

## Fire Safety Information for Residents



Building Name: The Arena  
Address: Standard Hill, Nottingham, NG1 6GL

### Evacuation strategy: STAY PUT

*A 'stay put' policy involves the following approach. When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service.*

*If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service.*

*All other residents not directly affected by the fire would be expected to 'stay put' and remain in their flat unless directed to leave by the fire and rescue service.*

*It is not implied that those not directly involved should be prevented from leaving the building if they wish to do so. Nor does the policy preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.*

Evacuation assembly area (if required): N/A

## Section 1: Essential Fire Evacuation Information

### The Arena Fire Emergency Plan

#### Information Distribution

Residents will receive a copy of this Fire Evacuation Plan on occupation; it will be re-distributed at regular intervals to ensure residents remain up to date with any changes, so they are aware of the actions to take in the event of an incident or in the event of discovering a fire.

Contractors etc, will be provided with this information prior to commencement of any works onsite.

#### What People Should Do If They Discover a Fire within the Common Parts of the Building

- Raise the alarm by shouting FIRE, FIRE, FIRE and operate a Manual Call Point
- Call the emergency services on 999
- Leave the building by the nearest exit and evacuate to the front of the property in the large central adjacent to the main entrance to the development.
- Do not stop or return to collect personal belongings
- Close any doors en-route without delaying your escape
- Return to the building only when authorised to do so by the Responsible Person or attending Fire Officer

#### What Residents, Visitors etc. Should Do If they are in their apartments

The residential areas of your development have a 'Stay Put' evacuation procedure.

In a stay put strategy there is not normally a common fire alarm system. However, due to the layout and car parking provided, a fire alarm has been provided in your building. The alarm covers the common parts of the building only.

The "Stay Put" procedure originated in the 1960s. It says that if you have a construction that is capable of containing a fire within one compartment (i.e. an apartment), there is no immediate need for people to evacuate the other compartments.

More importantly, it also allows for vulnerable and less able residents to remain in a place of 'relative safety' until such time that either the fire is extinguished, or the Fire Service can facilitate their escape.

The 'Stay Put' policy follows simple guidelines; occupants of a flat where fire has broken out must evacuate the premises and summon the Fire Service.

If a fire occurs in a common area, (such as a staircase or lobby) any persons in that area should leave the building operate a red manual call point and call the emergency services.

The remainder of the building's occupants should be safe to remain in their flats, unless directed to leave by the Fire Service.

**It must be stressed that residents in surrounding flats may wish to evacuate the premises in any case, and of course, should not be prevented from doing so.**

Key to the success of a 'Stay Put' strategy is ensuring ALL residents understand exactly what to do.

### If Fire Breaks Out in Your Home:

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in your home and get them to leave. Close the front door of your flat behind you.
- Do not stay behind to put the fire out.
- Call the Fire Service.
- Wait at the assembly point.

### If You See or Hear of a Fire in Another Part of The Building:

The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.

You must leave immediately if smoke or heat affects your home, or if you are told to by the Fire Service.

**If you are in any doubt, get out.**

## Contacting the Emergency Services

To call the Fire Service:

- Dial 999
- When the operator answers, give your telephone number and ask for the Fire Service.
- When the Fire Service reply, give the address, where the fire is.
- Do not end the call until the Fire Service has repeated the address correctly.

## Arrival of the Emergency Services

On arrival of the emergency services, the person who contacted them should make themselves known in order to provide relevant information.

They may be asked:

1. The location of the fire
2. The nature of the fire
3. If anyone is known to be missing or trapped inside.

## Assembly Points

Fire assembly points are not normally required for residential buildings. However, the front of the main reception; Byron Block will form a good assembly area for anyone evacuating and will also make an excellent rendezvous point to meet the fire service.

In a stay put building, an evacuation is usually initiated by the Fire Service. However, should you feel threatened at any point during an emergency you should evacuate to the above assembly area.

## Re-Entering the Building

The building should only be re-entered when advised safe to do so by the Responsible Person or Senior Fire Officer

Note: If the Emergency Services have been called only the Senior Fire Officer can confirm the building is safe to re-enter

## Contingencies If Not Re-Entering the Building

If the building cannot be re-entered, then FHP will initiate the Disaster Plan.

