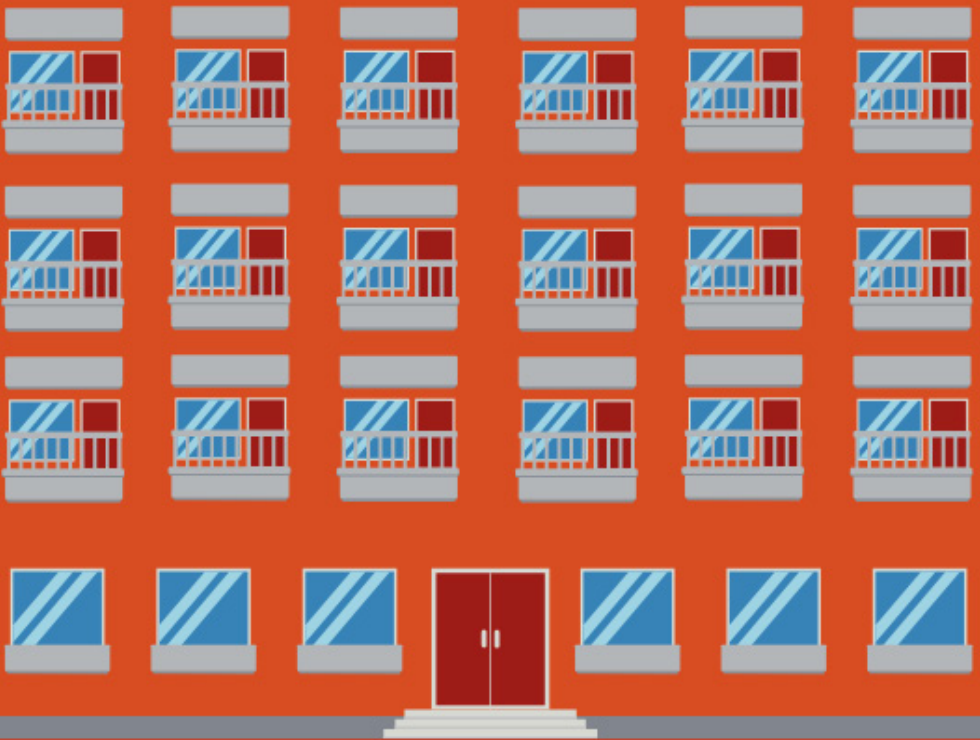


# Fire Safety in Flat Blocks

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## Managing Safety



# Fire Safety Information for Tenants

It is important you are aware of the fire safety measures in place in your building and know how to keep you and your neighbours safe. Your block has been designed to contain fire within a single flat and maintain a guaranteed safe, smoke free escape route via the internal stairway. This is achieved by protecting the flats and communal stairs with fire resisting structure and fire resistant doors.

We have further safety measures in place, which includes, emergency lighting and where necessary automatic smoke ventilation. The ground and first floor flats also have fire escape windows.

## Evacuation Procedures

Evacuation procedures will be displayed in the communal areas of your block, please read this information and ensure you and your family have a plan should a fire occur. If you have any doubt over the procedure for where you live, then please contact Saffron by emailing [info@saffronhousing.co.uk](mailto:info@saffronhousing.co.uk) or calling 01508 532000.

## Importance of fire doors

Fire doors and frames are installed as sets and must never be modified or tampered with. It is critical to building safety that every flat entrance door is fitted with an operational self-closing device, capable of closing the door fully without restriction in less than 25 seconds.

Most entrance doors to flats are fire rated and should be kept closed when not in use. They should have a self-closing device which must not be tampered with. If there are any faults or damage to the doors, door frames or the self-closing device, it must be reported as soon as possible to [info@saffronhousing.co.uk](mailto:info@saffronhousing.co.uk).

## Protected Stairs

The stairwells and common areas must remain clear, removing the risk of fire starting within them, spreading from a flat or restricting safe emergency evacuation. Having space gives firefighters the access and room they need to operate.

We carry out regular testing of all fire safety measures in the communal areas. We also carry out regular fire risk assessments on our flat blocks and action any recommendations.

## Actions you can take to help maintain fire safety are:



All Saffron properties should be fitted with adequate smoke detection, this should be tested on a regular basis to confirm its working. It is your responsibility to test the smoke detection in your property, we recommend that you test this weekly.

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Please do not store items in your electrical meter or landlord service cupboards. Where shed areas are provided, please be mindful of what is stored in these. Items such as flammable liquids and car batteries **are prohibited**.

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In cases where there are communal doors, please keep these closed, and where possible locked to reduce the risk of arson and spread of fire.

Report any defect or damage to fire doors or self-closing devices immediately.

Flat front doors and shed doors that form part of an escape route should be **fire doors**, flat doors will be fitted with door closers. These doors must be **kept closed**, please do not prop the doors open as this compromises the safety in the building.



All communal areas must be kept clear so there are no combustible materials or trip hazards.

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If you see any repairs that are required, please report them by emailing [info@saffronhousing.co.uk](mailto:info@saffronhousing.co.uk) or calling 01508 532000.

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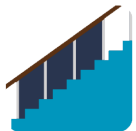
Where there are communal loft hatches in stairwells, these should not be used for any kind of storage, In most cases these will be locked off.

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Smoking is not allowed in communal areas of flat blocks. In areas where smoking is permitted, please be careful to extinguish cigarettes fully and in a suitable location. Please do not place them straight into a bin.

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Never leave items within the communal escape stairs.

Where there are cases of items being stored in stairwells, littering and fly tipping, please contact Saffron by emailing [asbreport@saffronhousing.co.uk](mailto:asbreport@saffronhousing.co.uk) or calling 01508 532000.

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Your bins should be stored away from the building or in the bin store provided, please do not keep bins in stairwells or along escape routes.



If you have any questions regarding fire safety, please contact us on:

Email: [info@saffronhousing.co.uk](mailto:info@saffronhousing.co.uk)

Telephone: 01508 532000

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