



**Broxtowe  
Borough  
COUNCIL**

**General Housing**

**FIRE**

**SAFETY**



**A brief guide to fire safety and  
protection within your property.**

**For further information please contact us on  
0115 917 7777**



**[www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)**

# Smoke Alarms in Your Property



You have a smoke alarm within your property, it is important that you check it regularly to make sure it is in good working order.

If you discover a fire, you hear a fire alarm or your smoke alarm activates, leave your property immediately by the safest possible route. You should ensure family members do the same, and call the fire brigade as soon as possible.



- X Do not attempt to tackle a fire yourself.**
- X Do not spend time gathering personal belongings to take with you.**

# Kitchen Safety

## Did you know . . .

. . . a build-up of crumbs, fat and grease on your kitchen appliances could easily catch fire?

This is why it is important to keep your kitchen appliances clean, including your toaster, hob and microwave.

### Other tips for kitchen safety include:

- Never fill a pan more than one third full of oil or fat.
- Keep cooking appliances clean and away from flammable items such as curtains and tea towels.
- Never cook under the influence of alcohol or drugs.

If a fire does occur in your property, get out and stay out. In the event of your clothes catching fire, stop, drop and roll.

**Switch off all appliances when not in use.**



# Smoking



## Did you know . . .

. . . smoking, especially while in bed, can easily ignite bedding, leading to a fire.

If you smoke, check out our smoking safety tips below:

- Always keep matches and lighters away from children.
- Never smoke if you have taken medication, drugs or drunk alcohol which makes you feel tired or drowsy.
- Never smoke, or let someone else do so, in the same room as you if you use oxygen equipment, or an airflow mattress.
- Make sure that cigarettes are put out properly and disposed of carefully.



**Smoking is  
damaging to  
your health and  
those you live  
with**

**If you use e-cigarettes, you should always use the correct charger and never leave the device on charge unattended.**

- There are services who can offer support to smokers who wish to quit and would like to try an e-cigarette.

**Smoking  
is not permitted  
within communal  
areas.**



# Oxygen Cylinders

If you have been prescribed oxygen in your home, please inform the Council as you will be referred to the fire service for a Home Safety Check.

**Never  
smoke or  
use electrical  
appliances, such  
as hairdryers,  
whilst using  
oxygen.**

Make sure your oxygen equipment is stored safely out of direct sunlight, is well ventilated, always dry and away from heat sources.

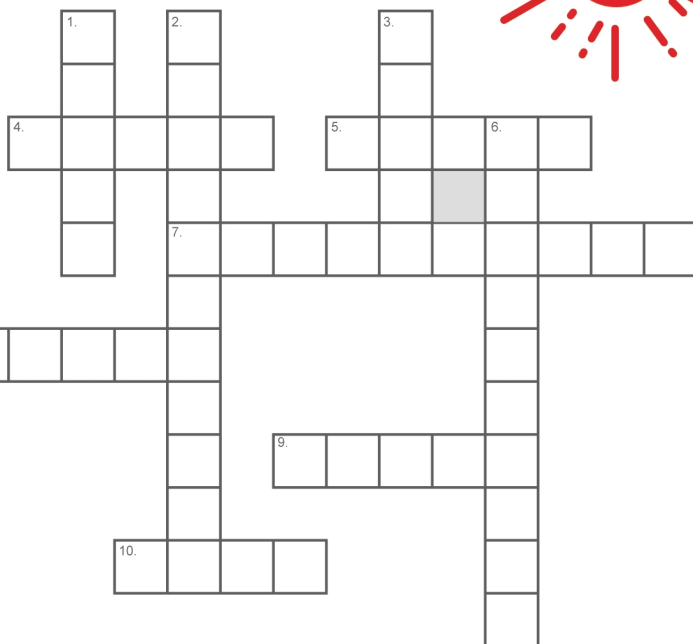
Don't use oxygen near heat sources, including gas and electric cookers – 3 metres is a safe distance.

For further information, contact your oxygen supplier.

If you have been prescribed oxygen in your home your supplier should have provided you with a sign for your door, similar to the one pictured on the right of this page. Please ensure this sign is clearly visible on your front door at all times.



# Safety Crossword



## Across

4. You need to close these on a night to help keep the fire back if one starts.
5. Plan an escape \_\_\_\_\_ and make sure everyone knows it.
7. What will sound to alert you to a fire in your home? (5,5)
8. Too much of what can intensify the spread of a fire in your home.
9. These need to be kept clear so you can get out in an emergency.
10. Keep your \_\_\_\_\_ in a place that everyone in your home knows, should they be needed in an emergency.

## Down

1. A fire gives off poisonous what when it burns?
2. If you have a fire in your house, what service do you need to ask the operator for when you ring 999? (4,7)
3. What would you need to use to call the emergency services?
6. Turn off your what before you go to bed at night?





## Mobility Scooters

If you have a mobility scooter stored in your property, or designated storage area and have not previously been granted permission, please inform the Council.

You must have written permission to have a scooter stored within your property or a designated storage area.

You must only charge the scooter in accordance with the manufacturer's instructions between the hours of 08:00 and 16:00.

Charging a scooter must be on an electrical circuit which is RCD protected.

All scooter battery chargers must have an up to date Portable Appliance Test (PAT) certificate which must be supplied to the Council within 1 month of permission being granted and on an annual basis.

**You must not charge your mobility scooter with an extension lead.**



# Portable Electrical Equipment

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. However, it is essential to understand that visual examination is an essential part of the process because some types of electrical safety defects can't be detected by testing alone.

