be uploaded to Crest.

### **Further information on RIDDOR**

#### **Q. Are accidents to pupils sustained in PE lessons reportable under RIDDOR?**

**A. No**, most are not.

Such accidents only require reporting if:

- the pupil is killed or taken to hospital for treatment to an injury (i.e. not as a precautionary measure) and
- the accident was work-related in that it arose out of or in connection with the work of the school or college e.g. if the accident was caused by faulty equipment or inadequate supervision

#### **Q. Some of our pupils have been hurt in a road traffic accident on the way to school in the school bus. Should I report their injuries?**

**A. No**. You do not usually have to report deaths and injuries that result from vehicle movement on a road (Road-traffic accidents/accidents caused by vehicles on a road).

#### **Q. A child, under the supervision of his father, falls from play equipment in a Local Authority maintained children's play area, breaking his arm. Is this reportable?**

**A. No**. If the equipment was in good working order and free of defects.

#### **Q. What if the child was under the supervision of someone at work, such as a teacher or childminder?**

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**A.** An accident would generally be reportable if it was attributable to a failure of staff to supervise play activities properly (when it was being carried out under their charge), or a failure of H&S management systems.

**Q.** One of our staff was verbally abused. Although she was not physically hurt, she was shaken up. She took two weeks off sick because of this incident.

**A. No.** RIDDOR only requires you to report deaths and physical injuries in relation to accidents, including those involving acts of non-consensual violence.

<b>Sign:</b>		<b>Sign:</b>	
<b>Jacqueline Davies</b>		<b>Maureen Sims</b>	
<b>Head Teacher</b>		<b>Chair of Governing Body</b>	
<b>Date:</b>		<b>Date:</b>	

Change Record				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
V2			Updated to WBC format. Contact details, section 8 updated to include Crest and RIDDOR details 13.11.23MR	

## Keeping Children Safe in Education

All staff with the iCollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; peer-pressure; preventing impairment of children's health or development; ensuring that children grow up in circumstances with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.

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