## Section 2: Fire Safety Information for Residents

### Contents

Section 1: Essential Fire Evacuation Information .....	2
The Arena Fire Emergency Plan.....	2
Information Distribution.....	2
What People Should Do If They Discover a Fire within the Common Parts of the Building .....	2
What Residents, Visitors etc. Should Do If they are in their apartments.....	2
Contacting the Emergency Services .....	3
Arrival of the Emergency Services.....	3
Assembly Points .....	3
Re-Entering the Building .....	3
Contingencies If Not Re-Entering the Building .....	3
Section 2: Fire Safety Information for Residents.....	4
Contents.....	4
Fire Management Plan .....	5
Fire Safety Management Statement of Intent .....	5
Introduction and Scope .....	6
Practical Fire Safety Arrangements.....	6
Planning .....	6
Organisation and Control .....	7
Review.....	8
Fire Safety in the Residential Common Parts.....	9
Ignition sources and combustible materials .....	9
Compartmentation and Common Fire doors .....	9
Flat Front Doors .....	10
Escape routes .....	10
Ventilation – Smoke control.....	10
Fire alarm and detection system .....	10
Signage .....	10
Emergency lighting.....	11
Fire extinguishers.....	11
Fire Safety in your own Apartment .....	12
Appendix 1 – FIRE ACTION NOTICE .....	15

## Fire Management Plan

### Fire Safety Management Statement of Intent

FHP and The Arena Residents Association Ltd (ARAL) believes that ensuring the health and safety of residents, visitors and all relevant persons is essential to our success.

We are committed to:

- Preventing accidents and work-related ill health
- Compliance with statutory requirements as a minimum
- Assessing and controlling the risks that arise from our work activities
- Providing a safe and healthy environment
- Ensuring safe working and management methods
- Providing effective information, instruction and training
- Consulting with residents on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure their effectiveness
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Fire Safety Management System has been created to ensure the above commitments can be met.

All residents need to be made aware of the importance of maintaining the fire safety measures of the development.

Landlords and others responsible for managing blocks of flats are required to engage with residents to communicate a number of vital fire safety messages, this document is intended to inform residents of those important fire safety facilities, the evacuation procedures and to provide some additional guidance relating to fire safety within your own home.

Yours Sincerely,

FHP Management Team



## Introduction and Scope

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

This Fire Safety Management and Fire Emergency Plan applies the scheme at *The Arena*. Its requirements extend to all persons at those premises including residents, visitors and contractors.

FHP Property Consultants Ltd, so far as is reasonably practicable, and in accordance with legal obligations and standards, will:

- Provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein
- Provide comprehensible and relevant information to residents, visitors etc, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments
- Carry out and keep under review a Fire Risk Assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement
- Have in place a programme of works to improve or maintain the existing fire safety specifications
- Develop and maintain the fire evacuation procedures
- Provide information and assistance to the Fire Service

## Practical Fire Safety Arrangements

As part of a holistic Fire Safety Management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the;

- Materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of residents, visitors, people with disabilities, contractors etc.
- Appropriate safe and secure location of building services e.g. electricity
- Provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995
- Provision of prominently located fire action notices to inform people of the action to be taken in the event of fire and;
- Education and training of residents in fire safety arrangements

Active fire precautions are those features of the Fire Safety Management system that detect and operate in the event of a fire, including fire alarms, emergency lighting systems and firefighting equipment. In particular;

- The installation, maintenance, inspection and weekly testing of fire alarms
- The appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes
- Regular premises Fire Safety Inspections will be carried out

## Planning

Fire Risk Assessments are a requirement of the Regulatory Reform (Fire Safety) Order 2005 and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan

Fire Risk Assessments must be carried and then reviewed at regular intervals or when there is any building or process alterations, change of occupation and use of the premises, or following a fire incident/emergency, etc.

The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above

Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities. The significant findings of the Fire Safety Risk Assessment will be made known to all other responsible persons as appropriate

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for residents, visitors etc who have known disabilities that will impact on their ability to evacuate the particular premises in safety. NOTE: Residents are responsible for their own evacuation. It will be the resident's responsibility to ensure, if assistance is required, this is highlighted to the FHP and/or the Residents Management Company.

Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provision of the contract ensures that maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include:

- Smoke vents
- Emergency lighting
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT)
- Electrical Installation Testing (5 yearly)

There is no requirement to carry out evacuation drills in the residential areas of the site.

