



FIRE SAFETY POLICY

RPE-PL-02-01

POLICY OWNER	Education Quality and Accountability Office
MONITORING AND EVALUATION	Principal and Senior Leadership Team
APPROVED BY	School Board
APPROVAL DATE	
DATE POLICY CAME INTO EFFECT	
PERIOD OF REVIEW	2 years
DATE OF NEXT REVIEW	

Table of Contents

1 RPE Mission and Vision.....	3
Mission.....	3
Vision.....	3
2 Introduction.....	3
3 Rationale.....	3
4 Aims and Scope.....	3
5 Roles and Responsibilities.....	4
School Board.....	4
School.....	4
Principal.....	4
Senior Leadership Team.....	5
Staff.....	5
6 Fire Safety Measures.....	6
Storage, Protection and Handling of Hazardous and Easily Flammable Substances.....	7
Electrical and Other Installations.....	7
Type and Quantity of Fire Extinguishers.....	8
Staff Training.....	8
Fire Drills.....	9
7 School Fire Warden.....	9
Internal Control of Intended Fire Safety Measures Implementation.....	10
8 Fire Management Plan.....	10
9 Staff Duties and Behaviour in the Event of Fire.....	11
10 School Obligations to Regulatory Authorities.....	11
11 Monitoring and Reviewing the Policy.....	12
Appendix 1: Evacuation Procedure.....	13
On Hearing the Alarm.....	13
Evacuation During Lunchtime.....	14
Evacuation for Persons with Restricted Mobility.....	14

1 RPE Mission and Vision

Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office, to meet the requirements of the schools in accordance with the following act:

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with the Health and Safety Policy, of which it is an extension.

3 Rationale

This policy outlines the procedures for implementing and enhancing measures in fire safety within the Richmond Park International School, Sarajevo (hereinafter: the School).

Fire safety encompasses a comprehensive framework of organisational, technical, and educational measures and actions aimed at preventing, detecting, and extinguishing fires, as well as safeguarding individuals and property from fire hazards.

Fire safety protocols are to be systematically implemented across all workspaces and facilities susceptible to fire hazards within the School. These protocols are designed to eliminate fire risks, contain fire outbreaks, and facilitate timely detection and suppression of fires.

Integration of fire safety practices into routine operations and the protection of personnel and assets are fundamental components of the School's operational framework, and as such, form an intrinsic part of day-to-day activities in all areas.

4 Aims and Scope

This policy outlines the following:

- mandatory fire safety measures to be adhered to within the School and the corresponding responsibilities of personnel regarding compliance and enforcement of fire safety regulations and protocols,
- organisation of fire safety activities within the School, including the roles, responsibilities, and qualifications of designated personnel overseeing fire safety, along with their

- requisite educational background,
- procedures for conducting internal audits to monitor compliance with fire safety measures, as well as the duties, accountabilities, and authorities of personnel directly responsible for conducting such audits,
- protocol for familiarising personnel with fire hazards specific to their work areas, including procedures for initial orientation and job transfers, as well as guidelines for fire safety training and familiarisation with fire extinguishing equipment and measures,
- specification of fire extinguishing equipment and resources required within the School, including their allocation and periodic testing schedules to ensure operational efficacy, the responsibilities of the Principal managerial staff, and personnel entrusted with specific authorities and duties concerning fire safety implementation, as well as the accountability of personnel for non-compliance with prescribed or mandated fire safety measures, and the conduct and obligations of personnel in the event of a fire incident.

5 Roles and Responsibilities

School Board

The School Board has devolved responsibility from the Richmond Park Education Board for approving this policy and ensuring it is implemented appropriately.

School

The School is obligated to meticulously organise fire safety operations and provide necessary material, technical resources, and equipment for fire prevention and suppression, while also ensuring their maintenance, inspection, and testing.

As the principal investor in constructed structures, technical processes, or their modifications and renovations, the School is under obligation to adhere to prescribed fire safety measures and standards.

Principal

As the primary individual responsible for organising and executing fire safety measures within the School, the Principal fulfils the following duties:

- establishes general policies governing fire protection,
- ensures compliance with relevant legal regulations and general directives concerning fire safety throughout the School,
- appoints the School Fire Warden,
- develops and approves the Fire Management Plan,
- ensures the safety of workplaces prone to fire outbreaks
- conducts annual reviews of the fire safety status within the School,
- allocates necessary funds for implementing fire safety measures and procures fire fighting equipment and resources,
- supervises and oversees the implementation of fire safety measures by other staff,
- engages expert consultants in fire protection matters for the School requirements,
- executes additional tasks mandated by pertinent legal regulations essential for building and staff safety concerning fire protection.

