



# AZBUKA

## Fire Safety Policy

PERSON RESPONSIBLE: Head Teacher/AZBUKA Foundation (Governing Body)  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2023  
DATE OF NEXT REVIEW: July 2024

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## School Premises Details

<b>Address:</b>	AZBUKA Russian-English Bilingual School Studland Hall (1 <sup>st</sup> Floor) Studland Street Hammersmith W6 0JS
<b>Telephone no.:</b>	<b>0208 392 2286</b>
<b>Number of staff and pupils:</b>	<b>20 (staff), 52 (pupils)</b>
<b>Use of premises:</b>	Educational: nursery, primary school, school clubs
<b>Owner/employer/persons in control of the premises:</b>	<b>AZBUKA foundation, Trade 80</b>
<b>Owner telephone no.:</b>	<b>0208 7413777</b>
<b>Date of fire risk assessment:</b>	<b>5 November 2022</b>
<b>Date of review:</b>	<b>2 November 2023</b>
<b>Fire risk assessor:</b>	<b>Viscount Safety</b>

### General Fire Policy Statement

**AZBUKA Foundation** is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as is reasonably practicable, safe from the risk of fire.

We recognise that in accordance with the *Regulatory Reform (Fire Safety) Order 2005*, the government has laid down guidance for fire safety in educational premises.

The nominated ‘responsible person’ as required by the above legislation is **Head teacher (Maria Gavrilova)**, and they has day to day responsibility for fire management.

**AZBUKA Foundation** will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:

- Where practicable, prevent the possibility of all causes of fire;
- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices by commissioning an Appointed Competent Person (Contractor) to conduct a full fire risk assessment every year or after any significant change is made to nay building(s) r evacuation plan/process;

- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters;
- Deliver a recorded programme of checks to equipment for fire prevention, fire alert and firefighting, plus checks to possible ignition sources, storage of flammables and combustibles and evacuation routes; and
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

## Management Structure and Responsibilities



### Management System for Fire Safety

A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

- The significant findings; and
- Any group of persons identified by it as being especially at risk.

School arrangements for planning, organising, controlling, monitoring and reviewing the fire risk assessment processes are as follows.

#### Planning

Reference will be made within the main school Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and safety at **AZBUKA Foundation** is steered by **the Governing Body of AZBUKA Foundation**.

Fire risk assessments will be carried out by **AZBUKA Foundation**'s appointed external competent contractor (Viscount Safety) , and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire training relevant to their job role on induction and at regular intervals on refresher training.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

**AZBUKA Foundation** will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively;
- Fire drill with be undertaken at least once a term with the results being entered into the fire safety logbook; and
- Fire logbook for school will be completed by **Jelena Rosenberg (fire safety designated person and Maria Gavrilova (Head teacher))** and will be made available for use as an audit trail and if the Fire Service should visit the premises.

#### Organisation

**AZBUKA Foundation** will:

- Identify the risks and issue an action plan;
- Train teaching staff to undertake Fire Marshal duties;
- Train Heads of Department to undertake Senior Fire Marshal duties;
- Reduce or remove any risks; and
- Have a clear allocation of duties and responsibilities which are linked to job descriptions.

#### Control

**AZBUKA Foundation** will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire logs will be kept by **Head Teacher**.

Regular maintenance and testing of all passive fire safety measures will be carried out, i.e. fire alarms, portable fire extinguishers, electrical tests, emergency lighting, signage etc.

Annually, **AZBUKA Foundation** invites the Fire Service to visit site.

In the event of an evacuation, only competent personnel with appropriate training will be allowed to reset the alarm system as the Fire Service are under no obligation to do so.

#### Monitoring

The Head Teacher will hold training records.

The Head Teacher will audit fire documentation and risk assessments annually. They will also monitor all action plans.

## Review

This management system for fire safety will be reviewed on an annual basis.

## **Fire Safety Strategic Objective (Full Evacuation)**

The strategy is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

The strategy recognises that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site.

