

Fire
safety

আগুন সংক্রান্ত নিরাপত্তা
防火安全

आगथी सुरक्षा

Bezpieczeństwo pożarowe

فاير سيفتى (آگ سے محفوظ رہنا)

FIRE EXTINGUISHER
8 LITRE AFFF FOAM
21A 1828

REMOVE SAFETY PIN.
USE UPRIGHT. AIM
NOZZLE AT BASE OF
FIRE.

SQUEEZE LEVERS TO
OPERATE.

AVAILABLE FOR USE ON LIVE ELECTRICAL
UP TO 100V AT A DISTANCE OF 1M.

RESIDENT
APPROVED



The Government Standard

Fire safety

We want you to be safe from the risk of fire in your home.

Smoke alarms and fire detection

The best way to protect yourself from fire is to have a smoke alarm – it will give you early warning of a fire in your home.

We provide smoke detectors in all our homes. Your home should have a smoke alarm fitted on every floor. If it hasn't, let us know straight away and we will fit them for you.

We are converting all our smoke alarms from being powered by batteries to ones, which are powered

by your mains electricity. They have a battery as a back up, in case your power fails.

We will service, clean and test your smoke detector(s) every year.

Do:

- ✓ dust your smoke alarm regularly
- ✓ check your smoke alarm weekly to make sure it is working by pressing the test button

- ✓ replace the battery if your smoke alarm bleeps for any reason other than smoke or fire in your home
- ✓ contact us if you have any problems with your smoke alarm.

Don't:

- ✗ remove a working battery from your smoke alarm
- ✗ paint over or remove the smoke alarm.

If you decide to put up extra smoke alarms:

Do:

- ✓ check with us first to ensure your ceiling doesn't contain asbestos
- ✓ position them on the ceiling in the middle of the room.

Don't:

- ✗ put smoke alarms in or near kitchens or bathrooms because every day steam and smoke can set them off by accident.



If you live in one of our sheltered or semi-sheltered homes your Community Scheme Manager will check your smoke alarms weekly. If a battery needs replacing they will do it for you.

If your smoke alarm goes off it will automatically contact our emergency call centre. Please answer the call if it is safe for you to do so and explain what has happened.

If you accidentally set off the smoke alarm, please tell the emergency call centre it was a mistake and that everything is alright. They won't mind – better to be safe rather than sorry.

If you do not speak they will assume that something is wrong and will, as a precaution, call the Fire

and Rescue Service and ask them to go to your home.

Your Community Scheme Manager will also test the fire alarm systems in your scheme's communal areas weekly. This will help to familiarise you with the sound of the fire alarm.

If you live in a block of flats or a sheltered housing scheme, we carry out the following regular fire safety checks:

- ✓ emergency lighting - monthly
- ✓ fire appliances e.g. fire hoses and fire extinguishers - annually
- ✓ fire alarm systems - annually
- ✓ fire risk assessments - annually.

We will take any action needed to ensure these systems are working properly and comply with the latest standards.

Gloucestershire Fire and Rescue Service also carry out spot checks from time to time to ensure that everything is up to standard and to recommend any new best practice.

Fire prevention in your home

Polystyrene tiles

We actively discourage the use of polystyrene tiles in our homes because older types of these tiles can give off poisonous fumes if they catch fire and may spread fire quickly to other parts of the property.

Because we cannot tell whether polystyrene tiles already put up in our homes are the old,

potentially dangerous variety or the new safer variety, we always remove them before re-letting a home.

Don't:

- ✗ put up polystyrene tiles in your home without contacting us first.

Furniture

Do:

- ✓ ensure that your furniture has the fire resistant permanent label.

How to prevent common kitchen fires

Do:

- ✓ keep matches and saucepan handles out of children's reach and don't let saucepan handles stick out from the cooker where they could be easily knocked off the cooker

✔ take the pans off the heat or turn down the heat under the pans, if you have to leave the kitchen whilst cooking

✔ keep tea towels and cloths away from the cooker

✔ use spark devices rather than matches or lighters to light gas cookers because they don't have a naked flame

✔ double check the cooker is off when you have finished cooking



- ✓ keep electrical leads and appliances away from water
 - ✓ keep toasters clean and away from curtains and kitchen rolls
 - ✓ keep your cooker clean and free from fat and grease which can catch light and cause a fire
 - ✓ use a thermostat controlled electric deep fat fryer, which cannot over heat rather than hot oil in a saucepan which can easily overheat and catch fire.
 - ✓ keep the oil to below one third of the height of the pan if you do use a saucepan, and make sure food is dry before placing it in the hot oil - it could splash and spit hot oil on you
 - ✓ turn off the heat and leave the oil to cool down if it starts to smoke – it's too hot.
- Don't:
- ✗ leave children in the kitchen on their own when you are cooking
 - ✗ wear loose clothing when cooking as it could easily catch fire
 - ✗ put anything metal in the microwave
 - ✗ take any risks, if oil in a pan catches fire, turn off the heat if it is safe to do so
 - ✗ try to put an oil pan fire out with water as it could just lead to the burning oil exploding over you and the kitchen
 - ✗ take a burning saucepan outside as oxygen will feed the fire and make it worse. Just get out, stay out and call 999.

