

Keeping You and Your Home Safe

Fire Advice Leaflet





In this leaflet we provide information and advice to help you stay safe in your home, as well as help Key keep you as safe as possible. There are also some useful contact numbers throughout.

Your Home

Key Housing's properties are well built, low rise (no higher than 4 floors) and are separated from each other by fire breaks, fire doors, safe corridors and stairwells. This ensures that a fire in another flat won't affect your home quickly.

Inside your home the walls, and in most cases the doors, in your house or flat will protect you from a fire in another room for some time.

You will also have a fire detection system in your home, which we maintain on a regular basis. Fire detection, along with preventing a fire in the first place, is the most important safety item you have to prevent injury from fire.

Our Responsibilities

We will keep all the fixtures and fittings of your home in good condition. We will inspect, repair, maintain or replace your fire detection systems, electrical systems and fire doors when required.

Your Responsibilities

You should not alter or remove items from your home without permission or do anything to affect the safety items in your home. For example, you should not:

- Paint over a smoke detector
- Remove doors or door closers
- Remove or change door lock handles
- Wedge doors open.

There are a few checks you can do to ensure your home is safe.

- Report any item in or around your house that isn't working properly. This is especially important for fire detection and fire doors.
- Check that your doors close over and latch on a regular basis
- Test your fire detection system at least once a week to make sure that all the detectors are working and you can hear them clearly (If you are struggling to hear the detectors, or your sight isn't so good, please let us know).
- If your detectors begin to beep regularly (but not a full sounder noise) then please report this to us straight away, as the battery needs replaced.

All faults and repairs should be reported to our Maintenance Section on 0141 342 1820.

Getting Out

The following advice is to help you prepare a plan in the event of a fire emergency.



- Check that you know clearly where all your exits are and make an escape plan.
- During a fire you should get out, stay out and call 999, if possible.
- If you are unable get out during a fire, the fire rescue service advice is to go into a room, close the door and phone 999 telling them where you are and what room you are in. Only do this if you cannot get out.
- All our exit doors should have a lock that doesn't need a key to open from the inside. We strongly suggest that you only use this lock, especially at night, so that you can get out without having to find your keys. Other locks that may be fitted can be used to secure your property when you are out.
- If any of the thumb turn locks we have provided are faulty, please report this immediately.

Staying Safe in the Kitchen

The following advice can help you prevent accidents and potential fires in your kitchen.



- Keep children out of the kitchen while you are cooking.
 - Avoid leaving pan handles sticking out.
 - Do not leave cooking pans or grills (especially when cooking with fat) unattended.
 - Never put water on a fat fire.
 - Do not mix water and electricity.
-

Keeping Communal Areas Safe

Below is some information to help keep your communal areas safe.



- Items that could burn should not be stored against the building. This includes wheelie bins or other plastic containers.
 - The paths leading away from the property should be kept clear (for you and the fire brigade).
 - Do not store anything, including garden equipment and mobility scooters, in a common close or stairwell. This is everyone's escape route.
-

Night Time Checks

Below is some good housekeeping to do before going to bed.

- Close all the inside doors.
- Unplug everything except your fridge/freezer.
- Check your cooker is off.
- Make sure any candles or cigarettes are out.
- Don't leave any chargers plugged in but not connected to anything.
- Check your exits are clear.
- If you have locked a door with a key, make sure you know where the keys are, and you can easily access them in case of fire/ emergency.

Electrical Safety

- Avoid using adaptors for items that use a lot of electricity, E.g. kettles and microwaves.
- Stop using any items that are damaged or have damaged cables.
- If you see black marks on plugs, loose wires, or smell burning, then switch off the appliance and get someone to look at the item immediately.
- If the problem seems to be the wiring in the property, the fuse board or an appliance we have provided, then switch off the appliance and contact Maintenance (or your emergency contractors list out of hours) immediately.



Smoking Safety

Smoking is the cause of many home fires. Below is some tips if you, or anybody in your home, smoke.



- Avoid smoking in bed. This reduces the risk of falling asleep with a lit cigarette. If you know someone who does, please get them to buy fire retardant bedding.
- Ensure you always stub out cigarettes completely, especially if you have had alcohol or taken medication.
- If you use candles, do not leave them unattended and use proper holders. Don't have them near anything that can catch fire (curtains, paper etc).
- If your clothes go on fire, drop to the ground and roll over and over to put out the flames. Seek medical help by phoning 999 and calling out for help.

Further Advice

There is a range of people you can contact for further information and guidance around making your home safe.

The Fire & Rescue Service

The fire brigade will be happy to arrange a home fire safety visit to your home. You should receive friendly advice at that visit.

Your Housing Officer

Your Housing Officer can give you advice on any adaptations or advice that may help you stay safe. You can call them on 0141 342 1810.

Your Support Team

If you receive support, your team will be able to help with any queries you have about this leaflet.

Our Website

We have a [Fire Safety](#) section on the Key Housing website. Alongside a copy of this leaflet we have any safety updates as well as other useful fire safety resources.

Key

The Square
70 Renton Street
Glasgow G4 0HT

Telephone: 0141 342 1890

Email: hello@key.org.uk

www.key.org.uk/key-housing

Key, Key Community Supports and Key Housing are names used by Key Housing Association Ltd, a charity registered in Scotland Number: SC006652

Registered Office:
70 Renton St, Glasgow G4 0HT

Copyright June 2017