Senior Leadership Team

Senior Leaders carry out the following responsibilities:

- organise routine inspections of electrical installations, devices, lightning protection systems, and ensure compliance with fire protection measures,
- ensure proper storage of goods, products, and flammable materials, while maintaining clear access to pathways and building premises,
- verify the technical integrity of work tools, equipment, and devices,
- conduct visual inspections to verify the integrity of electrical installations and devices,
- ensure the proper functioning of firefighting equipment and resources such as fire extinguishers and hydrants,
- recommend appropriate measures to the Principal for enhancing fire protection measures,
- advise the Principal on rectifying any identified defects in facilities and equipment posing fire hazards,
- enforce a no-smoking policy in the whole school,
- monitor staff compliance with fire protection regulations, instructions, and measures,
- provide professional guidance to staff engaged in tasks with heightened fire risk,
- temporarily relocate staff whose activities contravene fire protection regulations,
- guide staff to the location of handheld fire extinguishers and other firefighting resources,
- fulfil additional tasks outlined in relevant legal regulations and this policy, as directed by the Principal.

Staff

All staff members and other individuals that provide various services at the School, along with enrolled pupils and students, bear both rights and obligations as follows:

- They must acquaint themselves with the provisions outlined in this policy, as well as identify potential hazards and fire protection measures relevant to their assigned workplace upon commencing their duties.
- They must know the location of the nearest fire extinguishing equipment and understand its operation.
- They must safeguard equipment and fire extinguishing agents from damage.
- They must initiate fire extinguishing procedures promptly upon noticing a fire outbreak, provided they assess that it can be done without jeopardising personal safety.
- They must ensure their work activities do not pose a fire hazard.
- They must promptly report observed defects and irregularities in work tools, equipment, installations, and firefighting means to their immediate superior.
- Workers may be held particularly liable if they:
 - intentionally or negligently cause a fire,
 - improperly store flammable substances,
 - refuse to participate in firefighting efforts without valid justification,
 - misuse or damage firefighting equipment or employ it for unlawful purposes,
 - falsely signal a fire outbreak without just cause,
 - fail to implement prescribed fire protection measures or deviate from instructions and technical regulations,
 - use open flames or smoke in prohibited areas.

6 Fire Safety Measures

Fire safety measures encompass a spectrum of technical, administrative, organisational, educational, and ancillary measures aimed at preventing and mitigating the risk of fire outbreaks and proliferation.

Technical measures primarily entail adherence to technical standards and norms delineated in accordance with statutory provisions. Administrative measures predominantly stem from legal requirements and are regulated and enforced by provisions outlined in this policy and other relevant legislative frameworks. Organisational measures are subject to legal statutes and pertain to the delineation of responsibilities and protocols governing fire safety organisation and implementation.

To preempt the ignition and propagation of fires, the Institution implements specific fire safety measures, including:

1. installation of specialised tools and equipment for initial fire response in areas where tasks are performed with an inherent fire risk (such as handheld fire extinguishers, water containers, etc.),
2. implementation of tailored protective measures in areas prone to heightened fire risks, contingent upon the materials handled,
3. provision of manual fire extinguishers or wall hydrants in all operational spaces, subject to inclusion in project documentation, alongside adherence to technical regulations concerning electrical installations,
4. verification of the operational integrity of initial fire extinguishing apparatus by an accredited organisation, company, or institution, in compliance with extant legislative regulations and manufacturer guidelines,
5. placement of manual extinguishing devices and other fire suppression equipment in conspicuous and easily accessible locations,
6. prohibition of storing objects or materials, especially hazardous and highly flammable substances, on staircases, corridors, or areas designated for staff and student transit,
7. safe storage of propane-butane gas bottles and other gas containers away from heat sources, ensuring they are secured against tipping,
8. maintenance of a minimum distance of 1.5 metres between propane-butane gas bottles and heat sources, with the option of reducing this distance to 1.0 metres using protective fire screens or partitions,
9. limiting the storage of propane-butane gas bottles to one per 70 m³ of working space, with additional bottles permitted based on the volume of the area,
10. installation of stable gas supply systems powered by bottle-based systems if the facility necessitates more propane-butane gas bottles than stipulated,
11. integration of shut-off valves before each gas consumer in systems servicing multiple users,
12. exclusive use of burners compatible with propane-butane gas on associated appliances,
13. certification and periodic inspection of propane-butane gas appliances by authorised distributors or experts,
14. use of non-sparking tools exclusively for handling propane-butane gas bottles, including valve manipulation,
15. prohibition of knocking or throwing propane-butane gas bottles,
16. prohibition of unauthorised alteration of burner types on gas appliances,