All building design work shall comply with Building Regulations, relevant codes and standards

Testing of building passive and active fire evacuation systems are to be conducted by approved contractors, at agreed appropriate times during normal hours and in line with current British or European test standards.

A Fire Safety Logbook will be kept by FHP recording the details of all tests on passive and active preventative and protective measures.

## Organisation and Control

Company Directors of The Arena Residents Association Ltd (ARAL) / FHP Property Consultants will:

- Ensure that the fire safety policies/codes of practice that complement this management plan are in place, properly implemented and reviewed
- Ensure that arrangements are in place for the completion of Fire Risk Assessments and fire risk assessment reviews, including, where appropriate, technical surveys in respect of fire protection
- Ensure that fire, security, and health and safety arrangements at each premises are complementary
- Ensure that Fire Risk Assessments and reviews are carried out
- Ensure that active and passive fire safety systems are properly maintained
- Ensure that a robust and effective Emergency Plan is in place to safely evacuate all persons, whether residents, visitors etc. This emergency plan must take into account people with mobility, sensory and learning impairments, including those with temporary impairments
- Arrange for the emergency plan to be issued to their residents, visitors etc. to inform them what to do in the event of fire
- Arrange for a competent Responsible Person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements on their behalf
- Ensure that a copy of the current fire risk assessment for their premises is readily accessible and its provisions complied with
- Ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of process or following an incident involving fire



- Ensure that effective arrangements are in place for contacting the emergency services
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.

The Competent Person/s must:

- Assist and support with the preparation and review of the Fire Safety Risk Assessments
- Ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented
- Prepare and review the Emergency Plan
- Ensure information on fire safety arrangements is available to residents, visitors etc.
- Monitor that smoke vents, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained and tested
- Ensure the Fire Safety Log Book up to date
- Ensure that Fire Action Notices and fire signage are appropriate and kept up to date
- Ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded
- Ensure that the annual testing of portable electrical equipment (PAT) and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- Ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements

Residents must:

- Ensure they are familiar with the Emergency Plan for the premises and co-operate as required
- Report to the Arena Residents Association Ltd (ARAL) / FHP Property Consultants any concerns about fire safety
- Be familiar with all escape routes
- Not wedge fire doors open, nor block or obstruct them
- Comply with the No Smoking legislation and policy in place

## Review

- Active reviews will take place annually by the Competent Person
- Reactive reviews will take place following a fire safety event occurring
- A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff and roles and in the processes carried out



## Fire Safety in the Residential Common Parts

Your building has numerous fire safety features incorporated into its design to ensure your safety, it is important that occupiers are aware of them and understand their importance. The following information provides an overview of the key fire safety systems within your building.

### Ignition sources and combustible materials

Good housekeeping is fundamental to reducing risk of fire in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires and escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.

All ignition sources within the common parts have been limited and products used in the building's construction meet specific fire safety requirements to ensure a low risk of ignition sources within the common parts.

The unrestricted use of common parts is clearly not acceptable, which is why common parts are managed and residents are not permitted to use them to store or dispose of their belongings or rubbish. No exceptions should apply. This ensures that the common parts are effectively 'sterile' i.e. free of combustible material, ignition sources and obstructions.

The benefits of this approach are:

- it removes not only the risk from accidental fires, involving items in the common parts, but also denies fuel for the arsonist
- there is no ambiguity regarding what is allowed and therefore residents know exactly where they stand
- enforcing authorities usually favour this approach.

Residents are encouraged to keep flammable items to a minimum within their own apartments and should not store or use BBQ equipment or flammable canisters for cooking, or use naked flames as per your lease agreements.

### Compartmentation and Common Fire doors

The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time, usually as a minimum 30 minutes of fire resistance is required, however this increases with the height of the building.

As a benchmark, the minimum levels of fire resistance for compartments for existing blocks of flats should be:

- three-storey – notional 30 minutes fire resistance – typically timber floors with lath and plaster ceilings.
- four- and five-storey – full 30 minutes fire resistance – typically timber floors with plasterboard ceilings.
- six-storey and above – 60 minutes fire resistance.

The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.

