

Science Museum Group Fire Safety Policy

The Science Museum Group ('SMG') strives for excellence and is committed to on-going improvement in Fire Safety management. This Fire Safety Policy and accompanying procedures outline key requirements and responsibilities to enable the organisation to achieve this.

This policy applies to all colleagues (including casuals and volunteers) and contractors included but not limited to the following sites and explains our responsibilities and the structures in place to ensure this happens:

- Science Museum (SCM), London
- National Railway Museum (NRM), York
- Science and Industry Museum (SIM), Manchester
- National Science and Media Museum (NSMM), Bradford
- Science and Innovation Park (S+IP), Wroughton
- Blythe House (BH), London
- Locomotion, Shildon

Where colleagues are working at other sites, they must follow any fire safety arrangements for that site. Colleague responsibilities apply wherever a colleague is working.

The SMG Fire Safety Policy is subject to a process of continuous review, to respond to any organisational changes, state of knowledge in relation to workplace hazards and any changes in Fire Safety legislation.

Please always refer to the latest version of the policy which can be found on the H&S page of the intranet.

Section One: Fire Safety Policy Statement

Fire is a hazard which can occur in all areas of the Science Museum Group. Its consequences include the threat to the health and safety of people, damage to or loss of property and assets and severe interruption to normal business activities or opportunities.

Fire Safety precautions will be based on a combination of appropriate prevention and protection measures depending on the use and occupancy of the building, the inherent fire risks and the legal obligations placed upon SMG.

SMG has implemented a fire safety strategy based primarily on the avoidance of fire. In the event of fire, provisions for rapid detection, containment and control supported by reliable procedures for evacuating all persons to places of safety must be in place. Wherever possible SMG will aim to achieve an L1 system in all buildings.

Fire safety is everyone's responsibility.

All SMG colleagues, contractors and visitors are expected to follow established safety procedures to prevent fires and ensure SMG premises are always prepared for emergency evacuation.

The aims of this policy are to:

- Ensure the health & safety of all people working in or visiting SMG's premises.
- Ensure SMG's collections and other assets are protected from the risk of fire.
- Establish standards and procedures for ensuring fire safety in premises.
- Comply with legislation for fire safety in the workplace
- Minimise the impact of fire on the environment.

This Fire Safety Policy gives you all the essential guidance you need to ensure these aims are met.

Every one of us, whether museum colleagues, contractors, or visitors have a right to be in a safe and healthy environment within SMG's premises; every one of us has a contribution to make towards this goal.

Section Two: Introduction, Scope, and Legal Requirement

This policy expands on SMG's general Health & Safety Policy. The two policies together with other supporting information and procedures comprise SMG's arrangements for fire safety.

Legal responsibility for ensuring compliance with fire safety and related legislation, as listed below, lies with the Trustees of SMG as the "**Responsible Person**" as stated under the Regulatory Reform (Fire Safety) Order 2005 (which is the primary fire safety legislation). The Board of trustees delegates executive responsibility to the SMG Director.

The SMG Director assigns *executive and functional responsibility* to the Director of People and Culture for the delivery of this policy. The relevant Executive Director will be responsible for ensuring fire safety for their respective site.

The SMG Director and those having executive or functional responsibility must ensure that the nominated competent persons have the necessary means and ability to fulfil their roles in relation to the size of SMG's estate and the risks to which persons are exposed.

SMG has a legal duty to achieve compliance for fire safety under the following (non-exhaustive) list of statutory provisions:

- *Regulatory Reform (Fire Safety) Order 2005*
- *The Health & Safety at Work Act 1974*

- *The Management of Health & Safety at Work Regulations 1999*
- *The Dangerous Substances and Explosive Atmospheres Regulations 2002*
- *Building Regulations 2010 (Approved Document B- Fire Safety)*
- *BS 9999:2017 Fire safety in the design, management, and use of buildings- code of practice*
- *Equality Act 2010*
- *Licensing Act 2003*

It is SMG's intention, as far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of all SMG's estate to:

- Provide and maintain passive (e.g., fire doors) and active (e.g., fire alarm) fire protection within the buildings, in line with legal requirements and the site-specific fire strategies.
- Provide comprehensible and relevant information to SMG colleagues and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by fire risk assessments.
- Provide and record a program of fire safety training and fire drills.
- Conduct, keep under review, and audit fire risk assessments of all SMG buildings, and identify areas for improvement within suitable timescales.
- Have in place a program of inspections to maintain fire safety standards and improve on those standards as determined by on-going review of the risk assessments.
- Identify enough persons to be always present when any of SMG's estate buildings are occupied with responsibility for managing the fire evacuation procedure and provide information and assistance to the fire service.
- Where appropriate, to prepare and keep under review workplace risk assessments in relation to the use, storage, handling, disposal, and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are eliminated, reduced, or controlled.
- Ensure that appropriate fire safe design principles are embedded in all new buildings, exhibitions or interventions within the estate, so as to be compliant with new legislation and procedures

This policy and the effectiveness of its implementation are subject to on-going review by SMG's Safety and Wellbeing team in conjunction with scheduled external H&S audit and External Fire Risk Assessments, and the findings reported to the SMG Safety and Wellbeing Committee for review.

