

FIRE SAFETY POLICY

Burgess Road & Cyprus Road — Purpose-Built Flats Stay Put Strategy

Fire Evacuation Strategy

These buildings operate a stay put evacuation strategy. Each flat is designed as a fire-resistant compartment. In the event of a fire elsewhere in the building, you are generally safer remaining in your flat with all doors closed, unless heat or smoke is directly affecting you.

If a fire starts in the common areas or elsewhere in the building:

- Stay in your flat if it is safe to do so and ensure all internal doors are closed behind you.
- Call 999 immediately. Tell the fire service your flat number and address, and that you have remained in your flat.
- Be alert to changing conditions. If heat, smoke or flames begin to affect your flat, evacuate immediately using the nearest safe exit. Close your front door behind you.
- Do not obstruct the fire service when evacuating. Use the stairs — never use a lift during a fire.

If a fire starts inside your flat:

- Alert all persons in the flat and evacuate immediately.
- Close the door to your flat behind you as you leave.
- Call 999 and give your flat number and the full street address.
- Do not stop to collect personal belongings. Use the stairs and leave the building via the nearest fire exit.
- Do not re-enter the building. Wait for the fire service and follow their instructions.

Never attempt to tackle a fire unless you are trained to do so. Do not use fire extinguishers unless you have received training in their use.

Fire Detection Devices

Each flat is fitted with interlinked heat and smoke detectors, and a carbon monoxide detector. Both the heat and smoke detectors will activate in the event of a fire within your flat. Under no circumstances should you remove, cover, obstruct, or tamper with these devices. Report any visible defects, warning signals, or faults immediately.

Fire Doors

All fire doors within the building must remain closed at all times. Never prop open a fire door or tamper with, disable, or obstruct self-closing devices. Fire doors are critical to the stay put strategy — they prevent the spread of fire and smoke between compartments. Report any faults, damage, or ill-fitting fire doors immediately.

E-Bikes, E-Scooters & Lithium-Ion Batteries

E-bikes, e-scooters, and any devices containing lithium-ion batteries must not be stored or charged inside the Property or in any internal communal area unless the Landlord has given prior written consent. Lithium-ion batteries present a significant fire risk — they can overheat, ignite, and produce toxic gases with little or no warning. Where external storage is provided, these items must be stored and charged in designated areas only and in accordance with any displayed signage.

Portable Heaters & Naked Flames

Portable heaters of any type (including electric, gas, oil-filled, or fan heaters) are not permitted anywhere in the Property or communal areas. Candles, incense burners, oil burners, and any other items involving a naked flame are strictly prohibited inside the Property and all internal communal areas.

Smoking

Smoking, vaping, and similar activities are prohibited inside the Property and all internal communal areas. Smoking is only permitted in designated external areas where provided. Please dispose of cigarettes responsibly and never discard them from balconies or windows.

Hazardous Materials

You must not keep any dangerous, flammable, or combustible goods, materials, or substances in the Property or communal areas, other than those required for ordinary household use.

Fire Blanket

A fire blanket is located in the kitchen area. In the event of a cooking or pan fire: turn off the heat source; pull down the tabs to release the blanket; holding the straps, wrap the corners around both hands; approach the pan slowly at arm's length and place the blanket gently over the pan — do not throw it. Leave the blanket in place for at least 30 minutes. Check the heat source is off. Report the use of the fire blanket so a replacement can be issued.

Cooking Safety

Never leave cooking unattended. When using oil or fat, moderate the temperature — overheated oil will ignite. Never throw water onto a hot oil fire. Use the fire blanket as described above.

Electrical Safety

Ensure all purchased electrical items carry the appropriate UK safety markings. Do not overload electrical circuits or use damaged extension cables. Turn off and unplug chargers, laptops, gaming equipment, and similar devices when not in use. Report any damage to electrical sockets or wiring immediately.

Gas Safety

The Property is fitted with a gas boiler and a gas isolation valve. If you smell gas or your carbon monoxide alarm activates: turn off the gas isolation valve; open windows; do not use naked flames or switch on electrical sockets or switches. Report any smell of gas immediately.

Housekeeping & Escape Routes

Remove all refuse and rubbish to the designated refuse areas regularly. Do not allow rubbish to accumulate in the Property, behind doors, or in communal areas. Keep all escape routes, corridors, stairwells, and communal areas clear of obstructions at all times. Items stored in these areas create a fire hazard and impede evacuation.

Assembly Point

If you evacuate the building, proceed to the designated assembly point: the pavement area on Burgess Road / Cyprus Road, away from the building entrance. Do not stand directly outside the building entrance, as this may obstruct the fire service. Do not re-enter the building until the fire service confirms it is safe to do so.

If You Are Trapped by Fire

If fire, heat, or smoke prevents you from leaving your flat safely, do not attempt to pass through the affected area. Instead:

- Go to the room furthest from the fire and close the door.
- Seal gaps around the door using wet towels, sheets, or similar materials to slow the entry of smoke.
- Go to the window and attract attention. If safe, open the window for fresh air.
- Call 999 and tell the fire service your exact location — flat number, floor, and which room you are in.
- Stay low if there is smoke in the room — air is clearer near the floor.

Testing Smoke & Heat Alarms

Test your smoke, heat, and carbon monoxide alarms at least once a month by pressing and holding the test button until the alarm sounds. If an alarm fails to sound, or if you notice any fault or damage, report it immediately. Do not remove batteries or disconnect any alarm.

Gas Emergency

If you smell gas or suspect a gas leak, in addition to following the steps above (isolate gas, ventilate, do not use electrical switches or naked flames), you should also call the National Gas Emergency Service on 0800 111 999. This line is available 24 hours a day, 7 days a week. Do not wait until the management office is open — report gas emergencies to this number immediately at any time of day or night.

Personal Emergency Evacuation Plans (PEEPs)

If you, or anyone residing with you, has a physical mobility issue, a disability such as a sight or hearing impairment, or a cognitive condition that may make it difficult to evacuate the building unaided in the event of a fire, please notify the Landlord as soon as possible. The Landlord will work with you to prepare a Personal Emergency Evacuation Plan in accordance with the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025.

Contact

Report all fire safety concerns, defects, or incidents to:

Email: office@braydenkane.com

Phone: 0116 497 2096

In an emergency, always call 999.