

Smoke and heat alarms save lives. They provide early warning of a fire and allow you to make your escape – but only if they are working. For the best protection, smoke alarms should be in every room, including bedrooms and the lounge, and a heat detector in your kitchen.

If you have any fire safety concerns, please contact us on **0800 024 8968** or email us at enquiries@hafod.org.uk

This leaflet provides fire safety guidance to keep yourself and others safe from fire. Further advice on fire safety in the home can be found on our website: hafod.org.uk/homes-and-communities/health-and-safety/fire-safety/

Fire prevention

Here are some simple steps to prevent fires:

Cooking

Most fires start in the kitchen - never leave a cooker, pan or grill unattended.

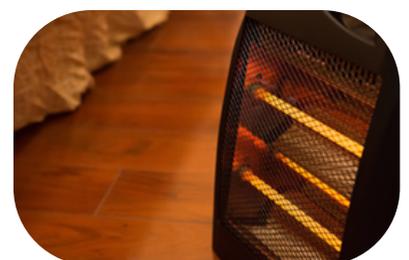
- Do not cook if you are tired or under the influence of drink.
- Keep cooking appliances clean as the build-up of fat causes fires.
- Deep fat fryers or oven chips are much safer than using open chip pans. If you use a chip pan, do not fill it up too much (no more than 1/3 full).

Smoking

- Never smoke in bed or on a sofa, especially if you are sleepy, under the influence of alcohol, or taking medication that makes you drowsy.
- If you require oxygen therapy, follow the guidance you are given on using this safely.
- Never smoke when using oxygen.
- If using emollient skin products, avoid smoking as residues can build up on clothing and bedding, making them highly flammable.

Open Flame and Heaters

- Keep candles, lighters and matches out of the reach of children.
- Never leave burning candles unattended and keep away from materials that may catch fire, like curtains.
- Do not use oil/paraffin burners.
- Do not take into the home, anything which is of a flammable nature that might explode or be a fire hazard such as bottled gas and/or paraffin
- Take care if you use portable heaters (avoid using fan heaters and halogen heaters). Don't dry clothes over them or otherwise obstruct them.



Here are some simple steps to prevent fires:

Electrical

- Do not overload electrical sockets. Use a maximum of one plug per socket
- Do not use cube adapters
- If you use an electric blanket, make sure it is in good condition. Only use blankets that bear the BEAB certification mark. Do not use blankets that are more than 10 years old or that show signs of wear. Arrange for the blanket to be checked by a specialist every 3 years or as recommended by the manufacturer. Moth proofing chemicals should not be used or heavy items placed on top. Blankets should not be folded as this can damage the wiring. They may be left on beds or loosely rolled up and stored in a cool, dry place.
- Follow the guidance from Hafod as to where mobility scooter can be stored and charged. If you need to keep one in your own accommodation, this should be agreed with Hafod in advance and make sure you don't leave it where it will stop you getting out quickly in an emergency.
- For information on storing and charging e-bikes and e-scooters safety, check out [Electronic Bikes and Scooters - South Wales Fire and Rescue Service](#)



Have a bedtime checklist

You are more at risk from a fire when asleep, so it's a good idea to check your home before you go to bed.

- Close internal doors at night to stop a fire from spreading, especially your kitchen and lounge door.
- 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 appliances on or on standby when sleeping or out of the house – this includes washing machines, dishwashers and tumble dryers.
- Do not leave mobile phone, tablets and e-cigarettes charging when you are sleeping.
- Turn heaters off and put-up fire guards.
- Put cigarettes out properly.
- Make sure exits are kept clear.
- Keep door and window keys where everyone can find them.



Keep safe and plan your escape

Flats are designed to resist the spread of fire. Because of this, a fire is not likely to spread from one flat to another.

Fire Doors

The flat front door is a fire door and is fitted with a self-closing device. It is important that the self-closer works correctly to stop smoke and fire spreading to the common parts.

- Fire doors should be kept shut when not in use.
- Do not tamper with the self-closing device.
- Do not wedge open fire doors. If you see a fire door that is not closing properly or is damaged, please report it to Hafod.
- If you would like to alter or change your flat front door, you are required to seek permission from Hafod.



If your building operates a 'stay put' policy and there is a fire in your building – but not in your flat – you should stay in your home and keep the front door closed unless:

- You are directly affected by heat, smoke or fire.
- Or the Fire and Rescue Service or Police tells you to get out.

Follow the instructions on the fire action notices. Take time to read them, so that you know what to do if there is a fire or the fire alarm sounds.

If the fire is in your home let everybody know about the fire and then get yourselves out immediately and call the Fire and Rescue Service on **999**. If the building is fitted with a fire alarm system, operate a fire alarm call point on your way out.

If you are in the common parts and you hear the fire alarm sounding, leave the building. **Do not return to your flat.**

The stairway should be safe for escape throughout the course of a fire in a flat. Use the stairs to get down to the ground floor – never take the lift.

There will be a marked fire assembly point where you should wait until you receive instructions from the Fire Service. **Do not re-enter the building until you are told it is safe by the Fire Service in attendance.**

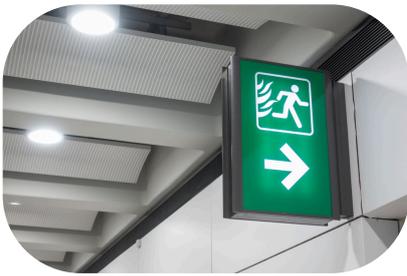


If there is someone still inside, wait for the Fire and Rescue Service to arrive. You can tell them about the person, and they will be able to find them quicker than you.

Do not put your own life in danger.

It is rare for people to be trapped by fire. If you are:

- Go to a “safe room” which should have a window and a phone to dial 999
- Call the Fire and Rescue Service and pack bedding or towels around the door to keep out smoke.
- Open the window to breathe clean air and try attracting attention by shouting for help or waving a sheet, if it is safe to do so.



Key things to remember:

- Do not attempt to investigate the fire
- Crawl along the floor, smoke will rise and the cleanest air is near the floor. Smoke is poisonous and can kill you
- As you leave, only open doors you need to
- If you can, close doors behind you. This will reduce the spread of the fire
- If you are escaping together, stay together

Once you are out, stay out and call 999 for the Fire Service

If your clothes catch fire remember –

STOP - what you are doing

DROP - to the floor and lie down covering your face with your hands

ROLL - around. Rolling smothers the flames



Assist Hafod in keeping you and others safe from fire:

Follow the advice in preventing fires in your accommodation and elsewhere in the building and in avoiding false alarms from smoke alarms that disrupt you and others. In particular:

- Do not interfere with the fire alarm system.
- Make sure stairs, landings and corridors are clear for escape. Never leave your belongings or rubbish in stairs, landings or corridors.
- Provide information when requested so that South Wales Fire & Rescue Service can be advised of those with mobility issues / using oxygen.
- Follow restrictions that may apply to what you can store and use in your accommodation as part of your occupation contract.

If you have any questions, please speak to your Neighbourhood Coach or 'Ask Zena' our Fire Safety Officer.



Key points to remember

- ✓ Plan an escape route out of your home and keep it clear so you can leave quickly if you have to
- ✓ Make sure you've got working smoke and heat alarms and test them weekly.
- ✓ At the end of the day, check cookers and electrical appliances are switched off and cigarettes are extinguished.
- ✓ Close all doors when you go to bed - especially the doors to the lounge and kitchen.
- ✓ If your clothes catch fire 'stop, drop and roll'.

