

Science Museum Group Fire Safety Management 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 any 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 at the following sites and explains our responsibilities and the structures in place to ensure this happens:

- Science Museum, London
- National Railway Museum (NRM), York
- Science and Industry Museum (SIM), Manchester
- National Science and Media Museum (NSMM), Bradford
- National Collections Centre (NCC) Wroughton
- Blythe House, London
- Locomotion, Shildon

This Policy also applies where colleagues may be working at sites managed by other organisations. Any variations and local arrangements with the host organisation should be documented in a procedure.

Colleagues include all employees and volunteers.

The Museum's 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 regulations

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

The fire safety procedure should be referred to for additional information on specific tasks.

Section One: Fire Safety Policy Statement

Fire is a hazard which can occur in all areas of the Science Museum Group (SMG). Its consequences include the threat to lives or 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 on 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.

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 and to 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 workers, 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 SMG Director assigns *executive and functional responsibility* to the Director of People and Culture for the delivery of this policy. The relevant site 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)*
- *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 buildings to:

- Provide and maintain passive (e.g. fire doors) and active (e.g. fire alarm) fire protection within the building, in line with legal requirements and SMG fire safety standards.
- 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.
- Carry out, 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 works to maintain fire safety standards and improve on those standards as determined by on-going review of the risk assessments.
- Identify a sufficient number of persons to be present at all times 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.

This policy and the effectiveness of its implementation are subject to on-going review by SMG's Health, Safety and Wellbeing team in conjunction with scheduled external H&S audit and External Fire Risk Assessments, and the findings reported to the SMG Health, 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 and NSMM Directors; SMG Deputy Director, and Estate Director (for NCC and Blythe)

Have responsibility for their sites (as per the H&S committee structure), ensuring all requirements outlined in this Policy and the Fire Safety procedure have been implemented.

In addition to this they have the following specific responsibilities:

- Ensure procedures are in place for the removal of rubbish and waste from SMG buildings and its safe storage away from the building and ignition sources whilst awaiting collection.
- Ensure all colleagues, whether employees or contractors, do not store or leave any rubbish or other waste in escape routes such as corridors, stairways, lobbies or in the vicinity of building fire exits.
- 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 that the relevant museum Evacuation Plans are written, monitored and redrafted as appropriate throughout the year.

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

Functional responsibility for the delivery of these items at NCC remains with the Head of Site.

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.
- The safe and secure storage of dangerous substances.
- Corridors and stairways that form part of an escape route remain unobstructed and clear of combustible materials.

- Any contractors engaged by their Department are informed of particular fire risks in areas where they may work, given instructions on fire evacuation procedures and arrangements for hot work or other permits.
- SMG colleagues are aware of their responsibilities and comply with evacuation procedures.
- SMG colleagues attend suitable fire safety training.
- SMG colleagues 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.

5- The Estates Director

The Estates Director is responsible for ensuring all items outlined as Estates responsibility in the Fire Safety Procedure are completed.

In particular they will ensure:

- The Identification and allocation of funds for the maintenance of the fire alarm, detection and extinguishing systems and equipment, the marking and maintenance of the means of escape and emergency lighting from all SMG buildings.
- 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.
- The keeping of inspection and test records and defect reports for all fire safety systems and equipment.
- The Executive is promptly informed of serious fire risks or other failures.
- Review structural changes to the building and ensure where relevant bodies are notified.

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

6- Other departments

The following departments have specific responsibilities outlined in the fire safety procedure and must be aware of key requirements and ensure they are followed:

- Project managers (Exhibitions and Masterplan).
- Corporate Events
- Head of Learning and Public programmes (as relevant at each site).

7- SMG Head of Operations/ Assistant Director

The SMG Head of Operations at NSMM and Science Museum, the Head of Site at NCC, Head of Locomotion, the Assistant Director and Head of Operations at SIM and the Assistant Director and Head of Business Readiness at NRM must ensure all items outlined in the Fire Safety procedure are completed, in particular they will:

- Ensure the 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 are able to contact nominated Museum 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
- Ensure an evacuation drill is completed every 12 months and lessons are learnt from all evacuations whether a false alarm, real fire or drills

8- Project managers

Projects managers must ensure the following are completed for any new exhibitions, gallery/space, collection facility or building:

- Ensure SMG fire safety standards are included in any design
- Liaise with Estates prior to contacting building control/fire service
- Inform the H&S team of any changes to the building so the fire risk assessment can be reviewed
- Get 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.

9- Corporate events/Learning and Public programmes (events)

The corporate events team is responsible for ensuring that:

- Evacuation and PEEP plans are in place for any events
- The Health, Safety and Wellbeing team are contacted for advice prior to any significant events.
- Each event is appropriately resourced to manage an evacuation.

10- 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.
- Ensure fire risk assessments are completed and reviewed as appropriate.
- Maintain contact with enforcing agencies and professional bodies.
- Ensure appropriate fire safety training is in place.
- 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.

11- 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 is able to 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.
- Bring to the attention of the relevant museum's Control Room or Estates department any defects or deficiencies in fire safety arrangements.
- Not intentionally or otherwise, lock or obstruct 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.