A relatively brief user check can be a very useful part of any electrical maintenance regime. However, more formal visual inspection and testing by a competent person may also be required at appropriate intervals, depending upon the type of equipment and the environment in which it is used.

**To carry out a simple visual check on electrical equipment you need to check for:**



- Damage to electrical leads including fraying, cuts or scuffing
- Damage to plugs including the cover and pins
- Signs of overheating such as burn marks or stains
- Sockets being overloaded

New equipment should be supplied in a safe condition and a simple visual check is recommended to verify the item is not damaged. It is recommended that you have portable electrical appliances tested annually to ensure they are safe to use.



**The person doing testing work needs to be competent to do it and have:**

- the right equipment to do the tests
- the ability to use this test equipment properly
- the ability to properly understand the test results

# Electrical Safety

When was the last time that you used your tumble dryer overnight?

Using tumble dryers while asleep or out of the house can be dangerous, as a build-up of fluff in the filter can cause fires, so we recommend that you clean your filters regularly.

## Check out our electrical safety tips below for a safer home:

- 1 Stick to one plug per socket to avoid overloading.
- 2 Don't run cables underneath carpets or rugs, and check leads regularly for wear and tear.
- 3 Never charge mobile phones under pillows overnight.
- 4 Make sure to check old cables and plugs for wear and tear and do not use any with exposed wires.
- 5 Avoid using extension leads.



## Log Burners, Open Fires and Barbecues

We do not allow log burners, open fires and barbecues in or around the communal gardens on any of our properties.



## Portable Heaters

Did you know that you should never hang clothes or other items on portable heaters to dry them?

While these heaters can be good for adding warmth to your home, clothes can catch fire easily.

If you use portable heaters, follow our guide on how to use them safely.

- Check that heaters are unplugged before you go to bed or leave the house.

- Choose a safe place to put your heater which is away from curtains and furniture.



# Bedtime Checklist

- ✓ Close internal doors at night to stop a fire from spreading.
- ✓ Make sure that all electrical appliances are switched off and unplugged including plug-in air fresheners.
- ✓ Check your cooker is off. Avoid leaving your washing machine or tumble dryer on overnight.
- ✓ Make sure that all cigarettes and candles are put out properly.
- ✓ Make sure exits are clear at all times. Keep your door keys and window keys where everyone can find them.
- ✓ Keep your phone handy when you go to bed, in case of an emergency. Please avoid charging phones or tablets overnight.



## If you use an electric blanket

- Water and electricity don't mix, so avoid getting an electric blanket wet. If it does become wet, wait until it is completely dry before using it again.
- Never use a hot water bottle and an electric blanket together.
- Test electric blankets every three years - Your local Fire and Rescue Service or Age UK may do this for you for free.
- Always follow the manufacturer's instructions.





# Communal Areas

Current fire safety legislation places legal responsibilities on Broxtowe Borough Council as the landlord, to maintain the communal parts of the building and any other systems therein, such as electrical supply, smoke alarms and lighting.

Residents sometimes see communal areas as an extension of their home and store combustible material within them. Some examples of items found include:

- Recycling materials
- Mobility scooters
- Tumble dryers
- Unwanted furniture, bedding and clothing
- Toys and play furniture
- Scooters, motorbikes, bicycles
- Washing lines
- Garden furniture
- Barbecues

It is accepted that good housekeeping within communal

areas significantly reduces the fire risk in schemes. Controlling combustible material and ignition sources reduces the potential for accidental fires to develop as well as reducing the scope for deliberate fires. The ignition of combustible material within communal corridors, stairwells and landings has the potential to fill escape routes with smoke.

To enable Broxtowe Borough Council to meet its obligations please ensure that all communal areas are free of obstructions, flammable liquids and combustible materials at all times.



# Fire Safety Wordsearch

Find and circle each word. The words appear UP, DOWN, BACKWORDS and DIAGONALLY.



N	L	H	J	C	B	S	W	O	D	N	I	W	Q	Y
G	N	I	D	L	I	U	B	R	L	A	D	D	E	R
T	M	T	O	U	Q	J	G	E	L	R	J	E	L	Q
D	H	A	L	A	R	M	D	N	B	L	X	X	C	R
R	P	G	U	M	H	O	M	E	B	I	O	E	R	J
O	R	N	I	D	E	T	E	C	T	O	R	R	H	L
P	E	G	L	L	X	L	K	P	T	N	L	A	W	W
E	V	R	K	L	H	T	H	V	R	I	F	P	R	A
P	E	P	C	B	R	S	Q	L	A	E	U	E	T	R
A	N	L	U	S	O	F	A	W	M	U	R	R	P	C
C	T	A	R	A	W	W	Q	L	S	C	B	P	U	S
S	E	N	T	J	G	P	Q	E	F	Y	M	V	U	I
E	U	R	E	H	S	I	U	G	N	I	T	X	E	R
Y	C	N	E	G	R	E	M	E	L	L	I	R	D	E
D	N	F	R	S	M	O	K	E	S	P	O	T	S	N

ALARM  
BUILDING  
CRAWL  
DETECTOR  
DRILL  
DROP  
EMERGENCY  
ESCAPE

EXIT  
EXTINGUISHER  
FLASHLIGHT  
HOME  
LADDER  
PLAN  
PREPARE  
PREVENT

ROLL  
SIREN  
SMART  
SMOKE  
STOP  
TRUCK  
WINDOWS

