



1. This note is given to you during the course of work currently being completed as part of the risk gathering inspection program completed by operational crews. This will increase their knowledge of the type of premises and risks contained in them should an incident occur.

If you have any questions arising from their visit, or regarding your obligations under the Regulatory Reform (Fire Safety) Order 2005, or need any such guidance and advice, please contact the Fire Protection Office on 0113 3875738.

2. Look at the building and what goes on within it. Note the possible ways in which fires could be started deliberately. Identify the vulnerable points both inside and outside the buildings and in the external areas within the building perimeter. In addition, consider the area in which the business is located in order to assess the likelihood of an arson attack in the neighbourhood.

3. A key element of the arson risk assessment is to identify, and reduce as far as is practical, the sources of ignition and combustible materials that are available to the opportunist arsonist. Although it is recognised that these cannot be eliminated completely, steps can be taken to eliminate or reduce the threat(see step 4) Steps should be taken to identify voids, unprotected ducts, unstopped gaps around services and similar features.

4. All staff should receive appropriate training so as to be aware of the danger of arson, and the threat that it presents to life and jobs. Everyone should take part in regular fire drills and be aware of the need to assist people with any form of disability.

5. Where possible, action should be taken to remove potential sources of ignition, flammable liquids and combustible materials from the workplace. It may be possible, for example, to replace a flammable solvent with a non-flammable one with similar properties. Checks of the premises should be made last thing at night, especially when contractors have been present. A fire risk assessment should be undertaken and appropriate action taken as necessary. Further guidance on Fire Risk Assessments is available on our web site www.westyorksfire.gov.uk.

6. Ensure that the best use is made of existing security measures before considering new complex or expensive installations or procedures. For example, many intruders enter buildings through windows or doors that are left insecure so ensure that a check is made at the end of each day.

7. Much can be done, often at little cost, to reduce the threat of arson and limit the horizontal and vertical spread of fire; effective compartmentation is a key element in reducing the damage caused by fire. The installation of a sprinkler system that will not only sound the alarm but will automatically fight the fire is a further advance in protection.

8. Allocating the risk category need not involve complex mathematical formulations. A simple low, medium or high categorisation for each part of the premises may be sufficient.

9. The business continuity plan should have a clearly defined purpose. Key members of staff should be identified and their roles defined. Key contractors should be listed with their contact points. Provision should be made for staff welfare as well as practical steps to ensure that the effect on business operations is minimised. A copy of the plan should be kept off the site.

10. The assessment should be reviewed if the nature of the business, the number of staff, the materials used or the character of the neighbourhood changes significantly.