Fire safety provision to achieve the above strategic objective is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of teachers acting as Fire Marshals.

## **Structural Protection/Means of Escape**

### Means of Escape: General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of a number of alternative assembly points in selected safe areas outside the premises (**Dalling Road open space and Flora Gardens school**) as indicated on the plans for each building. This allows for the selection and use of the most suitable, depending on the location and severity of the fire at the time of the evacuation.

Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: [\*Fire Risk Assessment: Educational Premises\*](#).

### Means of Escape: Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

### Means of Escape: Vertical

Provided by: **2 staircases**

Protected staircases serving all areas of upper storeys, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

## **Fire Safety Systems**

### Fire Safety Signage

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499. Arrangements are managed by school procedures. These are included within the school fire safety logbook and an understanding of signage is the subject of regular staff training. This will be reviewed on an annual basis by **Head Teacher and Fire Safety contractor** and confirmed by the regular Fire Risk Assessment visit and report by the Appointed Competent Person (**Viscount Safety**).

### Fire Warning System

An automatic fire detection and alarm system, for transmission of alarm calls, is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises. Arrangements are managed by school procedures. Procedures are included within the school fire safety logbooks. The use and arrangements for maintenance of automatic fire detection is the subject of regular staff training.

### Emergency Escape Lighting Systems

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1. Arrangements are managed by school procedures. Procedures are included within the school fire safety logbooks. The use and arrangements for maintenance of emergency escape lighting is the subject of regular staff training.

### Firefighting Equipment: Portable

Appropriate fire extinguishers and fire blankets are sited, positioned and maintained in accordance with BS 5306. Arrangements are managed by school procedures. Procedures are included within the school fire safety logbooks. The use and arrangements for maintenance of firefighting equipment is the subject of regular staff training.

### Plans

The plans, kept in the building fire logs show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc.);
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc.);
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs);



- The location of emergency lights; and
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.).

### **Maintenance**

Each fire safety logbook should include the following and be completed in line with the maintenance schedule.

The management of **AZBUKA Foundation** acknowledges its obligation to provide a proactive programme for the maintenance of the fire safety provisions in its premises together with guidance on appropriate emergency procedures and an adequate staff training programme.

The means of escape and other fire safety provisions must be maintained at suitable intervals by a ‘competent person’ and the maintenance recorded in the fire logbook.

**AZBUKA Foundation** will produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, emergency lighting and fire-fighting equipment.

**Head Teacher and AZBUKA Foundation Governing Body** will carry out the maintenance and record in the fire logbook.

#### Maintenance of Fire Resisting Doors, Walls and Partitions, escape routes and exit doors

All fire resisting doors, escape routes and Exit doors will be inspected on a monthly basis by **Viscount Safety contractor** and the Fire Safety office/Head Teacher.

#### Maintenance of Fire Safety Signs

Routine inspections of all fire safety signage are to be carried out termly by **the Head teacher and the Fire safety contractor**.

All illuminated signage is to be maintained in accordance with BS 5266 and inspected monthly by a competent person. Six monthly and annually a competent electrical engineer should also carry out routine maintenance in accordance with the above British Standard.

#### Maintenance of Fire Warning System

This will be specific to each building and is documented in the fire logbook for each site. All in accordance with BS 5839.

<b>Weekly:</b>	Internally a fire drill will be carried out by the facility management.
<b>Six monthly or quarterly:</b>	This will be completed by an external engineer whose contact details are below: <b>Viscount Safety</b>

<b>Annually:</b>	As above.
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### Maintenance of Emergency Lighting

This will be specific to each building and is documented in the fire logbook for each site, all in accordance with BS 5266.

