



Fire Safety



CITY
OF
LONDON

Top tips on Home Fire Safety

Keeping your home safe

- Fit smoke alarms on every level of your home and test them weekly.

Take extra care in the kitchen

- Never leave pans unattended when cooking and never cook if you have been drinking alcohol or you are tired.
- If the pan does catch fire never throw water on it and don't try to move it. If you can do so safely, turn off the heat. Leave the room, close the door and call 999.

Smoking

- Never smoke in bed, or on a sofa, if you think you might fall asleep. Do not leave a lit cigarette or pipe unattended.
- Keep matches and lighters well out of the reach of children.

Candles

- Keep candles well away from curtains, furniture and clothes.
- Candles should only be placed in a stable heat resistant holder.

Heating and electrics

- Sit at least three feet away from heaters and never put a heater near clothes or furniture.
- Don't overload electrical sockets.

Stay safe when you go to bed

- Switch off and unplug all unessential electrical items e.g. TV.
- Make sure cookers and heaters are turned off and candles put out.
- Close all doors as this helps to prevent fire spreading.

Escaping in a Fire

Think about and practice how you would escape in a fire.

If there is a fire in your home – get everyone out

- Shout FIRE to warn others
- Call 999 – tell the Fire Brigade where the fire is
- Walk as calmly as possible out of the building
- Don't use the lift
- Don't stop to collect possessions

If you cannot escape safely

- Call 999 and tell the Fire Brigade where you are
- Close the doors and block gaps in doors and windows with soft materials to prevent smoke coming in

If there's a fire in another part of the building or estate, and you are not affected by heat or smoke, you are usually safer staying in your home.

Fire Safety in Communal Areas

The City of London is committed to providing safe homes for our residents. We have produced a protocol for keeping the communal areas of residential blocks clear and reducing the risk of fire. This leaflet includes a short version of the protocol to provide a quick reference for residents.

Our aim is for our residents to enjoy living in their homes and for them to create welcoming and homely places to live. As a landlord, we need to balance this with the need to ensure communal areas are safe and the risk of fire is reduced wherever possible. While some of this leaflet might seem 'heavy-handed' it is essential that the guidelines are followed, to ensure the safety of you and your neighbours.

Access: All access routes including stairs, hallways, walkways and pathways in communal areas must be kept clear at all times. The design of some properties incorporates an emergency exit route, for example across the balconies or through a wooden panel. Where these emergency exit routes are shared between properties, residents must ensure these routes are kept free from obstruction and security measures such as locks must not be added onto them.

Doors: The front entrance door to each property is owned by the City of London Corporation. Residents must not alter the door without permission, this includes but is not limited to, replacing the door or adding further security measures such as metal gates.

Alterations to Communal Areas: Residents may not make alterations to communal areas. Including, but not limited to actions such as propping a door open or installing items such as fencing.

Items in Communal Areas

The City reserves the right to remove any items left or disposed of in the communal areas without limitation should they be causing a fire risk or block access/exit routes. The list below sets out some common items that may need to be removed or altered, however, it is not exhaustive. If you have any questions, please ask your Estate Team.

Highly Flammable Items: Highly flammable items including, but not limited to candles, tea lights, religious candles, lanterns, wick lights 'shrines' or equivalent are not permitted in communal areas.



Plants and Trees: If placed on suitable surface, residents may keep plants adjacent to the external wall if they wish. The plants and containers they are stored in must not extend to a depth greater than 450mm. Foliage from plants must extend no higher than 1200mm. Trellises or climbing plants above the height of 1200mm are not permitted.

