

# ***Fire, Health & Safety***



## ***ANNUAL REMINDER***

Current legislation places responsibility on both the Landlord (building owners) and the tenants (leaseholders and any sub-tenants) to ensure they take all necessary steps to ensure they are safe inside their flats. Below are the key actions for you to observe.

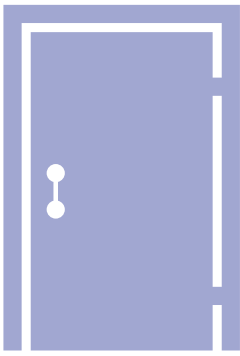
## ***EVACUATION POLICY - STAY PUT:***

There may have been some changes to your Evacuation Policy as a result of any remedial works in the building, so please ensure you familiarize yourself with the Fire Action Notice. This will be displayed on the Notice Board in the entrance lobby.



Your building operates a STAY PUT policy, which means you only evacuate the building IF you are asked to do so by the Fire and Rescue Service. You should remain inside your flat and do not open your flat door unless you are told to leave by the Fire Service.





# Flat Doors

---



As you will recall from previous communications, it is important that your flat door withstands a fire for up to 30 minutes.

To comply with current legislation, your flat door must:



- ☐ Close on its own and latches shut so that it can't be pushed open
- ☐ Have intumescent strips and cold smoke seals
- ☐ A letter plate liner (if you have a letter box)
- ☐ 3 steel hinges CE marked
- ☐ A door closer (preferably an overhead door closer)
- ☐ Gaps of no more than 3mm around and 10mm at the bottom
- ☐ Is 44mm thick or more
- ☐ Have no damage to the door or the door frame

If the door fails any of the above tests, it will not be compliant and you must make every effort to ensure remedial action is taken as soon as you are made aware. It is your responsibility to ensure compliance at all times and not wait until the annual fire door inspection to identify defects.

We also recommend that any locks that require a key to unlock from the inside, should be changed for a thumb turn so that you do not have to delay exiting your flat in the event of an emergency because you need to locate the key.

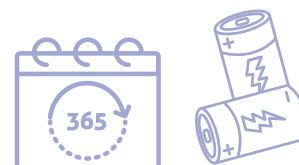


## SMOKE & HEAT DETECTION:



Your flat should have smoke and heat detection fitted. These should be located in different places to avoid them being set off accidentally. For example, place a heat detector in your kitchen and behind the flat entrance door. Do not place a smoke detector in the kitchen as it is likely to be activated when cooking.

Please ensure you change the batteries annually and test them regularly to ensure they beep to provide early warning to the occupiers of a fire.



If your detection is activated, leave the flat immediately and dial 999 as you leave the building. If you are able and it is safe to do so, close the door to the room where the fire has started. Ensure your flat door is closed SHUT behind you, do not leave it open.

## STORAGE OF GOODS:

Whilst any cupboards that are demised to you are for your use, we must remind you to consider that if there are any power points, electrical fuse boards, or other sources of ignition in them, the goods that you are storing are not flammable.



If you have any power or electrical equipment in the cupboard, the door must be a fire door with a minimum of 30-minute fire resistance.





## COMMUNAL AREAS:

All areas outside of your flat door are communal and do not belong to any flat owner/occupier. This means that placing of personal items is prohibited. There are many reasons why these areas must remain sterile:



- ☐ Because they do not belong to the flat owner/occupier
- ☐ Because they may fuel a fire
- ☐ Because they may cause a trip hazard if there is a fire, and the area fills with smoke

We remind everyone that shoes, shoe racks, baby's prams/pushchairs or toys, pot plants (particularly silk flowers), umbrella stands, push bikes etc should not be placed by your front door or under the stairs in the communal areas.



## MOBILITY SCOOTERS OR E-BIKES/SCOOTERS:



Mobility scooters, E-bikes or E-scooters must not be left in the communal areas. The Lithium - Ion batteries are highly flammable and could easily cause a fire. If your building does not have a designated store for these items, you must keep them in your flat.

## BALCONIES:

Whilst it is tempting to want to place pot plants on your balcony to make it more homely, it may be adding weight to the structure that may not have the capacity to take more weight. We therefore ask that you limit pots and plants to 2-3 small pots. Do not place any hanging pots on the balcony railings or on the walls in case they fall.

Many leases do not allow washing to be placed on balconies, so please check your lease for the specific details.

Gas (or charcoal) BBQ's or Pizza ovens are not permitted for Fire safety reasons.

