



[www.stlegerhomes.co.uk/firesafety](http://www.stlegerhomes.co.uk/firesafety)

# Fire Safety in High Rise





## Introduction

This leaflet is designed to provide important fire safety information for residents of flats in high-rise buildings.

We hope you read through the guidance and advice we've shared here as it will help to keep you and your household safe in the event of a fire. Your commitment to fire safety helps keep everyone safe and makes our community a better place to live. Thank you for being proactive about keeping your home safe!

**If you have any questions regarding fire safety in your home, or if you need any further help regarding staying fire safe in your home, please call our Building Safety Team on 01302 862590 or email [BuildingSafety@stlegerhomes.co.uk](mailto:BuildingSafety@stlegerhomes.co.uk)**

### Building Safety Forum and drop-in sessions

We have a Building Safety Forum where high-rise residents can come together to talk about your views and discuss any issues you are having in a more formal manner. These meetings are organised by the Building Safety Team and are always attended by a senior team member. Members from other St Leger teams also attend.

If you would like to join in the forum, please contact our Customer Involvement Team on 01302 862743 or email [customer.involvement@stlegerhomes.co.uk](mailto:customer.involvement@stlegerhomes.co.uk)

We also hold regular building safety drop-in sessions for residents of each of our high-rises. These are informal meetings where you can pop in to talk to our team about any aspect of building safety. These are usually held once a month – please see the notice on your building's information board or check our social media pages for the time and date of each session.

# Our obligations to your safety

We are responsible for your high-rise building, so we must take steps to prevent fires from breaking out in the communal areas and protect escape routes.

We must also provide instructions on what to do if a fire breaks out in your building – we do this by:

- Displaying information in communal areas at the building entrance and on each floor.
- Via QR codes on the Fire Action Notice signs in each building.
- On our website [www.stlegerhomes.co.uk](http://www.stlegerhomes.co.uk)
- Through the guidance provided in this leaflet.

## The Regulatory Reform (Fire Safety) Order 2005

**The Fire Safety Order requires the responsible person to:**

- Undertake and review regularly a fire risk assessment of parts of the building that are not private homes;
- To put in place and maintain adequate and appropriate fire precautions to reduce the risk of fire in those areas, and;
- Ensure suitable escape routes are available, kept clear, and maintained to allow a safe exit from the building should necessary.

## Housing legislation:

**A range of laws place additional responsibilities on landlords to ensure fire safety within the properties they let:**

- Fit at least one smoke alarm on every floor of the flat used as living accommodation and test them on the first day of each new tenancy.
- Fit carbon monoxide alarms in all rooms that contain a solid fuel-burning appliance and are used as living accommodation, and test them on the first day of each new tenancy.
- Ensure all gas and electric appliances are safe and maintained in good working order.

- Ensure all electrical installations are inspected and tested by a qualified and competent person at least every five years and provide Electrical Incident Condition Reports to tenants and housing associations on request.
- Any furniture and furnishings supplied must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

Responsibility for maintaining the smoke and carbon monoxide alarms falls to the tenant after the first day test.

**Make sure you recognise these symbols – they show your appliances and furnishings are safe**



## St Leger Homes' responsibilities

- Before letting a home, we must carry out a thorough risk assessment to identify and remove any fire hazards in the home.
- This must include consideration of any household vulnerabilities, such as children, the elderly, or those with disabilities or illnesses, such as dementia.
- We should provide fire safety information to tenants, making people aware of their responsibilities in the home.
- Throughout the tenancy, we must ensure homes are free of fire hazards as defined by the Housing Health and Safety Rating System (HHSRS).

## Your responsibilities as a resident

**We have a duty to take steps to prevent fires breaking out in the communal areas, but there are a few things you can do to help:**

- You must not obstruct the communal areas, stairs, corridors and landings as these form the fire escape routes for the building.
- Don't prop open fire doors in communal areas.
- We have a Sterile Area policy which means you must not store anything in the communal areas.
- If you see anything in the communal areas that doesn't belong there, report it to your local Housing Management Team by contacting 01302 862862 or emailing [info@stlegerhomes.co.uk](mailto:info@stlegerhomes.co.uk)
- Manage your home contents – don't store anything that might catch fire or burn in cupboards that have electrical equipment (especially items such as consumer units/fuse boards) unless they have been specifically designed for safe storage.