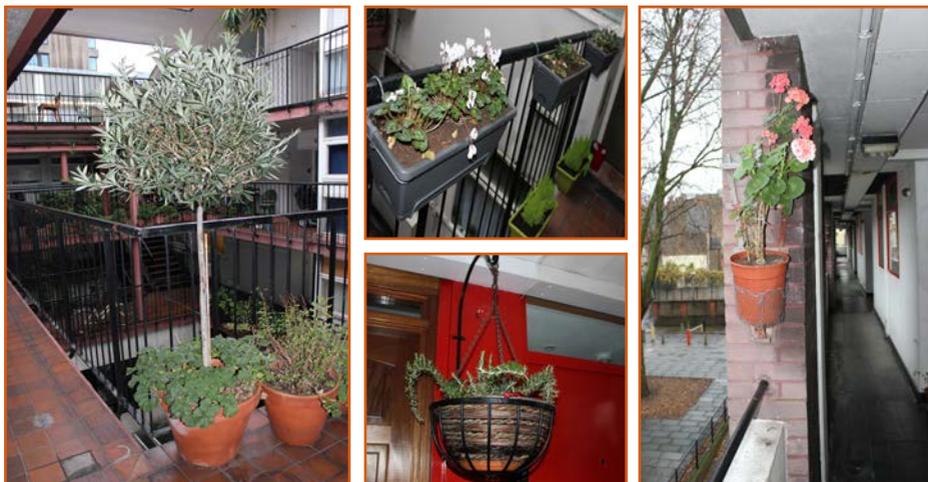
Trees in planters are not to exceed a height of 2100mm with a diameter of no more than 600mm. Planters for trees must be of a diameter of no more than 400mm.

Hanging baskets brackets are to project no further than 300mm and the bracket must have no section lower than 1975mm from the floor. The basket may hang lower.

Planters on railings must be securely affixed and not hang externally over railing. No flower pots or other items are to be placed on window sills or ledges.

The City of London reserves the right, after undertaking a risk assessment to allow limited planters in demarcated areas designated by CoL staff. These will not extend to a depth of more than 450mm.

Below are some examples of Plants and Trees which are within our restrictions:



Furniture: Depending on layout of an area, including ensuring at least 900mm minimum width of any access routes are maintained; furniture may be used in the communal areas however it must be stored away within your property when not in use.

Laundry: Hanging laundry to dry in confined, enclosed communal areas is not permitted.

Mobility Scooters, Prams, Buggies and Bicycles: All equipment must be stored within the resident's home wherever possible. Items may also be placed in designated sheds or garages where these are available and suitable for this use. If they must be stored within the communal area, they are not allowed to be stored in the escape routes from the premises or block access through the communal access routes. Please speak to your Estate Team if you have any questions.

Doormats: Residents may place a single door mat outside their flat entrance door if they wish. Mats may not be placed at the top of stairs or cause a tripping hazard. To ensure safety in the event of fire, the mat must have a non-slip backing material, be in good condition and free from curling edges. A maximum size; the width of the door x 450mm (18in) depth (i.e. projecting into the communal area) is permitted. Mats which do not comply with this will be removed. Example of a compliant doormat below:



Barbeques: Barbeques are not permitted on balconies or communal walkways within residential buildings. On occasion, events may be held which include barbeques in communal areas such as gardens or podiums, these may only take place where appropriate risk assessments and insurance provisions are in place, please speak to your Estate Team if you would like to host an event which includes a barbeque.

Smoking in Communal Areas: It is illegal to smoke in all public enclosed or substantially enclosed areas. On estates this legislation extends to communal areas such as stairs, hallways, walkways, balconies, building under crofts, car parks and car park areas.

Enforcement Action

Where a dangerous activity or a breach of the fire safety protocol is noted, and the threat posed is immediate and/or it is high risk, the Estate Team will immediately remedy the issue.

Where a breach is noted, and the threat posed is not immediate and/or it is medium to low risk, the Estate Team will write to the resident (where known), informing them of the problem and giving them 7 days to remedy the situation. A notice may also be placed on the item. If the resident has not taken the appropriate action after 7 days, the Estate Team will remedy the issue.

If the Estate Team remove any items, they will store them elsewhere if it is safe to do so, or dispose of them if necessary. Where it is known who the items belong to, they will be informed.

If necessary, legal action will be undertaken in accordance with the applicable tenancy agreement or lease.

For more information, please visit:

London Fire Brigade website:

www.london-fire.gov.uk/SafetyAtHome.asp

Home Office website:

www.gov.uk/government/collections/fire-safety-guidance