

**KEEP SAFE
FROM FIRE!**



Proud to Deliver
Yn Falch o Gyflawni



Did you know...?

- **You're twice as likely to die in a fire if you don't have a smoke alarm that works.**
- **90 people die each year because their smoke alarm is not working.**
- **Over half of home fires are caused by cooking accidents.**
- **More than five fires a day are started by candles.**
- **Every three days someone dies from a fire caused by a cigarette.**
- **Faulty electrics (appliances, wiring and overloaded sockets) cause around 7,000 house fires across the country every year.**

THIS LEAFLET COVERS FIRE PREVENTION MEASURES SUCH AS:-

- **Checking and maintaining your smoke alarms**
- **Planning how to escape in the event of a fire**
- **Planning your escape if you live in a block of flats with communal areas**
- **Advice if your home catches fire**
- **Advice if escape routes are blocked**
- **Advice if you have hearing, mobility or sight difficulties**
- **Advice if someone's clothing catches fire**
- **How to cook safely**
- **Advice if you smoke in your home**
- **How to look after your electric and gas appliances.**
- **Use of Candles in the Home.**

1. Checking and maintaining your smoke alarms



Please note that when your Gas boiler is checked by the council your smoke alarm will be checked at the same time

You should clean dust from your smoke alarm using a vacuum cleaner twice a year.

Test it

We recommend that you test your smoke detectors on a weekly basis by pressing the test button.

When pressing the test button, the alarm will sound for a short period of time, this means that it is in good working order. If the alarm does not sound when you test it please contact us on 02920 872087.

If your smoke detectors in your home beep under no smoke conditions it is a sign that a battery requires changing.

2. Planning how to escape in the event of a fire



Make sure everybody in the property knows what to do in the event of a fire and how to escape safely.

Plan your escape routes together. Make sure children, the elderly and disabled people know what to do in the event of a fire.

Consider a second escape route, in case the first one is blocked.

Keep exits clear at all times!



Keep door and window keys to hand, and make sure everyone knows where they are kept.

There are fire exit windows in some bedrooms and landings that do not have lockable window handles on and have stickers indicating that they are fire exit windows

If you do not have any door or window keys please contact us on 02920 872087.



At night, close all the doors and check there are no fire hazards before you go to bed. You can protect your escape routes from smoke and fire this way.

3. Planning your escape if you live in a block of flats with communal areas



When planning your escape route ensure that you avoid having to use lifts as a part of your escape plan.

Never prop open any doors in the communal area or interfere with their closing mechanisms, they are fire doors.

Plan how you would get out of your own flat and escape from your floor.

If you have no choice but to stay put in the event of a fire blocking your exit choose a safe room, ideally one with a phone, and a window that opens.

Keep escape routes clear at all times – check there are no boxes, rubbish, furniture, bikes, mobility scooters etc anything which can catch fire easily in corridors or stairways or impede the escape route in any way (this includes recycling bags which should be left in dedicated spot for collection). Make sure doors to stairways and fire escapes are not locked. Regularly check you can open these doors from both sides.

Report any self-closing doors that are not operating properly – telephone **Repair Reporting Line 02920 872087**.

4. Advice if your home catches fire:



Close the door of the room containing the fire.

If the door handle is cool carefully open the door, then follow your chosen escape route crawling beneath any smoke.

Call the Fire Service by dialling 999.

NB Give as much information as you know about how the fire started, exactly where it is and where you are in relation to the fire.

Contact your Tenancy Officer at the earliest opportunity.

5. Advice if escape routes are blocked:



If the fire is in your flat, get everyone into a room with a phone and a window that opens.

If you're on the ground or first floor, escape out of a window.

Use bedding to cushion your fall and lower yourself – don't jump.



If you can't open the window, break the glass in the bottom corner. Cover jagged edges with a towel or blanket.

If someone is stuck in a lift and you press the alarm button this will go directly to the lift company and you can have a two way conversation with them using the intercom in the lift.

Call 999 as soon as you can. Use a mobile or neighbour's phone.

Or break glass if there is a fire alarm in the building

6. Advice if you have hearing, mobility or sight difficulties



If you are deaf, a little hard of hearing or simply a heavy sleeper, you should consider a strobe light and vibrating pad alarm system where you would be woken up instantly.



If you have trouble moving around, you need a way of calling for help quickly. Consider fitting a buzzer, an intercom system or a phone fitted with an automatic dial out system which calls for help if your smoke alarm goes off.

If you have sight difficulties, putting a coloured sticker on your alarm may help you see it. Most fires in the home happen at night, so make sure your alarm is fitted in a place that will wake you up, such as in your bedroom. Register with your local Fire and Rescue Service so that in an emergency the fire crew will be able to provide support. If you are unable to fit the alarm yourself, contact your local Fire and Rescue Service who should be able to install it for you.

7. Advice if someone's clothing catches fire

Lay the person on the floor, roll them up in a rug or curtain to put out the flames and call an ambulance.



Do not re-enter the building until you are advised to do so by the Fire Brigade.

8. How to cook safely



Keep pan handles out of children's reach

Never leave a chip pan or cooking unattended – turn off the heat if you have to leave the kitchen. Never fill your cooking pan more than one third full of oil and dry the food before you fry it. If the oil starts to smoke, turn off the heat and leave the pan to cool.

