

Fire Safety Policy

Statement and Purpose of the Policy

Serenta Homecare aims to have a clearly defined fire precautions policy in operation for the service. Serenta Homecare accepts and will take all reasonable steps to implement all requirements and obligations placed upon it by statute, to ensure the health and safety at work of their employees and Clients, in compliance with the law; The Regulatory Reform (Fire Safety) Order 2005 and The Health & Safety at Work Act 1974.

Serenta Homecare believes that employees and Clients should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire.

This policy intends to set out the values, principles and policies underpinning Serenta Homecare approach to fire safety.

The goals of Serenta Homecare are to minimise the risk of workplace fire using adequate fire prevention and risk assessment techniques.

1. In the Client's Homes

Fires can start suddenly and spread quickly, damaging the home and furniture putting lives in danger. They are caused in a variety of ways, fire is a serious risk and the aims and objectives of this policy, is to reduce the risk and the prevention of injury to people and the protection of property.

Serenta Homecare aim is to ensure adequate physical fire precautions are designed to prevent the occurrence of fire, and to detect fire should it occur and to stop the spread of heat, fire and smoke throughout Clients homes. This is done in an initial assessment in Clients home for the purposes of checking on the general standards of fire prevention and fire safety.

The assessor has a responsibility to identify any risks at the initial referral and monitor it on a regular basis through the review process.

Serenta Homecare will ensure that fire hazards are identified and that the responsible person designated is informed in order that remedial action can be taken as quickly as possible.

Clients have a responsibility to maintain the safety of themselves and employees.

All Clients should be encouraged to adopt fire awareness behaviours and to install smoke alarms. Clients with limited mobility, wheelchairs or sensory impairments will be encouraged to plan an alternative means of exiting the property

2. Duties of Employees (Care Workers)

The Health & Safety at Work Act 1974 Sections 7&8 set out responsibilities of employees and the sections briefly state that they need to:

- Take reasonable care for the health and safety of them and other persons who may be affected by their actions or omissions at work.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory requirements.

On the discovery of or suspicion of a fire, Care Workers/ Mental Health Support Worker should:

- Remain as calm as possible and alert people by raising the alarm, this may be by shouting for help calling 999 outside of the home.
- Evacuate the Client if it is in no danger to you, if this isn't possible leave as safe as possible and let the fire fighters go in to the home.
- Refrain from any act which could expose yourself, fellow employees, Clients or visitors to any danger.
- Inform Serenta Homecare Head Office or on-call if out of hours and report the incident.

Care Workers/ Mental Health Support Worker should **NOT**:

- Stop to collect valuables or possessions.
- Open doors where they can see smoke coming through, unless that is the only means of escape.
- Attempt to re-enter the building until told it is safe to do so by the fire brigade officer.
- Put yourself in any danger.

All Care Workers/ Mental Health Support Worker are responsible for reporting and recording the details of the incident in the Incident Book in the Serenta Homecare Office and fill out any incident forms in the event of injuries.

Duty of Care Workers/ Mental Health Support Worker is to report any hazards or defective fire appliances in the first instance to the employee's immediate Manager who will ensure to arrange for any necessary repairs.

3. Duties of Employees (Organisation's Premises)

The Health & Safety at Work Act 1974 Sections 7&8 set out responsibilities of employees and the sections briefly state that they need to:

- Take reasonable care for the health and safety of them and other persons who may be affected by their actions or omissions at work
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory requirements.

On the discovery of or suspicion of a fire, office staff should:

- Remain calm as possible and raise the alarm immediately by operating the nearest break glass fire alarm point or by shouting: "Fire".
- Evacuate themselves and others immediately and go to the nearest designated fire assembly point located on the corner of Archer Road S8 0JZ
- Ensure that any person not accounted for is immediately reported to the Serenta Homecare Manager or directly to a fire brigade officer.
- Call the fire brigade if not already done so.

Employees should **NOT**:

- Stop to collect valuables or possessions
- Open doors where they can see smoke coming through, unless that is the only means of escape.
- Attempt to re-enter the building until told it is safe to do so by the fire brigade officer.
- Put yourself in any danger.

All employees are responsible for reporting and recording on incident forms in the event of injuries.

4. Management Responsibilities

Serenta Homecare Managers in addition to the other responsibilities mentioned in this policy are accounted for:

- Establishment of an effective procedure to ensure the safety of employees, Clients and the public.
- Ensuring that adequate training is given to ensure that all employees receive instructions in the prevention of fire and the actions that should be taken in the event of fire breaking out.

- Raising awareness on the testing and maintenance of smoke detectors.
- Defining managerial responsibilities and ensure co-operation from all employees.
- Management has an overall responsibility for the implementation and maintenance of adequate fire precautions. This includes ensuring that firefighting and fire detection equipment is in place, and that fire safety evacuation plan is known to all employees.
- Inspection of work-related settings.
- Advise on technical and legislative matters on fire precautions according to the relevant codes of practice and statutory requirements.

5. Training

All new employees will receive, with their pre-employment literature, a brief guide to fire precautions procedures. They will also receive fire training as part of their induction programme. Thereafter, all employees will be required to complete a yearly refreshment course.

The training provided to Serenta Homecare employees will ensure that they receive a basic knowledge of fire prevention and that they maintain their efficiency in the action to be taken in the event of fire.

Serenta Homecare will maintain a record of all employees attending training to ensure all employees receive the required training.

All Serenta Homecare employees' responsibility is to make all necessary arrangements to attend relevant training if it has been scheduled within their working hours and inform of any changes.

Employees are expected to acquaint themselves with the fire prevention procedures that are applicable to their working environment and to ensure that they attend fire-training sessions arranged for them.

The training material, which will be computer based, will assist the individual to:

- Understand own responsibilities and the responsibilities of others for fire safety and prevention.
- Understand the use of fire risk assessments.
- Know emergency procedures to be followed in the event of a fire in the work setting.
- Know the importance of maintaining clear evacuation routes at all times.
- Know how to store hazardous substances and materials.
- Understand how to promote fire safety in a work setting.

Document Control

Date Approved: July 2026

Target Audience: All Serenta Homecare Staff

Review Date: July 2028

Author: Fran Beardsmore