Section Three: Organisational Responsibilities for Fire Safety

1- The SMG Director

The SMG Director has overall executive responsibility on behalf of the Trustees of the Science Museum for the fire safety of all buildings belonging to or occupied by SMG. They will ensure that:

- SMG has a Fire Safety Policy.

- A programme to implement, maintain, monitor, and review this Policy is agreed and that adequate resources are available for the implementation, maintenance, and monitoring of this Fire Safety Policy.
- An appropriate management structure is in place for delivering this fire safety policy.

2- The Director People and Culture

The Director People and Culture has executive responsibility for the implementation of this policy and the supporting fire safety arrangements throughout all spheres of SMG activity.

3- SIM, NRM. Locomotion and NSMM Directors; SM Deputy Director, Programme Director One Collection (Blythe House) and Associate Director of S+IP.

Have responsibility for their sites (as per the SW committee structure), ensuring all requirements outlined in this Policy have been implemented.

In addition to this they have the following specific responsibilities:

- Monitor fire alarm activations, and practice evacuation drills of SMG buildings to ensure that periodic evacuation drills take place at least annually and those frequencies of unwanted fire alarm activations are controlled.
- Ensure fire risk assessments have been completed for their sites and any actions completed in a timely manner.
- Ensure that the relevant site Evacuation Plans are written, monitored and redrafted as appropriate throughout the year.

Functional Responsibility for the above at Blythe House is outlined in the Blythe House Fire Safety Policy.

4- All SMG Executive Members

The SMG Executive has executive and functional responsibility and will ensure that:

- Risk assessments of activities or processes under their control identify fire hazards and associated precautions to avoid where reasonably practicable or otherwise control the risk of fire.
- Projects under their control are following all SMG fire safety requirements and any relevant British standard and regulation. Where required that a fire strategy be completed, and the fire risk assessment is reviewed as required.
- The safe and secure storage of dangerous substances.
- Corridors, stairways and escape routes remain unobstructed at all times.
- Any contractors engaged by their department are informed of fire risks in areas where they may work, given instructions on fire evacuation procedures and arrangements for hot work or other permits.
- Their teams are aware of their responsibilities and comply with evacuation procedures.
- Their teams attend suitable fire safety training.

- Their teams are familiar with the locations of building escape routes, assembly point, and other relevant fire safety procedures appropriate to the building (s) in which they work.
- Ensuring suitable measures are in place for colleagues working regularly on other organisations sites.

5- The Director of Estate

The Director of Estates is responsible for ensuring:

- The maintenance and renewal of passive and active fire protection measures in line with legal requirements, British Standards and SMG requirements.
- Own the fire strategy (relating to the building fabric) for all sites. The fire strategy will comprise of the following:
 - Drawings and specifications for fire safety protection measures e.g., compartmentation, fire alarm etc.
 - Capacity numbers (utilising appropriate and recognised fire standard calculations).
- The Estates team will share the fire strategy with projects on request, and upon receipt of updated fire strategies from projects will incorporate these into the master version.
- The uniformity of standards of maintenance, inspection, and testing throughout all SMG buildings by the selection and monitoring of competent contractors and by application of schedules for the maintenance, testing and inspection by reference to appropriate British, European or other standards of technical specifications or quality with the support of consultants and competent contractors.
- That inspection, test records and defect reports for all fire safety systems and equipment are retained and maintained.
- The Executive is promptly informed of serious fire risks or other failures.
- Manage physical changes to the estate including alternations to building fabric.

The Director of Estates will nominate competent colleagues to carry out the above responsibilities at each site.

6- SMG Head of Operations/ S+IP Associate Director

The SMG Head of Operations and S+IP Associate Director will:

- Ensure the adequate provision of security colleagues, or other department's colleagues, who are trained to complete an evacuation of the building, admit, and direct the Fire Service to all parts of the buildings and can contact nominated colleagues.
- Ensure adequate provision of security colleagues to complete any fire safety checks as required, including fire door check, monitoring of alarm activations, weekly testing.
- Maintain an evacuation plan and a General Emergency Evacuation Plan ('GEEP') for the building, ensuring that all colleagues have received

training appropriate for their role. Ensuring these plans are reviewed regularly and following any changes e.g., due to construction.

- Ensure an evacuation drill is completed every 12 months and lessons are learnt from all evacuations whether a false alarm, real fire or drills.
- Ensure weekly checks of the fire alarms are completed and monitor any fire system faults and ensure these are communicated to Estates.

