
Fire Safety Policy

This policy was approved by the Trustees on 6 September 2018 and will be reviewed not later than every 5 years.

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1. Policy principles

- The Trustees of the British Museum are the 'Responsible Person' (as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005) and will provide a safe environment across all premises for staff, contractors and visitors and inform them of all relevant fire safety policies, standards and procedures.
- A fire safety strategy setting out the strategic principles and fire safety procedures by which the British Museum will meet the requirements of fire safety legislation will be maintained and reviewed on an annual basis.
- Fire safety requirements will be appropriately addressed at every stage of each new infrastructure development (e.g. planning of new buildings, refurbishment of existing structures, and demolition of old buildings) through fire risk assessments.
- Fire safety arrangements will also be reviewed when changes in arrangements are made that have a significant impact on fire safety (e.g. purchasing new equipment, implementing changes to operational policies or changing existing procedures).
- Museum staff responsible for the delivery of the public programme, such as exhibitions and events, will consider fire safety and its impact on each element of the programme.
- Training will be provided to ensure the appropriate competency of all staff with devolved roles and responsibilities for fire safety.

2. Statutory and Regulatory Framework

- The British Museum will ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are met.
- All statutory fire risk assessments in relation to premises under the control of the British Museum will be reviewed regularly, in line with the conditions set out in the Order.
- The British Museum will ensure that its duty of care towards all occupants of premises under its control is met with respect to the Health and Safety at Work Act 1974 and the management of Health and Safety Regulations 1999, as far as these statutes relate to fire safety.
- Fire safety legislation will be monitored and this policy and associated procedures revised accordingly to align with any future legislative changes.

3. Cooperation, coordination and liaison

- The British Museum will ensure that consultation takes place with staff regarding the introduction of measures affecting the fire safety of employees, the arrangements for nominating/appointing responsible persons, and fire safety information and training.

4. Responsibilities

- Overall responsibility for managing fire safety has been delegated to various officers of the Museum as detailed in **Annexe A**.
- The reporting structure is detailed in **Annexe C**.

5. Fire Safety Management System (FSMS)

- The British Museum has elected to meet the requirements for fire safety with a Fire Safety Management System (FSMS).
- The FSMS consists of this Fire Safety Policy and eight supporting procedural documents:
 1. Fire Evacuation Procedure Public Galleries (front of house)
 2. Fire Evacuation Procedure Staff Areas (back of house)
 3. Fire Risk Assessment Procedure
 4. Fire Prevention Procedure
 5. Management of Contractors Procedure
 6. Fire Safety Training and Competency Procedure
 7. Property Use Definitions
 8. Fire Safety Audit Procedure

Summaries of each document are provided in **Annexe B**.

Annexe A: Responsibilities

Responsibility for managing fire safety has been delegated to officers of the Museum ('designated officers') as set out below:

Director

- Ensures that fire safety is given appropriate priority and is considered as an integral part of the Museum's operations.

Deputy Director (Operations)

- Holds overall responsibility and accountability for the effective implementation and maintenance of this Fire Safety Policy and the associated Fire Safety Management System.
- Ensures the appropriate allocation of human and financial resources to manage the fire risk in line with the objectives of the Fire Safety Management System.
- Reports on all matters of fire safety to the Board of Trustees and the Directorate Group.
- Provides such support as necessary to the Fire Safety Manager to ensure the appropriate delegation of roles and responsibilities for fire safety throughout the British Museum.
- Sets the fire safety strategy and the objectives for continuous improvement in fire safety performance, as advised by the Fire Safety Manager.

Head of Property and Facilities Management

- Maintains an awareness and understanding of appropriate fire safety related legislation and associated codes of practice to ensure satisfactory compliance.
- Ensures the effective planning of resources to maintain the Museum's fire safety arrangements and address statutory fire risk assessment findings.
- Sets goals for continuous improvement in fire safety performance.
- Ensures a unified approach to fire safety where more than one employer shares a premises.
- Maintains an awareness of all incidents, accidents or significant near misses occurring and the action taken to prevent recurrence.