Compartmentation minimises the likelihood of fire spreading:

- from a flat to the escape routes (common parts)
- from flat to flat
- beyond communal rooms and facilities, such as plant rooms and bin stores
- via concealed voids, including external wall cavities
- via common service risers and ducts
- via rubbish chutes
- via lifts
- from any car-parking areas below
- from other occupancies where the block is part of a mixed-use development e.g. above shops or a hotel.

It's important that through the life of the building this compartmentation is maintained. As the building changes and new services are introduced, holes may be required to be made in compartmentation walls.

**Any person carrying out this work must understand the issues posed and be competent to ensure the fire resistance of the compartment is maintained.**

## Flat Front Doors

The high degree of fire separation between flats and the common parts is achieved by making each flat a fire resisting compartment.

Fire doors form a key visible element of this compartmentation and include your own front doors.

Residents can play a key role in ensuring compartmentation is maintained by ensuring common fire doors are in working order and not wedged open. Any damage should be reported to the Landlord/Managing Agent to ensure a suitable repair can be made.

**Your front doors to your flats need to be fire-resisting to a minimum of 30 minutes resistance and self-closing.**

A common contravention is the replacement of a self-closing, fire-resisting flat entrance door by a non-fire-resisting door or by a door that is not self-closing. This is a particularly serious contravention as it may place other residents at serious risk if a fire occurs in the flat in question.

## Escape routes

Escape routes from a flat to ultimate safety outside the building rely on using the common parts. There are two elements to this:

- horizontal escape from the flat entrance door to a stairway
- vertical escape via a stairway leading to a final exit.

Adequate levels of fire protection need to be provided to the communal escape routes so that smoke and heat from a fire in a flat or ancillary room will not prejudice use of the corridors, lobbies, external balconies or stairways. This will include provisions to ensure that the common escape routes remain relatively smoke free and safe to use in the event of a fire.

As highlighted above in Ignition sources it is of vital importance the routes from your flat to the outside are maintained in good order, free from obstruction.

## Ventilation – Smoke control

Both current design guidance and previous standards for purpose-built blocks of flats recommend that measures be provided to ensure that escape routes remain free of smoke.

Your escape routes are provided with Automatic Opening Vents at the head of each staircase, to help maintain clear means of escape.

## Fire alarm and detection system

There is an electronic fire detection and alarm system within the communal areas comprising:

Automatic smoke detectors and sounders in staircases.

NOTE: This has been provided to enable warning of a fire in the common parts, the building is suitable for a stay put strategy and the common sounders may cause some confusion. Residents need to ensure that they are thoroughly conversant with the evacuation strategy for the building.

## Signage

Due to the nature of the residential building signage provision is kept to a minimum to maintain a more 'homely' feel to the property.

The normal access and egress routes within a block of flats do not usually require fire exit signs to assist residents and visitors to make their way out of the building in the event of fire.

Flats with a single staircase, regardless of the number of floors, would, for example, not usually require any fire exit signage.

In general, 'Fire Door Keep Locked Shut' signs should be provided on:

- the external face of doors to storerooms
- electrical equipment cupboards
- any ancillary rooms located within the common parts.

In general, 'Fire Door Keep Shut' signs should be provided on both faces of fire-resisting doors forming part of the protection to the common escape routes and on cross-corridor fire doors. However, this does not apply to flat entrance doors.

A Fire Action notice has been displayed by the main entrance and adjacent to manual call points which correctly displays the evacuation plan as highlighted above.

## Emergency lighting

As your building is over 2 storeys an emergency lighting system has been installed. These lights have an integral battery installed which, if the power fails, the lights will continue to operate on the battery power.

These units have a green or red LED visible. This indicates the unit is functioning correctly. If no LED is visible it's likely the unit won't operate correctly and requires repair.

## Fire extinguishers

It is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of purpose-built blocks of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training.

In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate.

Any proposal for the provision of fire extinguishing appliances, or continued presence of existing equipment, should be based only on full justification of the proposal by a Fire Risk Assessment.

Fire extinguishers are provided in the plant rooms and staff controlled areas only for staff use.

## Fire Safety in your own Apartment

### Planning your escape route

Every year the Fire Service is called out to numerous fires in the home. Every year people die in these fires and thousands are injured. If a fire occurs in your flat, your chances of survival will depend on how quickly and safely you are able to get out.