- You must allow access for essential maintenance.
- You should report to us any damage to the building structure that could compromise fire safety (e.g fire doors).
- Many blocks of flats are built to resist fire spreading between individual flats and communal areas – this is called compartmentation. To protect the compartmentation, report any damage to us.
- Before doing any DIY you must check if you need permission first and also check with us that this will not affect any of the fire safety features in your flat. You can find out more at [www.stlegerhomes.co.uk/homeimprovements/](http://www.stlegerhomes.co.uk/homeimprovements/)
- There may be facilities in the common areas that are installed to help fire and rescue services in an emergency, such as dry and wet risers, opening vents and evacuation alert systems. These should be protected to prevent unauthorised access.

## **Your responsibilities as a leaseholder**

If you are a leaseholder you should check the terms of your lease and consult with St Leger Homes (who are the freeholder agents) to understand your responsibilities.

St Leger Homes have agreed to replace flat entrance doors for leaseholders in high-rise buildings to ensure that the fire safety of the building is maintained.

## Fire and rescue services – Home fire safety visit

South Yorkshire Fire and Rescue offer advice on fire safety in your flat and may be able to carry out a home fire safety visit. The visits are completely free, and you may be eligible for free smoke alarms.

### The visits focus on three key areas:

1. Identify and be aware of the potential fire risks within your home.
2. Know what to do in order to reduce or prevent these risks.
3. Put together an escape plan in case a fire does break out and ensure you have working smoke alarms.

For more advice on fire safety and to request a home fire safety visit, go to [www.syfire.gov.uk/safety-advice/](http://www.syfire.gov.uk/safety-advice/)



**NFCC**  
National Fire  
Chiefs Council

# Smoke alarms save lives

**We must provide smoke alarms in your flat but you, the tenant, are personally responsible for making sure they continue to work while you're living there.**

## Test that your smoke alarms work



- Test your smoke alarms at least once a month by pressing the test button.
- Make sure you have smoke alarms on every floor and that they can be heard throughout your home.
- If you press the test button and there is no sound, or your smoke alarm is not working, contact us straight away.
- If your smoke alarm goes off by mistake, open the windows to ventilate the room and the alarm will reset itself. Never open the door to the corridor as this can trigger the main fire alarm system.
- St Leger Homes will monitor your smoke alarm and replace it before it reaches the end of it's life
- If you hear a neighbour's smoke alarm, don't ignore it but alert the resident. If they don't respond, call 999 and ask for the fire and rescue service.



# Preventing fires in your flat

## In the kitchen:

### Cooking safely



- You shouldn't leave the kitchen while you are cooking. If you need to leave the kitchen for a moment, take pans off the heat or turn them down to avoid risk.
- Don't leave children in the kitchen alone. Keep matches and saucepan handles out of their reach.
- Keep tea towels and clothes away from the cooker and hob.
- Double check the cooker is off when you've finished cooking.
- Avoid cooking under the influence of alcohol and/or drugs.

## In the kitchen:

### Take care with electrics



- Keep electrics (leads and appliances) away from water unless they are intended for use in liquids.
- Check toasters are clean and placed away from curtains and kitchen rolls.
- Don't put anything metal in the microwave unless it's designed to take them.

## In the kitchen:

### Take care with electrics



- Make sure your food is dry before putting it in hot oil.
- If the oil starts to smoke – it's too hot. Turn off the heat and leave it to cool.
- Do not use a chip pan. Use a thermostat controlled electric deep fat fryer. They can't overheat.

## In the kitchen:

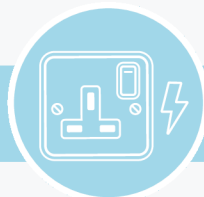
What to do if a pan catches fire



- Don't take any risks. Never move the pan. Never throw water over it.
- Turn off the heat if it's safe to do so.
- Don't tackle the fire yourself.
- Close the door to the kitchen if possible
- Get out of the flat and make sure the flat door is closed behind you. Call 999 and stay out until told it's safe to go back in.

## Electrics:

Be extra careful with electrics



- Always use appliances in line with manufacturers' instructions.
- Overloading electrical sockets, extension or adaptors is dangerous and increases the risk of fire.
- Certain appliances, such as washing machines or electric heaters that use a lot of electricity should not be plugged into extension leads or adaptors.
- Unplug appliances when you're not using them, they are fully charged or when you go to bed.
- Always check that electrical items, especially white goods, are registered (this can be done at [registermyappliance.org.uk](http://registermyappliance.org.uk)) so that you can be informed if there is a safety issue. If you are gifted or purchase used electrical items, check that they are not subject to a safety recall (this can be done at [productrecall.campaign.gov.uk/](http://productrecall.campaign.gov.uk/))
- Look out for signs of loose wiring, faulty plugs, sockets or fuses, such as scorch marks or flickering lights.
- Tell us immediately if you're concerned about the electrics in your home – this includes damage such as broken switches or sockets.
- Don't fix faulty electrics yourself, report it to us.