Do not use matches or lighters to light gas cookers (unless they require specific igniters)



Keep the oven, toaster, hob and grill clean. A build up of fat, crumbs and grease can catch fire.

Make sure saucepan handles do not stick out from the hob.

Keep electrical leads, tea towels and cloths away from the cooker.

When you have finished cooking make sure everything is switched off.

If you are having a BBQ, keep BBQ away from buildings, sheds, fences, trees and shrubs and place on a level base such as a patio.

Keep water, sand or garden hose nearby in case of accidents. Never use petrol, paraffin or other flammable liquids to light or revive your BBQ.

If a chip pan catches fire – turn off the heat and cover the pan with a lid or damp cloth or a fire blanket (if available) to smother the flames.

NEVER TRY AND CARRY THE PAN OR THROW WATER OVER IT.

9. Advice if you Smoke in your home



Make sure you have completely put out your cigarettes and matches before leaving the house or going to bed.

Do not empty ashtrays into bins; place them in a metal container and preferably outside.

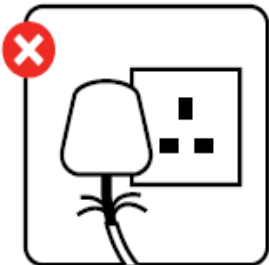
Never smoke in bed.

Keep matches and lighters away from children.

Smoking in communal areas is against the law!

10. How to look after your electric and gas appliances.

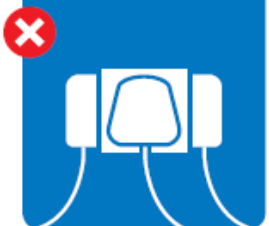
Electricity



Hot plugs and sockets, fuses that blow for no reason, flickering lights, and scorch marks on sockets or plugs are all signs of danger.

Make sure all plugs are wired correctly and safely with no exposed cables.

Top tip



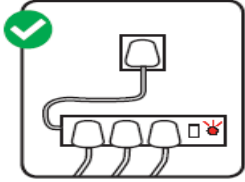
Inspect cables regularly – never use appliances with frayed or damaged cable and never cover cables with carpets or rugs.

Always unplug (switch off at point) televisions and equipment before going to bed.

Don't overload Do not overload socket outlets by using multiple plug adaptors. Ensure that no adaptor uses more than 13 amps in total for the equipment it is feeding.

Do not use more than 13 amps!

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Using an adaptor with a lead is safer
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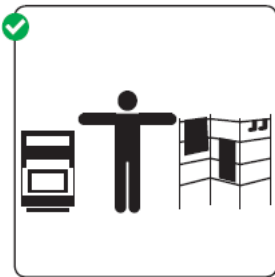
Know the limit! An extension lead or adaptor will have a limit to how many amps it can take, so be careful not to overload them to reduce the risk of a fire.

Appliances use different amounts of power –

A kettle may use a 13amp plug and a vacuum cleaner a 5amp plug for example

Never take electrical appliances into the bathroom.

Do not touch electrical appliances with wet hands.



Don't dry clothes on or right next to the heater

Do not place portable heaters near curtains or furnishings and never use them for drying clothes.

Report all broken switches, plugs and light fittings or any exposed wiring to C2C on 02920 872087

Store electric blankets either flat or rolled up to protect the internal wiring.



Top tip



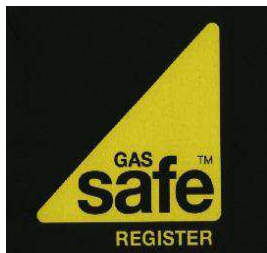
Store electric blankets flat or rolled up

Do not leave an electric blanket switched on over night unless it has thermostatic controls.



Do not use a hot water bottle with an electric blanket

Gas



Cardiff Council are legally obliged to carry out Gas Safety checks to ensure that pipes work, appliances and flues provided for tenants are maintained in a safe condition.

You will receive a letter prior to when you gas service is due.

If you cannot meet the appointment time, please get in contact to make another appointment.

Cardiff Council may take legal action to gain entry, if access is not granted to carry out the Gas Safety check.

Even properties that have communal heating must be checked to ensure that a new gas supply has not been installed since the last check

Gas appliances must be fitted by a suitably qualified person, who is a member of the Gas Safe Register. Tenants must ask permission from the Council before installing any gas appliances and must agree to the appliance being inspected as part of the Council's servicing contract.

11. Use of Candles in the Home

Keep candles away from anything that can easily catch fire like curtains, shelving, fabrics and other furnishings.

**NOW THAT YOU HAVE READ THIS
LEAFLET PLEASE USE THE ADVICE AND THE
CHECKLIST OVERLEAF IN ORDER TO
PREVENT A FIRE FROM OCCURING IN
YOUR HOME OR ANY OF THE COMMUNAL
AREAS THAT YOU SHARE**

USE THIS CHECKLIST TO PROTECT YOUR FAMILY AND SAVE LIVES:

- Keep candles away from anything that can easily catch fire like curtains, shelving, fabrics and other furnishings.**
- Close inside doors at night to stop a fire from spreading.**
- Turn off and unplug electrical appliances unless they are designed to be left on – like your freezer.**
- Check your cooker is turned off.**
- Don't leave the washing machine on.**
- Turn heaters off and put up fireguards.**
- Put candles and cigarettes out properly.**
- Make sure exits are kept clear.**
- Keep door and window keys where everyone can find them.**

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