Fire Safety in Low Rise Flats

THIS LEAFLET CONTAINS IMPORTANT ADVICE PLEASE READ CAREFULLY

It is for your safety and informs you of ways to make sure you are SAFE in your flat or maisonette

City and County of Swansea
Dinas a Sir Abertawe
This leaflet contains important advice please read carefully

It is for your safety and informs you of ways to make sure you are safe in your flat or maisonette
WHAT SHOULD I DO IF FIRE BREAKS OUT?

IF FIRE BREAKS OUT IN YOUR FLAT OR MAISONETTE OR IF YOUR SMOKE ALARM IS ACTIVATED

Keep calm, alert others in the flat then get out of the building and stay out. Walk quickly, do not run.

If possible, close doors behind you as you leave the building. Plan your escape route, make sure everyone knows where the stairs are.

Get out of the building.

Once you are safely outside Call 999.
These calls are free from any phone.

IF FIRE BREAKS OUT ELSEWHERE IN THE BUILDING...
Call the fire service on 999
– Never assume that someone else has done it, you could save someone’s life.

You are usually safer to stay in your flat or maisonette unless you feel threatened or take advice from the fire service. Do not return to your flat until the fire service have given the all clear.

ESCAPE PLAN
Plan and practice your escape route with all of your family so all members of the household will know what to do in an emergency. Keep keys where you can find them in a hurry.
**WHAT CAN I DO TO MAKE MY FLAT SAFE FROM FIRE?**

### COOKING

- **Test your smoke alarm every week**
  Press the button on the cover and it should sound. If it is not working ring the Repairs Contact Centre on ☑️ 01792 635100, (if out of hours on ☑️ 01792 521500.)

- **Check that ovens and cookers are turned off when not in use.**

- **Avoid using chip pans and be careful with frying pans and hot oil.**

- **Use a thermostatically controlled deep fat fryer.**

- **Be careful, do not cook if you have been drinking or are tired.**

### HEATERS

- **Ensure heaters are turned off properly.**
- **Use a guard in front of an electric fire or gas fire.**

- **Keep furniture and clothes away from heaters.**
### WHAT CAN I DO TO MAKE MY FLAT SAFE FROM FIRE?

<table>
<thead>
<tr>
<th>CANDLES</th>
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<tr>
<td><strong>If you use candles put them out carefully.</strong></td>
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<td>Do not leave them unattended when lit.</td>
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<td><strong>Take care where you put candles, keep away from curtains and other flammable materials.</strong></td>
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<td>Do not put them on top of the television.</td>
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<td><strong>Use a proper candle holder.</strong></td>
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<th>NIGHT TIME</th>
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<td><strong>Before going to bed</strong> check ashtrays for cigarettes or pipes left burning and <strong>never</strong> smoke in bed.</td>
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<td><strong>Switch off and unplug appliances.</strong></td>
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<tr>
<td><strong>Electric Blankets – Make sure these are in good condition. Switch off and unplug before going to bed.</strong></td>
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<tr>
<td><strong>WHAT CAN I DO TO MAKE MY FLAT SAFE FROM FIRE?</strong></td>
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<td><strong>GAS SAFETY</strong> - Gas is safe for heating and cooking but if it leaks or an appliance is faulty it can be very dangerous. Only registered gas fitters can carry out repairs to gas appliances or connections.</td>
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<tr>
<td>If you smell gas ring the National Grid Emergencies on 📞 0800 111 999 anytime, then call the Repairs Call Centre for Housing on 📞 01792 635100, if out of hours call 📞 01792 521500.</td>
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<td>The Council services the heating systems in your home once a year. You must allow access to the gas engineer. If you haven’t received a visit in the last year please phone to make an appointment. You will not be charged separately for this.</td>
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<td>If you have your own gas appliances ensure they are serviced by a registered gas fitter. For more information see the council website 🌐 <a href="http://www.swansea.gov.uk">www.swansea.gov.uk</a></td>
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<td>Bottled gas cylinders should never be used or stored in low rise flats.</td>
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<td><strong>ELECTRICITY</strong> - Only qualified technicians should fit sockets or alter the wiring in the home. Do not carry out DIY or allow others to do it for you. Before making any changes ask permission from the District Housing Office.</td>
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<td>Don’t overload electrical sockets.</td>
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<td>Warning signs include: hot plugs, a buzzing noise, scorch marks on plugs or sockets, a fishy smell from plugs or sockets, appliances going on/off and flickering lights. Report any faults to Repairs Contact Centre on 📞 01792 635100 (out of hours 📞 01792 521500).</td>
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WHAT CAN I DO TO HELP KEEP THE COMMUNAL AREAS IN MY BLOCK OF FLATS SAFE FROM FIRE?

Please remember that other people live in the building. Everyone is responsible for fire safety in the building and in their own home. Following these safety rules will help.

- **Do not leave rubbish, items of furniture, carpets or any items in any shared areas such as landings and stairs.**
- **Do not park vehicles by the entrance to your block of flats or in keep clear areas. Access roads should be kept clear and are designed so fire engines can get as close as possible to deal with fires.**
- **Do not smoke in communal areas in the building. This is against the law and can also lead to fire if cigarettes are not put out properly.**
- **Do not wedge open fire doors. Keep them closed. They are there to stop fires spreading.**
- **If you notice a fire door is damaged or if fire exit signs are missing or damaged report it to your local District Housing Office.**
TENANTS - If you plan to make any changes to your property you should contact the District Housing Office before doing so as they may affect safety. It is also part of the Tenancy Agreement.

LEASEHOLDERS - will also need to ask before changing their front doors or windows.

MORE INFORMATION

The fire service offer home fire safety checks, you can ring 📞 0800 169 1234 or use their website.

ᴻ  www.mawwwfire.gov.uk

For more information regarding your tenancy or block of flats:

legate  www.swansea.gov.uk/housing

If you need to report a repair or damage phone 📞 01792 635100
(or if it’s out of hours 📞 01792 521500)

For other enquiries contact your local District Housing Office.

OTHER INFORMATION

Age Cymru - For information and advice on how to keep safe in your own home call Age Cymru Swansea Bay on 📞 01792 64 88 66 or visit www.agecymruswanseabay.org.uk or email enquiries@agecymruswanseabay.org.uk

Disabled Living Foundation - Free, impartial advice on disability and mobility products. Call Disabled Living Foundation on 📞 0845 1 30 9177 or visit www.dlf.org.uk

RNIB - Information, support and advice for people with sight loss. Call RNIB on 📞 0303 123 9999 or visit www.rnib.org.uk

Action on Hearing Loss - Specialist equipment and advice for deaf and hard of hearing people. Call on 📞 0808 808 0123 or textphone 0808 808 9000 or visit www.actiononhearingloss.org.uk

If you know of anyone who needs this information translating or in a different format contact your local District Housing Office and we will arrange it.

DO NOT WORRY… Fires are rare but this information will be useful to you and your family if a fire does break out in your flat or block.