## Electrics:

### Portable heaters



- Try to locate heaters away from foot traffic, such as near to walls, to prevent accidental contact or stop them from being knocked over. Don't use heaters for drying clothes. Sitting too close to heaters can lead to a risk of burns, particularly for vulnerable people.
- Keep them clear from curtains and furniture
- Only use portable heaters as a last resort – and never use gas, liquid or solid fuel type heaters.

## Electrics:

### Using electric blankets



- Unplug the blanket before you get into bed unless it has thermostatic controls for safe all night use.
- Store electric blankets flat, rolled up or loosely folded.
- Avoid buying second hand electric blankets.
- Check regularly for wear and tear and always follow manufacturer's instructions.

## Miscellaneous:

### Be careful with cigarettes



- We do not allow smoking in the communal areas of our high-rise buildings
- Make sure cigarettes are put out properly after you have finished with them.
- Smoke outdoors and put cigarettes right out – this is safer than smoking indoors.

- Never smoke in bed.
- Use a proper ashtray – never a waste paper bag or other unsafe item.
- Make sure your ashtray cannot tip over and is made of a material that won't burn.
- Don't leave a lit cigarette, cigar, or pipe lying around. They can easily fall over and start a fire.
- Take extra care if you smoke when you are tired, taking prescription drugs, or if you have been drinking. You might fall asleep and set your bed or sofa on fire.
- Keep matches and lighters out of children's reach.
- Only buy child-resistant lighters and match boxes.
- Never smoke illegally manufactured cigarettes.

### **Miscellaneous:**

Be safe with candles



- Be extra careful if you have been drinking alcohol or are taking medication.
- Be careful with candles and tea lights. Avoid placing them where they can be easily knocked over, or on or near materials that could burn or catch fire, like curtains.
- Put out candles when you leave the room, and make sure they are out completely at night. Do not leave children alone with candles.

## Balcony Safety:



- Never use barbecues, including disposable ones on your balcony. They pose a fire and carbon monoxide risk to you and others around you.
- Fire pits, patio heaters and chimineas must also not be used on balconies.
- Never store flammable or hazardous materials (i.e. gas cylinders) on balconies.
- Keep balconies clutter free. They must not be used for storage. Balconies can be an important escape route for residents or access point for firefighters.
- Do not use or set off fireworks or sky lanterns from a balcony.
- White goods (e.g. washing machines) must not be stored or used on balconies.
- Do not modify your balcony or install any screening.
- Avoid smoking on your balcony. If you do smoke on a balcony, do not discard cigarettes or smoking materials on or over the balcony. Use a sturdy ashtray with a small amount of water in it to ensure materials are extinguished.

# What to do if there's a fire or smoke in your flat

- Never tackle a fire yourself. Leave it to the fire and rescue service.
- Keep calm but act quickly, get everyone out.
- Children may need to be woken up as they may not hear the sound of the alarm.
- Don't waste time investigating what's happened or rescuing valuables.
- If there's smoke, keep low to the floor where the air is clearer.
- Before you open a door check if it's warm. If it is, don't open it - fire is on the other side.
- Close the doors on the way out.
- Alert any neighbours who might be at risk from the fire, without putting yourself in danger.
- Use the stairs and never use the lifts, even if you are high up.
- Call 999 as soon as you're clear of the building – 999 calls are free.

## Get out. Stay out. Call 999.

### What if you cannot get out?

- If your escape route is blocked by fire or smoke, stay inside the safest room with a window that opens and call the fire and rescue service by calling 999. This will also help firefighters know where you are, and you can get help over the phone.
- Keep the door closed and use towels or bedding at the bottom of the door to block the smoke, then open the window and shout "HELP FIRE". Wait to be rescued by a firefighter.



## What to do if you are high up

- In the event of a fire, you should not use the lifts.
- If you can, go down the stairs.
- If you're on the ground floor only, you may be able to escape through a window.
- Use bedding to cushion your fall and lower yourself down carefully. Don't jump.
- If you can't open the window break the glass in the bottom corner. Make jagged edges safe as possible with a towel or blanket.

## If your clothes are on fire

- Do not run about, it will make the fire worse.
- Lie down and roll around. The fire will get smaller. Use a coat to put out the rest of the fire.