How to prevent common electrical fires

Do:

- ✓ always check that you use the right fuse to prevent your plug overheating
- ✓ make sure your electrical appliances has a British or European safety mark
- ✓ use one plug per socket rather than using

adaptors or extension leads. High powered appliances such as washing machines should always have a single plug and plug socket to themselves

- ✓ keep electrical appliances clean and in good working order to prevent them causing a fire



✓ look for signs of dangerous or loose wiring such as scorch marks, hot plugs and sockets, flickering lights, fuses that blow or circuit breakers that trip for no obvious reason

✓ replace any old cables and leads

✓ unplug appliances that you are not using, to reduce the risk of fire and save on your electricity costs

✓ unplug electric blankets before going to bed if they don't have a thermostatic control for safe all night use

✓ try to secure portable heaters up against a wall to stop them falling over

✓ keep portable heaters away from curtains and

furniture and never use them for drying clothes

✓ replace electric blankets immediately if they show wear and tear.

Don't:

✗ overload an extension lead or adaptor - check its limit e.g. an extensions limit may be 13 amp into which you would not want to put 4 x 5 amp appliances, as this adds up to 20 amps – well about the 13 amp limit for the extension.

✗ leave electric blankets folded as this damages the internal wiring, store them flat or rolled up instead

✗ buy second hand electric blankets.

How to prevent common cigarette fires

Do:

- ✓ stub cigarettes out properly and dispose of them carefully in metal bins which don't already have things in them that could catch fire
- ✓ use a proper ashtray, which cannot tip over and is made of a material that will not burn
- ✓ keep matches and lighters away from children, consider buying child resistant lighters and matchboxes.

Don't

- ✗ smoke in bed
- ✗ leave a lit cigarette, cigar or pipe lying around, it could easily fall over and start a fire

- ✗ smoke when you are tired, taking prescription drugs or drinking - you could fall asleep and set whatever you are sitting or sleeping on, on fire.

How to prevent common candle fires

Do:

- ✓ put candles in a proper holder
- ✓ use a snuffer or a spoon to put out candles, its safer than blowing them out which could result in flying sparks.

Don't:

- ✗ leave children alone with candles
- ✗ leave candles lit when going to bed.

Checklist - before you go to bed at night

Do:

- ✓ make sure all doors are closed
- ✓ make sure exits are clear
- ✓ make sure the cooker is turned off
- ✓ turn off electrical appliances e.g. television and unplug them
- ✓ make sure any candles are put out

✓ turn off heaters and put up fire guards

✓ make sure any cigarette ends are out and empty any ashtrays.

Don't:

✗ smoke in bed or leave cigarette ends burning

✗ use safety chains on doors at night as they could slow your exit

✗ leave appliances working overnight e.g. washing machine, dishwasher, tumble drier.



Planning a safe escape

Preparing and practising an escape plan will help to ensure that you and your family can escape safely if there is a fire.

Do:

- ✓ make sure everyone in your home knows where the door and window keys are kept
- ✓ make sure exits are kept clear
- ✓ identify a quick and easy route out of your home
- ✓ think of another route in case the first one is blocked
- ✓ make sure everyone living with you knows what to do in a fire.

What to do if there's a fire

If you live in sheltered flat and the fire or smoke is not in your home

Do:

- ✓ stay in your home
- ✓ close all doors behind you
- ✓ move towards a window, so that you can be seen from the outside
- ✓ get ready to be evacuated e.g. get dressed, collect walking sticks, house keys etc.
- ✓ wait for the Senior Fire Officer to decide when to evacuate the building. S/he will have a list of all the residents who need help
- ✓ stay in your home until told that it is safe to leave, or you are told to evacuate

- ✓ leave by the safest route and report to the assembly point in the car park
- ✓ stay at the assembly point until the Senior Fire Officer tells you what to do next.

Don't

- ✗ use the lift
- ✗ let visitors through the communal door entry system unless they are emergency personnel needing to get into the building
- ✗ leave your home until told that it is safe to do so
- ✗ go out into the corridors to investigate
- ✗ block corridors, keep escape routes clear at all times.