<b>Weekly:</b>	Visual inspection of all emergency lighting points including illuminated exit signs.
<b>Monthly:</b>	Monthly ‘flick test’ of emergency lighting, not exceeding 25% of rated duration of the system. Simulate a momentary power interruption/mains failure to show if emergency lighting works under loss of power condition. Walk around the premises to check if each emergency light is working in these conditions.
<b>Six monthly:</b>	Test in the same manner, but leave on emergency mode or deny power for one third of the rated duration of the system (i.e. on hour for a three hour rated system).
<b>Annually:</b>  (Three yearly for first three years, then annually after this)	Maintenance in accordance with BS 5266, by a competent electrical engineer.

### Maintenance of Firefighting Equipment

This will be specific to each building and is documented in the fire logbook for each site all in accordance with BS 5306 by a competent person. Routine visual inspections will be undertaken to ensure firefighting equipment has not been discharged or suffering from any obvious damage. A formal inspection of firefighting equipment by an external competent service engineer will be undertaken annually.

### Maintenance of Fire Safety Records

The fire risk assessments are located in: **the school office (head teacher’s office)**.

The personal training records will be located in the training files in: **school office**

The fire logbooks are maintained for ALL buildings on the school premises.

### **Emergency Evacuation Plan (EEP)**

#### The Fire Evacuation Signal

The fire evacuation signal for **AZBUKA Foundation** is a continually sounding siren (warble) throughout the premises.

The signal will sound on activation of the fire detection system or the operation of a break-glass call point.

On hearing the fire evacuation signal for any of the buildings above, employees must leave immediately by the nearest available exit.

The fire evacuation signal is tested weekly covering call points on a rotational basis, ensuring each call point is tested at least annually.

### Action on Hearing the Fire Alarm

Staff:

- During school opening hours teachers and classroom teachers will direct pupils to the evacuation assembly points; and emergency shelter if necessary
- If fire is discovered this will be confirmed to the Fire Service by dialling 999;
- Other staff will report to the evacuation assembly points and await instructions.

Visitors and contractors:

- Leave the building immediately by the nearest available exit;
- Make their way to the nearest designated assembly point in a calm orderly manner;
- Once at the assembly point wait for instructions from the Fire Service Liaison Officer or the Fire Officer; and
- Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.

Pupils:

- Cooperate with their teachers and classroom assistants to ensure a safe and orderly evacuation to assembly points;
- Know who their assembly point roll call teacher/classroom assistant is;
- Know the main fire evacuation routes and which assembly point to muster at;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- When unsupervised; on hearing the alarm:
  - Leave the building immediately by the nearest available exit;
  - Make their way to the nearest designated assembly point in a calm orderly manner;
  - Once at the assembly point wait for instructions from their assembly roll call teacher or the Fire Service Liaison Officer or the Brigade Fire Officer; and
  - Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer or Head Teacher.
- Pupils may also raise the alarm, if it is they who discover a fire or evidence that there may be a fire, such as smoke.

### Action on Discovering a Fire

- Raise the alarm by activating the nearest break glass call point;
- Evacuate the immediate area;
- The person confirming there is a fire is to call the Fire Service by dialling 999;
- **Head Teacher or Fire Safety Officer** is responsible for checking the Fire Service has been called;
- Tackling the fire will always come secondary to the evacuation. However, if trained and it is safe to do so, staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available;
- A sweep of the building will be carried out by facility management. Once staff and visitors are at the assembly points a nominal roll will be carried out and provide the information to the Fire Service Liaison Officer;
- Any person trying to re-enter the building without the express permission of the Fire Brigade Lead Officer will be restrained using appropriate means; and
- Only competent personnel with appropriate training will be allowed to re-set the alarm system as the Fire Service are under no obligation to do so.

### Evacuating People Identified at Specific Risk

#### Visitors:

- All visitors will sign in on arrival at reception and be handed a visitor's badge. Emergency plan information will be provided for them; and
- Visitors should be escorted to the assembly point by staff in the event of an emergency.

#### Contractors:

- All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

#### Those with special needs:

- A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, pupils, visitors or contractors) that have special needs or SEND.