Fire Safety Manager

- Champions fire safety throughout the British Museum.
- Ensures that there is an effective system in place to communicate the Fire Safety Policy and the Fire Safety Management System to all staff.
- Implements the fire safety policy and the Fire Safety Management System.
- Ensures compliance with fire safety legislation and the associated codes of practice.
- Ensures that adequate fire risk assessments have been carried out and appropriate control measures are in place to eliminate or control risk.
- Liaises with fire engineering specialists on fire safety issues requiring specialist knowledge.
- Ensures that appropriate fire safety training programmes are made available to all staff and that Department Heads are aware of the training.
- Ensures that the Fire Safety Policy and supporting procedures are audited regularly.

Head of Security Operations and Head of Visitor Services

- Liaises with other departments to ensure an understanding of the use and occupancy of the public spaces within the Museum.
- Develops and maintains a system of visitor fire safety management with the Fire Safety Manager.
- Ensures all staff with assigned fire safety roles within the departments are trained and competent to manage the emergency evacuation of visitors to the Museum.

Deputy Directors and Heads of Department

- Ensure that the Museum's Fire Safety Policy and associated procedures are adopted throughout their department(s).
- Ensure that departmental staff are appointed to the specific fire safety roles as required, namely Departmental Fire Wardens and Fire Wardens (deputies).
- Ensure that all staff attend appropriate fire safety training.

Security Support Team (SST)

- Responds to fire alarm signals and attend the location of the building affected by the alert.
- Undertakes first response fire fighting in line with Museum policy and the training they have received.
- Assists in the evacuation of members of staff and visitors who have a physical disability, in line with the evacuation procedures adopted by the Museum.

Sector Fire Wardens

- Ensure fire safety standards are adopted and maintained within the relevant sector of the building in accordance with Museum fire safety procedures.
- Inform the Fire Safety Manager of any significant change to the level of fire safety within the sector of the building for which they are responsible.

Departmental Fire Wardens

- Ensure their departmental areas are promptly and effectively evacuated in the event of an emergency.
- Ensure all new staff are inducted in fire safety as soon as reasonably practical following their appointment.
- Ensure all staff are regularly trained to an appropriate standard to enable them to carry out any devolved fire safety duties.

All staff

- Take all reasonable care to ensure fire safety for themselves and for others who may be affected by their acts or omissions at work.
- Inform their Departmental Fire Warden or local Fire Warden of any situation which they have reason to believe may pose a serious fire risk.
- Follow the Museum's fire safety procedures, attend role specific fire safety training and obey any instruction given by a staff representative on fire safety matters.

Annexe B: Procedures

1. Fire Evacuation Procedure: Public Galleries (front of house)

The evacuation of members of the public from galleries will be managed by Visitor Services staff in close liaison with the Security Support Team (SST). Any evacuation event will be coordinated by the Security Control Room.

2. Fire Evacuation Procedure: Departmental Staffed Areas (back of house)

The British Museum's fire evacuation procedures are designed to ensure that there are competent members of staff in both the public gallery space and the departmental staffed areas to manage and record evacuation from fire.

3. Fire Risk Assessment Procedure

A procedure is in place to ensure that any material changes to the occupation, use, or physical characteristics of the British Museum will be considered and, where required, the fire risk will be reevaluated.

4. Fire Prevention Procedure

Fire safety systems will be inspected, tested and maintained in accordance with the standards defined in the Fire Prevention Procedure. Building installations and means of escape will be inspected and maintained in line with set standards. Housekeeping will be maintained and routinely inspected as set out in the Fire Prevention Procedure.

5. Management of Contractors Procedure

The British Museum will assess the inherent fire risks associated with all contractors employed on the premises in accordance with the Management of Contractors Procedure.

6. Fire Safety Training and Competency Procedure

All British Museum staff with fire safety roles will be provided with the fire training and advice required for their responsibilities. Fire safety competency levels will be assessed before staff assume fire safety responsibility.

7. Property Use Definitions Procedure

The British Museum may lease space, or allow a third parties to occupy, areas of the building under its control. The fire safety responsibilities of use and occupancy are outlined in the Property Use Definitions Procedure document.

8. Fire Safety Audit Procedure

The Fire Safety Audit Procedure sets out the requirements for monitoring the fire safety management system. Regular audits will enable a report to be compiled identifying key performance indicators across all areas of fire risk and provide comparative information, which can be used to drive continuing improvement.

Annexe C: Reporting structure