17. utilisation of original propane-butane gas pipes for connecting bottles to consumers,
18. mandatory inclusion of a reducing valve compatible with propane-butane gas on each gas bottle,
19. provision of training for staff handling propane-butane gas bottles in accordance with relevant legislative regulations,
20. in the event of a fire involving gas installations, immediate closure of the valve to halt the ingress of propane-butane gas and relocation of gas bottles away from the flames are imperative actions,
21. the distribution cabinet housing electrical installations must remain securely locked, with proper access labelling and strict prohibition against storing foreign objects within,
22. flammable liquids and other easily combustible materials should be stored externally in metal cabinets equipped with ventilation systems, with a cumulative volume not exceeding 200 litres. (For larger quantities, purpose-built storage facilities are required.)

The construction, modification, or expansion of School facilities necessitates prior approval from the competent authority, ensuring compliance with fire safety regulations to mitigate risks to the facility and neighbouring structures.

Ensuring the safe evacuation of staff, students and other individuals from School premises and work areas during fire emergencies is paramount, with clearly marked evacuation routes maintained to be unobstructed and easily passable at all times.

Storage, Protection and Handling of Hazardous and Easily Flammable Substances

Storage and protection of hazardous and easily flammable materials within the School must be conducted exclusively within designated storage areas constructed for this specific purpose.

Access to areas housing flammable materials, including gases and liquids, is restricted to authorised personnel duly trained in their handling. The warehouse supervisor assumes responsibility for overseeing proper storage, management, and issuance of these materials.

Flammable liquids may only be stored within School premises in quantities essential for daily use, housed in hermetically sealed containers within specialised metal cabinets. The total liquid volume within a cabinet should not exceed 200 litres, with individual packages limited to 20 litres each. These cabinets must be externally ventilated and constructed in compliance with relevant legislative provisions.

The handling, manipulation, and utilisation of flammable liquids must be conducted in a manner that precludes any risk of fire.

Electrical and Other Installations

Installation, operation, and maintenance of electrical systems, ventilation ducts, hot water installations, lightning protection systems, and flue ducts within the School must adhere strictly to prescribed technical standards and manufacturer instructions.

Electrical installations within Institution facilities must conform rigorously to technical regulations to mitigate any potential fire hazards.

To ensure safety, the main distribution cabinet of electrical installations in School facilities must feature a prominently labelled main switch, facilitating the complete disconnection of power. This

switch must bear the inscription "MAIN SWITCH" (in English and Bosnian language).

Maintenance tasks concerning electrical installations, devices, and powered equipment are exclusively entrusted to authorised School maintenance staff and qualified experts duly authorised for such tasks. Any unauthorised alterations to electrical systems are strictly prohibited.

During repair activities involving electrical installations and devices within the School, these systems must be disconnected from the circuit to prevent electrical hazards.

Periodic inspections and testing of critical electrical installations pertinent to fire safety within the School, including insulation resistance testing and assessment of installation overloading, must adhere to technical regulations and occur at least annually. Additionally, inspections and tests should follow any intervention or modification of the electrical system, addressing doubts regarding its integrity, as well as after significant breakdowns or damages.

Whenever welding or metal cutting operations occur within the School during equipment or installation repairs, supplementary protective measures must be implemented, such as providing additional fire extinguishers, water containers, and sand receptacles.

Prior to commencing welding, grinding, or metal cutting operations, all flammable materials must be cleared from the vicinity, including sawdust, wooden boards, fuel containers, lubricants, rags, and papers, to minimise fire risks.

Type and Quantity of Fire Extinguishers

Handheld fire extinguishing devices must be prominently visible and easily accessible throughout designated areas within the School. The School utilises "S" (dry powder) or "CO2" (carbon dioxide) extinguishers, or other devices suited to specific facility needs.

Following each fire extinguisher usage, the School must promptly submit it to an authorised entity for refilling and inspection. Additionally, any staff member employing a fire extinguisher must report its use to their immediate superior or the School Fire Warden.

Staff Training

All staff and personnel employed for any purpose within the School must undergo training in fire extinguishing techniques and the use of manual fire extinguishers for combating initial fires. Training sessions and assessments of staff knowledge in fire protection adhere to relevant legal regulations, provisions of this policy, and the CPD program.

The training and knowledge assessment program for staff in fire protection must cover:

- fire protection organisation,
- identification of fire hazards and sources,
- fire protection measures, including the handling and maintenance of handheld fire extinguishers,
- staff rights, obligations, and responsibilities in fire protection.