If there's a fire in your home (or in a block flats not in a sheltered scheme)

Don't tackle the fire yourself.

Do:

- ✓ keep calm and leave immediately, closing all doors behind you
- ✓ crawl out at ground level if smoke is making it difficult for you to breathe – smoke tends to rise and breathing should be easier the closer you are to the ground
- ✓ check doors before opening them, with the back of your hand. If it's warm, don't open it - the fire is on the other side

- ✓ raise the alarm by activating a fire alarm point if you are in a block of flats, this will automatically raise the alarm. Alternatively dial 999, ask for the Fire and Rescue Service and tell them your home address and location
- ✓ go to a place of safety outside and stay there until told what to do by the Senior Fire Officer on the scene.

Don't:

- ✗ waste time investigating what's happened or rescuing valuables.

If you are trapped by the fire or smoke

- ✓ try to take refuge in a room with a window or external door that isn't affected by fire or smoke

- ✓ make sure you close the door behind you to delay the fire. If you can, place a wet piece of clothing or towel across the bottom of the door to prevent smoke getting in
- ✓ if there is an exit door or window from the room, use it to escape
- ✓ if the window is locked, use a large heavy object to break the window in the bottom corner
- ✓ if you are on the first floor, throw something out of the window which will help to break your fall, such as a mattress or cushions, and then lower yourself by your arms from the window ledge before dropping. Don't jump.

- ✓ If there are 2 adults, 1 should go down first to catch children. The other should get into a secure position and then lower the children as far as possible down the outside wall before letting them drop.
- ✓ If you are above first-floor level, or due to your age or health cannot get out of the window, open the window and draw attention to yourself by shouting and by waving white sheets or clothes. Wait until the emergency services arrive to rescue you.

If your clothes catch fire

Stop! Drop! And Roll!

Do:

- ✓ Lie down and roll around. It makes it harder for the fire to

spread and may put out some of the flames.

- ✓ Smother the flames with a heavy material, like a coat or blanket, it will help deprive the fire of oxygen which it needs to keep burning.

Don't:

- ✗ Run around, it will only makes the flames worse.

For more information please contact us or visit www.gloscityhomes.co.uk or GCHTV on the Looking Local service.

Or contact Gloucestershire Fire & Rescue Service
www.glosfire.co.uk
Tel: 01452 753333 or
Freephone 0800 180 4140
for a free Home Fire Safety Check.

Contacting us

Customer Services Team, Gloucester City Homes, Atlantic Suite,
Southgate House, Southgate Street, Gloucester GL1 1UB

Customer Services Line: 0800 408 2000 (freephone)
or 01452 530626 (normal call charges apply)

Text: 0778 148 2656 **Fax:** 01452 396599 **Minicom:** 01452 396161

Email: customer.services@gloscityhomes.co.uk

Web site: www.gloscityhomes.co.uk **Digital TV:** GCHTV on Looking Local

You can also contact us using our online reporting forms. Our website is speech enabled and you can adjust the size of the text and translate it to other languages.

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact us.

আপনি যদি এই ডকুমেন্টের কোন অংশের ব্যাখ্যা, অনুবাদ অথবা বড় অক্ষর, অডিও অথবা ব্রেইলের মত অন্য কোন ফরম্যাটে চান তাহলে দয়া করে আমাদের সাথে যোগাযোগ করুন।

Bengali

如果您希望我們解釋、翻譯本文檔，或提供大字體、音頻或盲文等其他版本，敬請聯繫我們。

Chinese

જો આપને આ પુસ્તકમાંના કોઈપણ ભાગની સ્પષ્ટીકરણ જોઈતી હોય અથવા આ પુસ્તક અન્ય ભાષામાં અથવા રૂપમાં જોઈતી હોય, દાખલા તરીકે, મોટા અક્ષરોમાં, ઓડીયો પર અથવા બ્રેઇલમાં, તો કૃપા કરી અમારા સાથે સંપર્ક કરો.

Gujarati

Proszę zgłosić się do nas po uzyskanie wyjaśnień, przetłumaczenia względnie uzyskania niniejszego dokumentu w większym druku, w postaci dźwiękowej lub języku dla niewidomych.

Polish

اگر آپ اس دستاویز کے کسی حصے کی وضاحت، ترجمہ یا کسی اور شکل میں جیسے کہ بڑے حروف، آڈیو یا ابھرے حروف میں حاصل کرنا چاہتے ہیں، تو براہ مہربانی ہم سے رابطہ کریں۔

Urdu