
Fire Safety Policy

This policy was approved by the Trustees on 19th March 2026 and will be reviewed not later than every 5 years.

OFFICIAL

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.
- It is a requirement of the Board of Trustees that all British Museum employees and third parties conducting activities at the premises of or on behalf of the British Museum accord a similar priority to fire safety matters, informing affected parties of all relevant fire safety documentation, and ensure that the intent of this policy is observed.
- The British Museum Fire Strategy outlines the Museum’s position in relation to meeting the goal of achieving a high level of fire safety and provides guidance to ongoing and future projects to achieve this

goal. The Strategy provides a point of reference for key stakeholders to ensure that activities on the site (including events and exhibitions) meet the functional requirements of current fire safety legislation.

- The Strategy document is supported by the fire risk assessment process (FRA) and will be regularly reviewed as part of working to achieve this goal.

2. Statutory and Regulatory Framework

- This policy covers the aims, commitment, and arrangements put in place by the British Museum to ensure, so far as it is reasonably practicable, the safety of people, property and collection in relation to fire safety, 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. 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 nine 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
 9. Health and Safety and Fire Safety Responsibilities

Summaries of each document are provided in **Annex A**.

Annex A: Procedures

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

The evacuation of members of the public from the 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 to, or allow a third-party franchise 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.

9. Health and Safety and Fire Safety Responsibilities

The Health and Safety and Fire Safety Management Responsibilities document sets out the roles and responsibilities for the delivery of the fire safety strategy and fire safety management system in addition to outlining the key meetings to permit consultation and risk management.