

# Fire safety

## do not

**do not** smoke within or outside the property

**do not** obstruct or place any items in exits, entrance, hallways and means of escape

**do not** obstruct and place items in boiler cupboards

**do not** obstruct and place items in electrical meter cupboards

**do not** obstruct or place items on or near cooker or stove

**do not** leave the stove or oven or cooker unattended when on

**do not** deep fat fry in saucepans inside or outside the property

**do not** wedge fire doors must not hold fire doors open or interfere with the fire door self-closing devices and allow all fire doors to close fully on their self-closing devices

**do not** light up BBQs in the property or garden due safety of the flammable materials and combustibles

**do not** use or store any petrol or gas and cylinders inside or outside property

**do not** cook in rooms and any form of cooking in bedrooms are not allowed

**do not** light any form of candles

**do not** charge or place charging devices or leads on beds or linen

**do not** overload sockets

**do not** use extension leads or square block adaptors

**do not** use fully wound cables

**do not** use over door hangers

**do not** hang paper fittings or shades or other hanging objects from light fittings

**do not** operate any form of portable heaters within or outside the property

**do not** operate gas fires within or outside the property

**do not** change, tamper, or alter any fixtures, fittings, safety devices or equipment

**do not** charge lithium batteries inside the property or in any means of escape or hallways

## to do

**do** have a rota to check cleaning, tidying up and security

**do** test smoke alarms regularly

**do** check dryers and clean lint filters regularly

**do** check and clean extractor fan and filters

**do** check washing machines and clean filters regularly

**do** check cooker/oven and clean, remove fat, oils, debris internally and externally regularly

**do** check to ensure the fridge/freezer clearance from the back wall is at least one to two inches

**do** ensure and clean toasters regularly

**do** ensure sufficient water inside the kettle before turning on

**do** turn off power points when not in use

**do** note the location of the fire blankets

**do** ensure electrical appliances are turned off and remove plugs from sockets prior to sleeping

**do** ensure to have access to a phone in case of an emergency

**do** inform landlord's/agents any work required as soon as possible.

<https://www.kingstonlettings.com/maintenance-request/>

## **Routine tests to be completed**

Periodic electrical inspection (EICR) every five years

Portable appliance testing (PAT) every one year

Smoke and carbon monoxide alarm and emergency lighting testing every one year

## **why make a home escape plan?**

no-one likes to think that a fire might start at the property, but accidents do happen, and being prepared can make all the difference.

## **three steps that can save your life**

if a fire starts inside the property you need to

get out

stay out

call 999 as soon as it is safe to do so

## **how to make your escape plan**

the best route is the normal way you come in and out of the property

plan a second route in case the first one is blocked – consider windows.

take a few minutes to practice your escape plan regularly

keep door and window keys where everyone in the property can find them – on hooks behind curtains or boxes on windowsills perhaps

if you have additional security gates or shutters, make sure they can be easily opened from the inside without a key in a fire

if you – or anyone you live with – might find it difficult to escape quickly without assistance in an emergency, make extra plans to get them to safety, and book a free home fire safety visit for extra expert advice

make sure everyone in the property understands what to do in a fire. remember to keep visitors in the know, too

## **firefighter's tips for safe escapes**

make sure everyone in the property knows – and has practiced! – the escape route

if any of your smoke alarms go off, never assume it is a false alarm

shout 'fire' to alert others in the property

do not waste time investigating what has happened or rescuing valuables – remember, get out, stay out, and shut the doors behind you

call 999 as soon as you are safe to do so

do not try and tackle fires yourself. leave it to the professionals – as soon as you make the call, fire brigade will be on the way

try and keep calm, and close doors behind you to slow down the spread of fire and smoke

before you open a door check if it is warm with the back of your hand. if it is, do not open it – there may be a fire on the other side

if there's smoke, keep low where the air is clearer

never go back into the building once you are safely outside

## **what if your escape route is blocked?**

if you cannot get out, get everyone into one room, ideally with a window and a phone. close the door and put bedding or any soft materials around the bottom of the door to block the smoke, then open the window and shout for help: 'help, fire'

if you have a phone with you, call 999 – be ready to describe where you are and the quickest way to reach you

if you are on the ground or first floor, you may be able to escape through a window. do not jump use soft materials to cushion your fall and lower yourself down carefully

## **what to do if someone's clothes catch fire**

if clothes have caught fire, do not run. try and remember 'stop, drop, roll' – which means stop – do not run, you will make the flames worse

drop – lie down on the ground at once

roll – in heavy fabric or a fire blanket to smother the flames, though just on the ground will help