## If there is a fire in another part of the building

- Our blocks of flats are built in a way to prevent fires spreading from one flat to another, or to the communal areas. Therefore, if there is a fire in another part of your block it is usually best to stay in your flat. This is known as 'stay put'.
- Leaving the flat when you're not affected by smoke or the fire can place you in greater danger and can hamper the fire and rescue service response.
- Make sure you have read the evacuation information shown on the information boards in your building's reception area. This information is also in the sign-up document pack you were given when starting your tenancy.
- The fire and rescue service may trigger a full evacuation, in which case you'll need to get out and stay out.
- If you feel unsafe, or your flat is affected by heat or smoke, then get out, stay out and call 999.
- If your escape route is blocked or full of smoke or fire, return to your flat and call 999 so firefighters know where you are and can give you help over the phone.

### Plan an escape route

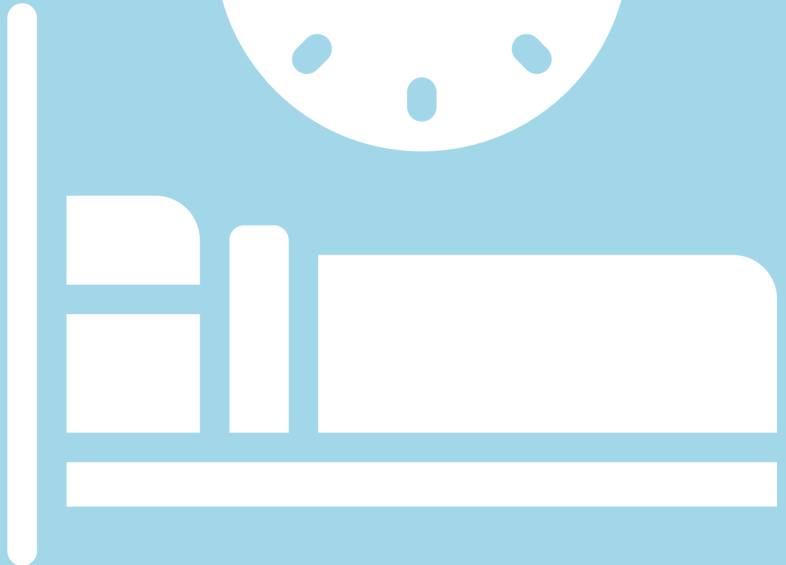
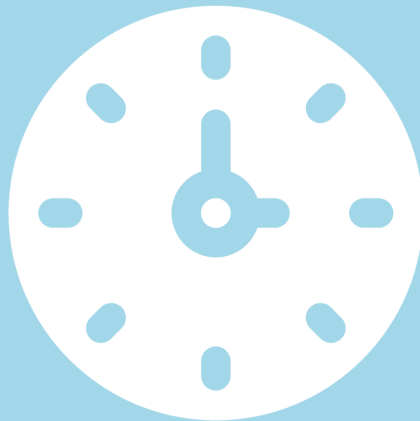
Think in advance of what you would do if there was a fire in your flat or elsewhere in your building

- Make sure you know where the fire exits are.
  - It is easy to get confused in smoke, so it's important to know how many doors you need to go through to reach the stairs.
  - Check that the escape route in your flat stays easy to use and does not become blocked by rubbish or anything else. Remember, you will not have time to clear your escape route if a fire happens.
  - Talk through your 'escape plan' with everyone who lives in your home.
  - Make sure everyone knows where to find door and window keys.
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# Make a Bedtime Check List



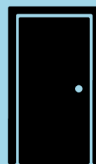
## BEDTIME CHECK

A lot of fires start at night.

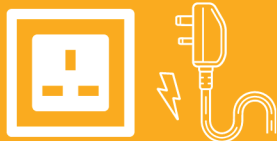
Do some checks before you go to bed:



Have access to a phone.



Close all the inside doors.



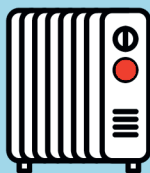
Un-plug things that use electricity, but not things like fridges and freezers.



Check the cooker is off.



Do not leave the washer or dryer on at night.



Turn off heaters unless essential.



Put a fire-guard around the fire place.



Check the doors to the outside are clear.



Put keys where everyone can find them.



Put candles and cigarettes out properly.



In the event of a fire –  
Get out. Stay out. Call 999.

# Useful Contacts

**Building Safety Team - 01302 862590**  
BuildingSafety@stlegerhomes.co.uk

**Customer Involvement Team - 01302 862743**  
customer.involvement@stlegerhomes.co.uk

**Housing Management Team - 01302 862862**  
info@stlegerhomes.co.uk

**Fire Safety Procedure (including translations)**  
<https://benoticesmart.com/all-notices-5346/>





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