If a fire occurs in your home you may have to get out in dark and difficult conditions. Escaping from a fire will be a lot easier if you have already planned your escape route and know where to go. Make sure that your planned escape route remains free of any obstructions and that there are no loose floor coverings that could trip you and that the route from the flat to outside is known. Everyone in the household should be made aware of the escape route.

### What to do if a fire breaks out in your home

Although most people will actively try to prevent fire starting in their home, it only takes a single unguarded or careless moment for a fire to start. You may only have a short time to get out. Use it wisely and try not to panic.

- If you can safely do so, close the door of the room where the fire has started and close all other doors behind you. This will help delay the spread of smoke;
- Before opening a closed door, use the back of your hand to touch it. Don't open it if it feels warm, the fire may be on the other side;
- Get everyone out as quickly as possible. Don't try to pick up valuables or possessions on the way. Make your way out as safely as possible and try not to panic;
- Never go back into your home until a Fire Officer has told you it is safe to do so.

As highlighted above, it will help if you have planned your escape route rather than waiting until there is a fire. Once outside or as soon as it is safe to do so, telephone the Fire Service on 999 or 112. Clearly state the address of the fire and if anyone is trapped in the premises.

### What to do if you're cut off by fire

It may not be easy, but try to remain calm, saving your energy may help you to survive;

- If you are prevented from getting out because of flames or smoke, close the door nearest to the fire and use towels or sheets (preferably wet) to block any gaps. This will help stop smoke spreading into the room;
- If a fire downstairs is preventing you from escaping from the building it is advisable to gather everyone into one room, if that is possible, ideally a room which has an opening window and a telephone. Call 999 or 112 and summon the Fire Service. If possible, try to place as many closed doors between you and the fire;
- Go to the window, open it and try to attract the attention of others by shouting or waving, it is important that the Fire Service is called as soon as possible and if you have not been able to do this yourself then you will need others to do it for you quickly;
- If the room becomes smoky, go down to floor level, it will be easier to breathe because the smoke will rise upwards;
- Stay in the room unless you are in immediate danger and your room is not too high from the ground, in such cases drop cushions or bedding to the ground below to break your fall from the window, get out feet first and lower yourself to the full length of your arms before dropping.

### Bedtime routine

Many fires in the home start at night. It is therefore prudent to have a bedtime fire safety routine which will help to keep you and your family safe. Here are a few simple things you should consider doing before retiring for the night:

- Switch off and unplug all electrical appliances and heaters which are not designed to be left on. Even if in standby mode, an appliance will still be receiving a power supply which could cause a fire should a fault occur within the appliance;
- Make sure no smoking materials are still burning. Never smoke in bed. Before emptying ashtrays make sure the contents are cold;
- Close the doors of all rooms.

## Electricity supply, electrical and other heating appliances

Many fires in the home are reported each year as being caused by electrical faults, accidents or by misuse of electrical equipment. This section looks at the main electrical hazards in your home and explains how you can stop fire starting.

### Electrical appliances, plugs and flexes

When buying new equipment look out for the BEAB Mark of Safety. This means that it has been tested and approved by the British Electrotechnical Approvals Board. Some electrical appliances have been designed to be left on all the time; for example, most DVD players and digital set top boxes. If you are not sure about whether you have appliances which can be left on, check with the manufacturer or the shop where you bought them. All other electrical appliances should be switched off and unplugged when you are not using them. Never leave them on overnight. Use a three-pin plug which conforms to the British Standard and carries the kite mark. Never remove a plug by pulling the flex, always grip the plug.

Always maintain your equipment as per manufacturers recommendations and to replace or repair any faulty items.

### Extension leads and adaptors

- Overloading a socket by using several adaptors can cause it to overheat and catch fire;
- Use a good quality bar type adaptor rather than a block adaptor;
- Only use one adaptor per socket;
- Don't allow the total current used by the appliances plugged into the adaptor to add up to more than 13 amps of current altogether or 3000 watts of power. This means you should never run more than one appliance that uses a lot of current, such as a kettle or television from one socket.
- Some reel type extension leads are not designed to be used unless they are fully unwound or can only be used with lower power appliances, check the instructions, otherwise it can overheat and catch fire.

### Wiring

- Look out for warning signs of dangerous wiring:
- Hot plugs and sockets;
- Fuses that blow for no obvious reason;
- Lights flickering;
- Brown scorch marks on sockets and plugs.