### Designated Assembly Points and Emergency Shelter

The designated assembly point for the premises is **Dalling Road green space** and the Emergency Shelter is **Flora Gardens Primary school**

Everyone will report to one of the above assembly points if the building is evacuated. Only people with designated tasks may remain in the building.

### Escape Routes and the Use of Fire Exits

Means of escape routes throughout the buildings have been identified with fire exit signs.

Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

#### Arrangements for Fighting Fire

- Tackling fires will always come secondary to the evacuation of the premises;
- Firefighting equipment is provided in accordance with BS 5306 and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so. Firefighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors;
- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route; and
- 'IF IN DOUBT, GET OUT'.

#### Specific Responsibilities of Staff

Teaching staff:

- Sweep their area of work and ensure all people leave the building and direct/escort them to the assembly point. Tell the person responsible for the area immediately when it is all checked and clear;
- Designated members of staff to remember specific items to be turned off in case of fire if it is safe to do so, e.g. kitchens - all cookers and heat generating equipment should be turned off as they leave the building;
- If requested, call the Fire Service by dialling 999, the emergency operator is the next contact before being put through to the Fire Service. The Fire Service will then require the following information:
  - The full address, including post code;
  - The telephone number you are calling from;
  - If possible, what is involved in the fire and if there are any flammable materials;and
- Name of the nearest main road
- Take the relevant register and 'grab pack'.

#### Fixed Fire Protection Systems: Out of Service

If the fire detection system has to be isolated for any reason, **Viscount Safety** must be kept informed.

- **Fire Safety officer** will document this in the fire logbook;
- Hot work will be restricted and only allowed under a strict permit to work system by facility management;

- Any fire doors on magnets or other automatic means of keeping them open to be released and kept closed;
- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time, e.g. staff in area have mobile phone/pager contact with head of facility management, alarms of fire to be relayed directly to the fire service by phone;
- School insurers will be informed if this is going to be over half a day; and
- **Head Teacher** will document the re-commissioning of the system in the fire logbook.

If the evacuation alarm system is isolated for any reason, **Viscount Safety** will be informed.

- **Head Teacher** will document this in the fire logbook;
- A temporary method of warning people of fire to be used, e.g. air horn or manual bell; and
- **Head Teacher** will document the re-commissioning of the system in the fire logbook.

#### Calling the Emergency Services

During normal school opening hours:

- The Fire Service will be called using 999 once the fire alarm has been actuated. On checking if a fire is discovered or if it is a definite false alarm this should be confirmed to the Fire Service by dialling 999;
- The Fire Service will require the following information:
  - The full address, including post code;
  - The telephone number you are calling from;
  - If possible, what is involved in the fire and if there are any flammable materials; and
  - Name of the nearest main road

At night, weekends or during the school holidays:

- The Fire Service will be called by dialling 999. On checking if a fire is discovered before the arrival of the fire service, or even if it is a definite false alarm, this should be confirmed to the Fire Service by the senior member of staff by dialling 999;
- The Fire Service will require the following information:
  - The full address, including post code;
  - The telephone number you are calling from;
  - If possible, what is involved in the fire and if there are any flammable materials; and
  - Name of the nearest main road **Kings Street**.

#### Fire Service Liaison Officer (FSLO)

**Head Teacher** has been nominated to act as Fire Service Liaison Officer (FSLO). This individual will be responsible for reporting to the first Fire Service Officer attending any incident at the site. They will advise the Fire Service on the following:

- The location of the incident;
- Confirmation of the evacuation of all people from the buildings or otherwise;
- The last known location of any missing person/reluctant evacuees (if known);
- The location of the main electric intake and gas intake;
- Details on any known highly flammable materials in or around the building(s) involved;
- A floor plan of the building;
- Any other relevant information; and
- Work with emergency services to put in place evacuation plan.

### **Staff Fire Training**

All staff are required to attend site specific basic fire awareness training each term organised by the head of facility management. Key personnel will receive additional training (teachers and teaching assistances) including the practical use of extinguishers.

It is the responsibility of **Head Teacher** to ensure this is carried out.