The School must periodically evaluate all workers' fire protection knowledge at least once every two years.

Experts possessing secondary school or higher education, or professional qualifications related to fire protection or other technical fields, may conduct training and knowledge assessments for workers in fire protection roles.

The School Fire Warden must maintain records of workers' fire protection training and knowledge assessments.

Fire Drills

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept by the School Fire Warden. Once an alarm has been set off (scheduled drill, real situation, or accidentally), under no circumstances it should be turned off before it ends and the evacuation procedures will apply immediately to all personnel present in the building at that time.

The overall aim is to save life, therefore evacuation is of paramount importance. Members of staff are expected to read the Fire Safety Policy to have full information on their obligations in case of a fire. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point. The evacuation procedure can be found in this policy as Appendix 1, in the Health and Safety Policy as Appendix 6 and in the Fire Management Plan.

7 School Fire Warden

Fire protection initiatives within the School are structured at the Richmond Park Education headquarters and are overseen by an appointed individual designated as the Fire Warden, a responsible person who must hold appropriate authorisation.

All staff bear the responsibility of implementing fire protection measures within their respective work areas, as part of their professional duties and obligations.

The Principal appoints a School Fire Warden responsible for overseeing fire protection within the organisation. This appointed person undertakes a range of responsibilities, including but not limited to:

- monitoring the status of fire safety measures,
- contributing to the development of general policies related to fire safety,
- engaging expert consultants in fire safety matters as necessary,
- maintaining required records and documentation related to fire safety,
- contributing to the formulation of the Fire Management Plan,
- organising training sessions and conducting knowledge assessments for staff regarding fire protection,
- directly supervising the implementation of fire safety measures as stipulated by this policy and relevant legal regulations,
- taking preemptive measures and identifying potential fire hazards while determining corresponding protective measures,
- organising firefighting equipment and resources,
- ensuring the servicing and testing of manual fire extinguishers and hydrants within specified timeframes,
- verifying the testing of electrical installations, devices, and lightning protection systems within designated schedules,
- temporarily halting operations at workplaces posing fire hazards or exhibiting

- deficiencies,
- temporarily removing staff from their posts if they fail to comply with fire safety measures,
- engaging relevant experts and institutions as needed for fire safety work,
- fulfilling other duties as mandated by applicable legal regulations.

The School Fire Warden must possess a minimum of a high school or vocational qualification in a technical discipline, relevant work experience, and specialised training to effectively execute fire protection duties.

Internal Control of Intended Fire Safety Measures Implementation

School Fire Warden oversees internal control and ensures the execution of fire protection measures (i.e. the Fire Management Plan).

After each assessment of the application of fire protection measures, the School Fire Warden submits a report to the Principal regarding identified deficiencies.

With the Principal's consent, the School Fire Warden is empowered to address all deficiencies regarding fire safety.

8 Fire Management Plan

To enhance fire safety efforts, the School adopts a Fire Management Plan. This plan aligns with the decision of the competent municipal authority and must be consistent with the municipal fire protection plan, where applicable.

The Fire Management Plan encompasses the following key elements:

1. Analysis and evaluation of fire hazards.
2. Organisation of fire protection measures.
3. Notification and alarm systems.
4. Procedures to be followed in the event of a fire.
5. Technical equipment and fire extinguishing resources.
6. Water supply methods.
7. Access routes and roads for firefighting purposes.
8. Location and classification based on purpose and fire hazard level.
9. Identification of protective zones and potential fire propagation pathways.

The Fire Management Plan establishes objectives and tasks aimed at organising and implementing fire protection measures to ensure the safety of property, personnel, and visitors within the School. It proactively identifies sources of fire hazards within individual buildings and the School as a whole, while considering available fire protection resources.

Any modifications or additions to the Fire Management Plan are duly recorded upon adoption, with updates made regularly and at least annually.

The adoption of the Fire Management Plan aligns with the directives outlined in the municipal fire protection plan established by the competent authority. It is based on an assessment of the School's current state of fire protection. The Fire Management Plan is adopted annually, ensuring planning for the subsequent year is completed by year-end.

The Fire Management Plan delineates the obligations and tasks to be fulfilled within the specified program duration, including deadlines and implementation procedures. It designates responsible individuals within the School for plan execution. Additionally, the plan addresses specific measures such as:

- verification of fire extinguishing equipment and apparatus functionality,
- inspection of building conditions concerning fire protection, electrical installations, lightning protection systems, heating systems, etc.,
- maintenance checks on permanent passages, access routes, stairways, and exits,
- inventory control of stored goods, particularly flammable materials, liquids, and gases,
- oversight of the rectification of previously identified deficiencies in workspaces, auxiliary areas, and other locations utilised by staff.