You should ask your electricity board to check your wiring if you see any of the danger signs. You should also notify your Landlord as he will need to be informed of potential problems so that he can take suitable remedial action. Regular checks of the wiring in your home should help prevent these danger signs occurring, your landlord may arrange for these inspections be carried out.

### Electric blankets

Many fires and deaths are due to electric blankets being left accidentally switched on. As with all electrical equipment, it is important that you follow the manufacturer's instructions. Check the instructions to see if you should switch off your blanket when you get into bed. Under blankets should always be tied to the bed and be switched off before you get into bed. All electric blankets should be kept dry and flat. Once your electric blanket is out of guarantee, have it serviced once a year or in accordance with the manufacturer's instructions. The shop where you bought it can tell you about servicing arrangements. When buying an electric blanket make sure it conforms to the British Standard and carries the kite mark, this will be shown on the label. If you find any physical damage, no matter how small, have it tested by a qualified electrician.

### Portable Heaters

Portable heaters should always stand in a safe place where they can't be knocked over and where they cannot themselves cause a trip hazard. Care should be taken that heaters are not used too close to persons to avoid the risk of clothes igniting. They should be kept well away from furniture and soft furnishings, such as curtains and cushions and should not be placed in positions where objects may fall onto them. Heaters should never be placed close to beds or used to dry clothes and as with open fires, make sure that all heaters are correctly and adequately guarded. If you

have young children in the home, ensure that you use a fully enclosed fireguard as well to prevent them being able to touch the hot surfaces of the heater.

## Children

Children, because of their natural curiosity, can be at great risk from fire. You should never leave children alone in a room where there are portable heaters or cookers. Keep matches and lighters well out of their reach and never leave children alone in the house.

## Use of candles in the home

Over recent years the popularity of candles has increased considerably but so has the number of fires started by them. Candles are often at the center of birthday celebrations, family occasions, religious festivals and deliberately planned "mood lighting" effects. However, whenever naked flames such as candles and oil/incense burners are introduced into the home additional care must be taken, especially where there may be children present.

### General guidance:

- Put them on a heat resistant surface - be especially careful with nightlights and tea lights, which get hot enough to melt plastic. TVs are not fire-resistant objects and can be easily ignited by the heat from a tea-light candle;
- Put them in a proper holder - candles need to be held firmly upright by the holder so they won't fall over. The holder needs to be stable too, so it won't fall over either;
- Position them away from curtains - don't put candles too near curtains, other fabrics or furniture. Keep them out of draughts;
- Don't put them under shelves; it is easy to forget that there is a significant amount of heat generated above a burning candle. If you put it under a shelf or other surface it can start a fire;
- Make sure there is at least three feet (one meter) between a candle and any surface above it;
- Keep clothes and hair away - if there is any chance that you could lean across a candle and forget it's there, then put it somewhere else;
- Keep children and pets away - candles should be out of reach of children and pets.

## Oxygen safety

Oxygen makes things burn much faster. Think of what happens when you blow into a fire, it makes the flame bigger. If you are using medicinal oxygen in your home, you must take extra care to stay safe from fire. Additional special precautions may be appropriate – consult with your local Fire Service or Landlord/Managing Agent for further advice as necessary

Smoking can be very dangerous

For further advice and guidance, contact your Landlord/Managing Agent or for further home fire safety guidance can be found in the government guide 'Fire safety in the home' available to download from the internet.

## Appendix 1 – FIRE ACTION NOTICE



### Fire Action



#### If Fire Breaks Out in Your Home:

Leave the room where the fire is straight away, then close the door. Tell everyone in your home and get them to leave. Close the front door of your flat behind you. Do not stay behind to put the fire out. Call the Fire Service. Wait outside, away from the building.



#### If You See or Hear of a Fire in Another Part of the Building:

The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat. If the fire is elsewhere.

You must leave immediately if smoke or heat affects your home, or if you are told to by the Fire Service.

If you are in any doubt, get out.



#### To call the Fire Service:

Dial 999  
When the operator answers, give your telephone number and ask for the Fire Service.  
When the Fire Service reply, give the address, where the fire is.  
Do not end the call until the Fire Service has repeated the address correctly.



**Do not take risks.  
Do not return to the building for any reason until authorised to do so.**