Responsibility for the above at Blythe House is outlined in the Blythe House fire safety policy.

7- Masterplan Director

The Masterplan Director must ensure the following are completed for any new exhibitions, gallery/space, collection facility or building:

- Ensure SMG fire strategy is included in any design, appointing fire consultants as required and updating the site fire strategy on completion of their project.
- Inform Estate, Operations and Safety & Wellbeing of the impacts of any of their projects (during construction) on the site fire strategy and evacuation plan. Liaise with Estate prior to contacting building control/fire service.
- Inform the Safety & Wellbeing team of any changes to the building so the fire risk assessment can be reviewed.
- Seek prior approval from Estate for any changes to the building fabric, means of escape and any work that will interact with systems provided for fire safety.
- Ensure a fire risk assessment is completed for any area within the contractors' control and share this with Estate, Operations, and the H&S team.
- Ensure commissioning of all fire safety systems at the end of the project and a suitable handover provided to Estate.

The masterplan director will appoint competent project management roles to carry out the above duties.

8- Exhibitions

The Exhibitions lead on any project must ensure:

- Any designs follow relevant legislation and the site fire strategy, and that advice is obtained from the Safety & Wellbeing team early in the project as required.
- Liaise with Estates prior to contacting building control/fire service.
- Inform the Safety & Wellbeing team prior to the end of the install so that an amendment can be completed to the fire risk assessment.

- Gain prior approval from Estates for any changes to the building fabric, means of escape and any work that will interact with systems provided for fire safety.
- Ensure a fire risk assessment is completed for any area within the contractors' control and share this with Estates, Operations, and the H&S team.

9- Commercial

The commercial team must ensure that:

- Any designs follow relevant legislation and the site fire strategy, and that advice is obtained from the Safety & Wellbeing team early in the project as required.
- Liaise with Estates prior to contacting building control/fire service.
- Inform the Safety & Wellbeing team prior to the end of the install so that an amendment can be completed to the fire risk assessment.
- Gain prior approval from Estates for any changes to the building fabric, means of escape and any work that will interact with systems provided for fire safety.
- When planning events that an evacuation and PEEP plan is in place for any event, and they are adequately resourced.
- The Safety and Wellbeing team and Operations team are contacted for advice prior to any significant events and to discuss event capacities which are outside of usual capacities.

10-Learning and Public programmes (events) and Development (events)

Any team organising an event must ensure:

- Evacuation and PEEP plans are in place for any events and all events are adequately resourced.
- The Safety and Wellbeing and Operations teams are contacted for advice prior to any significant events and to discuss any event capacities which are outside of usual capacities.

11-The SMG Health, Safety and Wellbeing team

The Health, Safety and Wellbeing team will:

- Ensure the provision of advice and guidance on all aspects of fire safety including the legal duties and fire precautions.
- Commission fire risk assessments on behalf of the Site Director and reviews as required.
- Maintain contact with enforcing agencies and professional bodies.
- Monitor the provision of fire safety training, ensuring it is adequate.
- Complete monitoring of training and fire safety provisions.
- Ensure the SMG Executive are promptly informed of serious fire risks or other failures of the fire safety management system and fire safety policy.

- Provide support and advice to operational and estates team on fire evacuation, strategy, and capacities.

12- SMG Colleagues Personal Responsibilities

All SMG colleagues have personal responsibility and will:

- Take reasonable care for the safety of themselves and other persons who may be affected by their actions or omissions.
- Co-operate so that SMG can undertake its legal responsibilities regarding fire safety.
- Make themselves aware of the Evacuation plan and Fire Action Notices for the building(s) in which they work and cooperate with the responsible colleagues (security, Front of House ('FOH') and Explainers) to ensure the effectiveness of the fire evacuation procedures.
- Make themselves aware of the location of fire alarm activation call points, portable extinguishers, escape routes and final exits.
- Ensure they are aware of any specific responsibilities they may have during an evacuation.
- Evacuate the building whenever the alarm sounds, including during evacuation drills and report to the assembly point.
- Bring to the attention of the relevant site's Control Room or Estates department any defects or deficiencies in fire safety arrangements.
- Not intentionally or otherwise, lock or obstruct evacuation routes, emergency doors or fire exits.
- Not attempt to extinguish a fire, if they or others would be at personal risk.
- Attend fire safety training in line with H&S training requirements.
- Ensure their contractors, visitors or visiting groups at conferences, external lectures, and similar events, that they may organise, are instructed in the fire evacuation procedures.
- Comply with the SMG No Smoking requirement.
- Corridors and stairways that form part of an escape route remain unobstructed and clear of combustible materials.
- Inform their line manager of any hazardous substances stored on site, ensure COSHH assessments are completed and that locations are communicated to the Estates team.