9 Staff Duties and Behaviour in the Event of Fire

Upon encountering an immediate fire hazard or witnessing a fire, staff must attempt to eliminate the danger or extinguish the fire if it can be done safely. If unable to do so alone, they must promptly alert the Fire Services (by calling 123) and seek assistance from colleagues to contain the fire. Staff are also responsible for gathering available fire extinguishing resources and transporting them to the fire site.

In the event of a fire within the School, priority is given to saving staff and pupil lives if they are endangered, followed by efforts to preserve material assets.

Initially, fire suppression efforts are overseen by the Principal (of Primary or Secondary), their deputies, or the School Fire Warden. Upon the arrival of the professional fire brigade, control of the firefighting operation transitions to an authorised member of the fire brigade.

The individual leading the fire suppression operation has the authority to:

- restrict access to the fire site to essential personnel actively engaged in firefighting,
- temporarily halt the supply of electricity, other energy sources, and combustible materials,
- coordinate the rescue of individuals and material assets,
- engage all staff in firefighting efforts, regardless of their usual work duties.

Failure of an employee to respond to a fire suppression call constitutes a serious violation of their employment obligations, irrespective of whether their actions resulted in adverse consequences for the School.

10 School Obligations to Regulatory Authorities

Inspections of fire safety measures, as specified in fire protection laws and regulations, are conducted by the Federal Ministry of the Interior and Cantonal Ministries of the Interior.

The School must grant fire safety inspectors access to its premises and provide necessary assistance during inspections. Upon request, the School must furnish all requisite technical documentation and records related to fire safety for inspection by fire safety inspectors.

The School must comply with directives issued by fire safety inspectors within specified timeframes.

11 Monitoring and Reviewing the Policy

We review the information in the policy biannually and make adjustments as appropriate.

Amendments or additions to this policy require approval by the School Board, following the established adoption procedure.

Any matters not explicitly addressed in this policy are subject to the provisions of existing fire safety laws and regulations and the School's governing documents pertaining to fire safety.

Appendix 1: Evacuation Procedure

The overall aim is to save life, therefore evacuation is of paramount importance. Members of staff are expected to read the Fire Safety Policy to have full information on their obligations in case of a fire. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept by the Fire Warden. Once an alarm has been set off (scheduled drill, real situation, or accidentally), under no circumstances it should be turned off before it ends and the evacuation procedures will apply immediately to all personnel present in the building at that time.

On Hearing the Alarm

1. Direct children to walk quietly to the nearest emergency exit (marked with green fire exit signs) and then walk quietly in single file to the assembly points on the playground.
2. Everyone on site, children and adults, must leave the building.
3. Leave all your belongings in the classroom.
4. Ensure that the classroom is empty, the windows are closed and leave the doors shut but unlocked.
5. Each floor will be checked (classrooms, student and staff toilets, windows) by an assigned staff member from the maintenance department.
6. Walk towards the assembly point, leading the students as far away as possible from the building.
7. Children will line up in register order at the assembly point on the front playground.
8. The Secretary will check that the medical room is empty.
9. The Fire Warden will call the fire brigade - 123.
10. The Secretaries will print the registers and give it to the form tutors at the assembly point, together with a green-red visual signal card.
11. The form tutors will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.
12. Students should stand still and quiet until asked to re-enter the building.
13. The emergency coordinators will lead each class and members of staff back to the building. They will wear reflective orange vest available in the reception.
14. Form tutors will hand the green-red signal cards and the registers to the emergency coordinators while returning to the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning, it is important that it is completed quickly and accurately. Please ensure that children arriving late, after attendance registration has taken place, are recorded duly. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

Evacuation During Lunchtime

On hearing the alarm:

1. Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
2. Children will line up in register order.
3. Everyone on site, children and adults, must leave using the emergency exit routes.
4. The Secretary will check that the medical room is empty.
5. The Fire Warden will call the fire brigade - 123.
6. The Secretaries will print the registers and give it to the form tutors at the assembly point, together with a green-red visual signal card.
7. The form tutors will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.

Evacuation for Persons with Restricted Mobility

1. The advice given below should be used to formulate personal fire emergency and evacuation arrangements.
2. Fire emergency and evacuation arrangements may include designated employees to assist students with restricted mobility.
3. If the fire alarm is false students with restricted mobility and designated employees will be advised of the situation as soon as possible and given instructions.