

FIRE SAFETY – KEEPING YOU SAFE WHERE YOU LIVE

In this document you will find important information relating to fire safety in and around your home. We encourage all adults in your household to read through this document so you can help maintain fire safety around your home.

We are providing this information following the introduction of the Fire Safety Regulations 2022 which requires every household to receive Fire Safety guidance from their property manager.

In this guide you will find information about:

- What you need to do in the event of an emergency
- Fire door safety
- Other fire safety features
- Fire safety advice

Your property operates a ‘Stay Put’ evacuation strategy.

What does this mean?

This means you remain in your property when there is a fire in another area of your building. This is because your apartment is designed with barriers such as compartmentation, fire walls and fire doors to prevent the spread of fire.

Unless the fire started in your apartment it should remain unaffected for at least 60 minutes. During this time, the Fire and Rescue Service should be able to prevent further spread and guide you safely out of the building if required.

Do I have to stay put?

If you do not feel safe and wish to leave the property, no one can prevent from doing so. You must be aware that a fire in another part of the building may affect your escape route and place you in further danger. The Fire and Rescue Service will require clear access through communal corridors in order to tackle a fire as quickly as possible. Additional people leaving may slow their progress.

Who do I report a fire to?

You **MUST dial 999** immediately and provide the location before hanging up.

If your apartment is affected notify Asset Property Management on 07563 121804 out of hours or 01202 532898 during normal office hours. You should also advise your insurance company if your apartment is affected.

What do I need to do?

If you are not in an area directly affected by fire you should remain in your apartment, close doors and windows and await further instructions from the emergency services.

What to do if there is a fire in YOUR property?

- Do not stay and fight the fire.
- If there are others (especially anyone with vulnerabilities) in the property alert them and make your way out of the building.
- If it safe to do so close windows and internal doors and switch off any appliances.
- Always close the front door to your property leaving it unlocked where possible.
- Call Fire and Rescue on 999 and provide your full address and apartment number.
- Wait outside, in a safe location away from the building until instructed to return by the Fire and Rescue Service.
- Do not put yourself or others at risk or cause unnecessary delay.

If you are not in your property and became aware of a fire within another part of the building or development.

- **Call Fire and Rescue on 999** and provide your full address and location.
- Leave by the nearest escape route.
- **DO NOT** use a lift.
- **DO NOT** collect belongings or return to your property.
- **DO NOT** reenter the building until advised to do so by the emergency services.

Fire Door Safety

Your front door

Your entrance door should be a self-closing fire door that should prevent smoke and fire entering or leaving your property in an emergency. It is important that you **DO NOT** make alterations to the door, such as removing self-closing devices as this will compromise the fire safety of the development.

If you replace the door and frame you must instruct a competent contractor to replace the door with one with the equivalent fire rating and retain any certification received.

You may need consent from your freeholder and require local building control approval.

The new regulations require us to have a competent assessor check your flat door. You will be made aware of when this will happen. Access will be required to inspect the inside of the door otherwise it will have deemed to have failed the test and will need to be reported.

Flat front doors

Take time to check your front door, remember this is for the safety of occupiers and visitors to your property.

Door and frame – ensure they are undamaged e.g.no open holes or breaks in surfaces of the door or frame.

Door seals – are there smoke and intumescent seals around the door and frame?

Hinges, handles and latches – are these fixed firmly to the door and not loose or broken. There should be a minimum of three hinges and no missing screws.

Door closing correctly in the frame – the door should close correctly into the frame without showing signs of warping or sticking on the frame or floor.

Door closer – does the door close fully into the frame without manual assistance.

Gaps – when closed any gaps should be less than 4mm between the door and frame on the top and sides. Is the gap at the bottom less than 10mm between the bottom of the door and the floor?

If you identify issues as above with your door it is your responsibility to seek advice from a competent contractor to remedy the defects.

Further information is available:

www.firedoorsafetyweek.co.uk/toolkit/five-step-fire-door-check

Communal fire doors

There may be other internal fire doors within the development which we inspect regularly. These may be on stairwells, corridors or on service cupboards.

These should not in any circumstances be propped or wedged open.

These doors are designed to stop the passage of smoke and fire when closed. They also protect escape routes.

Additional fire safety features

To protect you and your neighbours and enable Fire and Rescue Services to safely tackle a fire, additional fire safety features may be installed in and around your property. These could include:

Fire signage

Fire signage will be located throughout the building. This may include:

- Fire exit signs indicate where the door to the final exit is:
- Directional fire signage is there for you to follow to reach your emergency exit.
- Fire action notices advise you what to do in the event of a fire.
- Wayfinding signage advises the fire and Rescue Service which floor they are on in larger blocks.

Dry/wet risers

A dry/wet riser used by the Fire and Rescue Service to get water to all floors of the building. There will be a fire service connection point on the ground floor and outlets on all floors above. Access to these installations must not be blocked.

Emergency lighting

These lights are provided on the escape routes so in the event of an electrical failure, they remain lit to guide you to the staircase and/or exits.

Smoke ventilation

Smoke ventilation may be installed at the top of stairways. These vents open when smoke is detected nearby. It is designed to open and clear smoke to allow for you to escape and firefighters to safely tackle a fire.

(Not all properties have the additional safety features installed due to their size and reduced complexity)

Safety advice

Smoke alarms

Remember install smoke alarms in your property and regularly test them by pressing the test button and replace immediately if it doesn't work. Most alarms now come with 10 year fitted batteries and are disposable.

In the kitchen

Take extra care and do not leave unattended pans on hobs unless you turn off the heat.

Ensure children are not left alone in a kitchen especially if you cooking on the hob.

Keep flammable items such as tea towels and cloths way from the cooker and hob.

Ensure the cooker and hob are switched off when not in use.

Deep fat frying

Take extra care when using hot oil for cooking. Many fires arise from the use of deep fat fryers.

Food should be dry before being placed in the fryer otherwise it will splash.

If the oil starts to smoke its too hot turn it off and let it cool.

Wherever possible use a thermostat-controlled electric deep fat fryer. It is set not to overheat.

Electrics

Electrical works carried out inside your flat must be carried out by a suitably qualified electrician. Many fires are caused by poor wiring.

Do not overload electrical sockets so only use one plug per socket. Avoid using any extension leads on heating appliances especially fires, washing machines, dishwashers and kettles.

Cigarettes

Dispose of cigarette stubs carefully and ensure they are properly extinguished before being placed in any bins.

Candles

The use of candles is not advised unless LED or battery operated. If you do use them ensure they are in a proper holder and extinguished when you leave the room.

Barbeques

We strongly advise that barbeques are NOT used on balconies. The Fire Service urge people never to use a barbeque or open flames on balconies and especially indoors.

Special assistance and needs.

If you feel you need assistance in evacuating your building and have not got a personal evacuation plan in place, please notify your property manager. It is also helpful if you can update your neighbours so that they can keep a look out for you and assist in the event of an emergency.

Working together we can all ensure that fire safety is taken seriously more so in blocks of flats. Make sure you are aware of basic fire safety advice and evacuation procedures. **If you smell smoke, immediately call the fire service on 999 do not delay!**