### Training Programme

All employees, contractor staff and volunteers should receive fire safety training on induction, which should be recorded. The frequency of refresher training will be **at least once a year**.

A suitable programme will contain the following:

- Basic fire awareness;
- The items listed in the emergency plan;
- The importance of fire doors and other basic fire prevention measures;
- Where relevant, the appropriate use of fire-fighting equipment;
- The importance of reporting to the assembly area;
- Exit routes and the operation of exit devices, including physically walking these routes;
- General matters such as permitted smoking areas or restrictions on cooking other than in designated areas;
- Assisting disabled persons where necessary;
- Staff with specific responsibilities may additionally require more advanced training covering:
  - Detailed knowledge of the fire safety strategy of the premises;
  - Awareness of human behaviour in fires;
  - How to encourage others to use the most appropriate escape route;
  - How to search safely and recognise areas that are unsafe to enter;
  - The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
  - Additional training in the use of firefighting equipment; and
  - Reporting of faults, incidents and near misses.

### Fire Drills

The fire emergency evacuation plan will be tested at least **once a term**. The results of the test will be documented in the fire logbook.

### **Carbon Monoxide**

Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

As a result, a carbon monoxide detector will be in the vicinity of all fuel appliances in **AZBUKA Foundation** such as:

- Our boiler/s;
- Gas cookers/hobs; and

Any carbon monoxide detector will conform to the standards set out in BS EN 50291.

### **Arson Prevention**

Arson is the act of deliberately starting a fire. It is reported that there are over 1000 arson attacks on schools every year, with an estimated £80 million in insured damages each year. Not only does arson put lives at risks and cause great distress to staff, pupils and parents, the disruption to learning can be huge whilst schools re-build or temporarily re-locate, not forgetting the strain it puts on the emergency services. **AZBUKA Foundation** therefore takes arson prevention very seriously.

**AZBUKA Foundation** uses the below risk checklist when assessing the risk arson poses to the premises:

<b>Risk Checklist</b>	
1. Does the building have any lightweight or timber construction?	<b>Yes/No</b>
2. Is there a history of break ins, or arson in the school's area?	<b>Yes/No</b>
3. Is combustible waste regularly removed?	<b>Yes/No</b>
4. Is there easy access to external storage areas?	<b>Yes/No</b>
5. Are combustible materials stored securely?	<b>Yes/No</b>



6. Has the school had two or more arson attacks in the past 3 years?	<b>Yes/No</b>
7. Has the school had more than 10 incidences of theft or break ins in the past 12 months?	<b>Yes/No</b>
8. Is the site easily accessible to the public?	<b>Yes/No</b>
9. Are outside areas well-lit at night?	<b>Yes/No</b>
10. Is the external perimeter vulnerable?	<b>Yes/No</b>
11. Are there security arrangements for out of school hours use?	<b>Yes/No</b>
12. Is it relatively easy for intruders to break into the building?	<b>Yes/No</b>
13. Are certain areas kept out of bounds during evening use?	<b>Yes/No</b>
14. Is there a system of monitoring visitors?	<b>Yes/No</b>
15. Are staff aware of the need for key security and locking up?	<b>Yes/No</b>

**AZBUKA Foundation** uses the below risk reduction factors to help prevent arson on the premises:

<b>Risk Reduction Factors</b>	
1. Is the school fitted with an automatic sprinkler system or fire detection system linked to the fire service?	<b>Yes/No</b>
2. Is the school fitted with an intruder alarm with a monitored link to an alarm receiving centre?	<b>Yes/No</b>
3. Are the grounds monitored by CCTV?	<b>Yes/No</b>
4. Is the school fenced to a height of 2 metres?	<b>Yes/No</b>
5. Is the site regularly patrolled?	<b>Yes/No</b>
6. Is there a system in place for dealing with suspicious behaviour?	<b>Yes/No</b>
7. Has any staff training been carried out as a result of risk assessments?	<b>Yes/No</b>

