

FIRE SAFETY GUIDE FOR RESIDENTS

WHAT WE ARE DOING

As agents for your building we are responsible for the upkeep and maintenance of the common and structural parts of your building, some of these duties are directly related to fire safety.

FIRE RISK ASSESSMENTS

Each building has an annual risk assessment and quarterly reviews carried out by an independent consultant where recommendations are made and these are acted upon accordingly.

REGULAR INSPECTIONS

The common areas of the development are regularly inspected to ensure that all fire safety features are in good working order.

LIGHTING & ELECTRICAL EQUIPMENT MAINTENANCE

All lighting and electrical equipment is subject to periodic testing to ensure it remains operational and in good working order.

FIRE SYSTEM & EQUIPMENT MAINTENANCE

Fire systems are regularly tested and records held for auditing purposes.

EMERGENCY LIGHTING

Emergency lighting is provided in all communal hallways in case of power failure. This is maintained through regular testing and repairs.

FIRE ALARMS

A fire alarm is installed in the common areas. The fire alarm will be activated by smoke detectors in the common areas.

IN YOUR APARTMENT

APARTMENT FRONT DOOR

The apartment front doors are designed to minimise the risk in the event of a fire.

They are:

- Fire rated
- Fitted with self-closing mechanisms
- Fitted with fire protection seals

It is the responsibility of the leaseholder to ensure the above is kept to standard and in working order.

BALCONIES

Balconies must not be used to store materials. Fire, heaters and barbeques are strictly forbidden.

IN APARTMENT SMOKE ALARMS

Smoke alarms are fitted in each apartment with mains power supply and battery back-up. These should be tested, and batteries changed regularly. This unit is not connected to the buildings fire panel and is a warning device for your benefit only.

DOOR MATS

Door mats are not permitted and can cause a trip hazard for yourself and other residents. Likewise no items should be stored in the communal corridors.

STORAGE OF MATERIAL IN APARTMENTS

Items should never be stored near ceiling lighting as this poses a fire risk due to the heat given off by the lights.

INTERNAL ALTERATIONS TO THE APARTMENT

Structural alterations to your apartment can impact on the fire protection of a building. No alterations should ever be made without prior written approval from the Landlord.

PREVENTING A FIRE

By observing the following precautions, you can greatly reduce the risk of causing or being injured in a fire:

- Make sure that the smoke and heat detectors in your home are working and you test them regularly.
- Take care when cooking with hot oil.
- Do not connect too many pieces of electrical equipment to the same power socket.
- Ensure cigarettes and candles are safely extinguished.
- Do not use or store BBQs, portable heaters with a flame, such as gas or paraffin, or electric bar heaters.
- Avoid storing items in the cupboard where the consumer unit is located.
- Never store or leave any items in the communal hallways.
- Do not prop open doors within your home.

EMERGENCY PROCEDURES

Ensure that you are familiar with the Fire Action Plan for your building. This is displayed in the lifts and stairwells.

Plan how you will leave the building if there is a fire. There may be more than one way out, so make sure all members of your household know the different escape routes.

IF FIRE BREAKS OUT IN YOUR HOME

- If you are in the room where the fire is, leave **straight away**, together with anybody else, then close the door.
- Do not stay behind to try to put out the fire
- Tell everybody else in your home about the fire and get them all to leave.
- Close the front door and leave the building.
- Do not use the lift.
- Call the Fire Service!

CALLING THE FIRE SERVICE

- The Fire Service should always be called to a fire, however small, **immediately** on discovery of a fire.
- To call the Fire Service: Dial **999** or **112**.
- When the operator answers, give the telephone number you are calling from and ask for the Fire Service.
- When the Fire Service replies, tell them clearly the address where the fire is and provide helpful instructions if your address is difficult to find or access.
- Do not replace the receiver until the Fire Service has repeated the address to you and you are sure that they have got it right.
- The Fire Service could be delayed if they do not have the full address.