



# Fire Safety Policy

<b>Document Type</b>	Policy
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<b>Version</b>	1.2
<b>Amendments</b>	<p>14 February 2023 – added mention of those requiring evacuation plans and provided more detail on training requirements described in more detail.</p> <p>06 June 2023 – removal of roles and responsibilities to include this in the LSHTM London Fire Safety Procedure. Include that fire warden to individuals onsite ratio of 1:50 is maintained.</p>
<b>Related Policies &amp; Procedures</b>	<p><a href="#">LSHTM London Fire Procedures and Guidance</a></p> <p><a href="#">MRCG Fire Procedures and Guidance</a></p> <p><a href="#">MRCU Fire Procedures and Guidance</a></p> <p><a href="#">Fire Precautions and Emergency Plan for each LSHTM building</a></p>

## 2.1 SCOPE

**1.1.** This Policy applies to all premises owned by London School of Hygiene and Tropical Medicine (hereafter known as LSHTM), including Medical Research Council Unit The Gambia at LSHTM and Medical Research Council / Uganda Virus Research Institute & LSHTM Uganda Research Unit.

## 1.2. POLICY

**1.3.** It is LSHTM Policy that all reasonable measures will be taken to;

- 1.3.1.** Prevent the incidence of fire in premises.
- 1.3.2.** Minimise the impact of fire on life, property, delivery of service and the environment.
- 1.3.3.** Protect its staff, students and other individuals (e.g. contractors, partners and visitors), together with LSHTM property, from the effects of fire.

**1.4.** Furthermore, LSHTM will;

- 1.4.1.** Appoint a competent individual(s) to provide competent fire safety advice.
- 1.4.2.** Implement and maintain an effective fire safety management system.

- 1.4.3.** Establish and maintain a system for reporting fire incidents, including near misses and false alarm activations and, when necessary, inform relevant stakeholders and enforcing agencies.
  - 1.4.4.** Cooperate and coordinate with any building owners where LSHTM are tenants.
  - 1.4.5.** Implement and maintain effective fire safety equipment.
  - 1.4.6.** Ensure all individuals in LSHTM buildings are provided with appropriate fire safety information, instruction and training. Ensure that staff, students and other individuals are aware of the fire procedures and, in particular, what to do in the event of a fire.
  - 1.4.7.** Take account of, and manage, individual needs in fire alerts and evacuations.
  - 1.4.8.** Ensure that trained Fire Wardens are present onsite and a ratio of 1 Fire warden to 50 individuals is not exceeded to ensure fire safety and evacuation is managed adequately for all individuals onsite at the time.
- 1.5. LINK TO PROCEDURE**
- 1.5.1.** The Procedures for Fire Safety Management and Guidance for Fire Safety Management will be applied in the implementation of this policy in the United Kingdom. The principles of these procedures will be applied for all other LSHTM activities except for MRC Unit The Gambia at LSHTM and MRC/UVRI & LSHTM Research Unit, which both have their own standards and procedures for the delivery of this policy.