



**FIRE SAFETY:**  
STAY SAFE

# STAY SAFE POLICY

This building has been built and maintained to protect the people in it if a fire breaks out. Remember, if a fire starts in your flat, it is up to you to make sure that you can get out of it.

## AT ALL TIMES

- Make sure that the smoke alarms in your flat are regularly tested and working correctly.
- Do not store anything in your hall or corridor, especially anything that might burn easily or hinder your escape.
- Only use the fixed heating system fitted in your home. If this is not possible, only use a convector heater in your home. Do not use either a flame (gas or paraffin) or a radiant element (electric bar fire).

## IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING

- It will usually be safe for you to stay in your own home.
- You must leave your home if smoke or heat affects it OR you are instructed to do so by the Fire Service.
- Close all doors and windows.

## ONLY IF A FIRE BREAKS OUT IN YOUR FLAT

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 the fire out.
- Tell everybody else in your flat about the fire and get everybody to leave.
- Close your front door and leave the building.
- CALL THE FIRE SERVICE by dialling 999.
- Do not use the lift (if your building has one).
- Call S4B on 0300 555 0128 so that we can make sure you are OK and arrange for any repairs or rehousing as necessary.

## CALLING THE FIRE SERVICE

The Fire Service should always be called to a fire, even if it only seems to be a small fire. This should be done straight away by:

- 1) Dialling 999.
- 2) When the operator answers give the telephone number you are ringing from, your address, and ask for the FIRE Service.
- 3) Do not end the call until the fire service tells you to hang up.

S4B would like to remind you how to stay safe from fire and to make sure you know what to do in the event of a fire in your building.

Our fire safety expert has recommended the safest procedure to operate for your building, developed in tandem with the Fire Risk Assessment we have for all relevant buildings.

The Fire Evacuation Strategy in the event of a fire incident at your building is:

**“Stay Put - Stay Safe”** (which has been identified as the safest option for you as a resident in the event of a fire occurring in your building).

## HOW TO STAY SAFE FROM FIRE

The main causes of fire in the home are electrical faults, candles, cooking and smoking. Most home fires start in the kitchen. Never leave cooking or charging appliances running when you leave the house.

Don't leave towels or laundry over or near cooking rings. Always keep fire doors closed.

Here are a few tips to help prevent a fire in your home and the building.

### TO STAY SAFE IN YOUR HOME:

- Test your smoke alarms at least once a month by pressing the test button until the alarm sounds.
- If you smoke, NEVER smoke in bed or anywhere you could fall asleep and make sure you extinguish your cigarettes safely. If you have a balcony, never flick cigarettes off the building.
- Don't overload electrical sockets and only leave essential appliances switched on such as the fridge or freezer. Turn all other appliances off when not in use.
- If you have to use candles, make sure they are always secured in a stable holder and kept away from curtains, fabrics and paper. Never leave them unattended and always put them out when you are leaving the room or going to bed.
- Close all doors at night to prevent any fire and smoke from spreading. Keep the exit route from your flat clear so that you can escape in an emergency.
- You must ensure you are aware of your escape routes and know how to open emergency doors on your escape route. If you have any concerns, you must report these to us as soon as possible.

### IF YOU HAVE A BALCONY:

- Do not use BBQs on your balcony under any circumstances, because you could put the lives of people inside your building at risk. Your consent to this rule forms part of your tenancy agreement.
- Never store Combustible or Flammable materials like bottled gas on your balcony.
- Reduce clutter and try to keep any items on the balcony to a minimum.
- If you smoke, make sure you stub cigarettes out and NEVER flick them off your balcony.

## REPORTING FAULTS OR BUILDING SAFETY CONCERNS

Building and Fire safety is our top priority. If you have any safety concerns or need an emergency repair to something that could be a fire risk (such as faulty wiring), please report it immediately to S4B on 0300 555 0128, at any time of day or night.

### TO HELP KEEP YOUR BUILDING SAFE – PREVENTING FIRES

- Keep all landings, corridors and doorways clear of obstructions including rubbish. Your tenancy agreement says that you should not obstruct movement by leaving things in communal areas, including stairwells or foyers. Rubbish in the corridor, on stairwells, or on a landing could provide fuel for a fire or obstruct your escape routes. If you see such hazards, contact your Neighbourhood Specialist or S4B on 0300 555 0128.
- Make sure the self-closing device fitted to your flat entrance door has not been disconnected and effectively closes the door behind you when you leave your home. Never alter, adjust or fix anything to your Flat Entrance Door.
- Never wedge communal doors open.
- Never block emergency access to your building.
- Park considerately so that emergency vehicles can get as close to the building as possible.
- Get to know your neighbours. They may be young, elderly or vulnerable, and might need help during an emergency.



## PREVENTING DELIBERATE FIRES

- Unfortunately, there are some people who will start fires deliberately. You can help prevent this by keeping the communal and external areas clear of rubbish, being careful about who you let into the building, and reporting people acting suspiciously to the Police or S4B.
- If you have a Rubbish chute, the chute boxes should be self-closing and close fully into position when not being used. If the one in your building does not close, please tell your Neighbourhood Specialist or S4B on 0300 555 0128.
- If you have large bulky items (like old mattresses) that need to be removed – contact your Neighbourhood Specialist or S4B on 0300 555 0128.. The collection point is usually outside of the bin room at ground level.
- It is illegal to smoke in any communal areas of the buildings. Please refrain from doing so until you are outside.

## DANGEROUS MATERIALS

Don't keep things in your building that burn easily. We don't allow portable gas or paraffin heaters, motorbikes or containers of liquid fuel or gas bottles in buildings, because they can ignite very easily.

## AT NIGHT – FOLLOW THE BEDTIME CHECKLIST

- Turn off electrical appliances
- Check your cooker is switched off
- Put candles and cigarettes out properly
- Close all doors - this will help to prevent fire from spreading
- Make sure all exit routes are clear
- Keep door and window keys on your escape route
- Take your keys and mobile telephone with you to ensure you can escape in the event of an emergency

## BE VIGILANT

If you see that fire safety equipment - such as fire hydrants or emergency lighting - is damaged, if your smoke alarm doesn't work or your neighbours are propping fire doors open, please tell your Neighbourhood Specialist immediately or contact S4B on 0300 555 0128..



**To find more information about staying safe from fire or to book a “Safe and Well” visit, contact your local Fire and Rescue Service via their website:**

**Greater Manchester Fire and Rescue**

**[www.manchesterfire.gov.uk](http://www.manchesterfire.gov.uk)**

**Merseyside Fire and Rescue**

**[www.merseyfire.gov.uk](http://www.merseyfire.gov.uk)**

**Lancashire Fire and Rescue**

**[www.lancsfirerescue.org.uk](http://www.lancsfirerescue.org.uk)**

**Cheshire Fire and Rescue**

**[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)**

If you or anyone you live with might find it difficult to escape in an emergency, please do not hesitate to contact us and let us know, so that we can arrange for your local Fire and Rescue Service to visit you and provide expert advice tailored to your circumstances.

You can arrange for S4B to create a Personal Evacuation Emergency Plan (PEEP) for use by the emergency services by contacting S4B on 0300 555 0128. If you need this document translating, please contact us for more information.