

Your guide to fire safety in flats

accessed by communal entrance

Fire safety is everyone's responsibility and we all need to do our bit to keep each other safe. It is important everyone understands the fire safety procedures, especially in blocks of flats where it is very important to always keep corridors and walkways free of obstructions.

This leaflet gives information about what to do, in the unlikely event there is a fire in your home.

- Close the door to the room where the fire is located, if it is safe to do so
- Do not stop to collect personal belongings
- If you live in sheltered accommodation, activate the nearest alarm
- Dial 999 and ask for the fire service
- Alert other people in your home
- Leave the premises and close the door behind you
- Remain at a safe distance away from the building
- Do not tackle the fire yourself
- Do not return to the building until authorised to do so
- Do not use the lift

If you live in a flat with communal areas:

Every year, the council carries out inspections of the communal areas and tests the emergency lighting, smoke alarms and heat detectors in the buildings it manages. Our housing officers also regularly check communal areas to make sure they are clear of fire hazards.

If you live in a flat with a communal area and a fire starts within your home, you should:



- Close the door to the room the fire is in and leave your flat
- Raise the alarm, dial 999 and ask for the fire service
- If there is a fire in another flat, leave by the nearest available stairwell

In the unlikely event that stairwells or corridors are smoke logged and the fire is not in your flat, stay in your flat with the door closed – if possible, call the emergency services to advise of your position.



**North
Tyneside
Council**



How you can help **avoid the risk of fire**

As a resident, you can help avoid the risk of fire by:



Checking your smoke alarms regularly



Not smoking within the communal areas of the building



Not storing flammable materials, like large amounts of paper, in your flat or communal areas



Not leaving cookers unattended when using the hob



Not blocking escape routes with bulky items



Not using deep fat frying pans



Not wedging fire doors open – they must remain closed to prevent the spread of smoke and fire



Not storing petroleum gas or paraffin

Fire risk assessment

We carry out fire risk assessments to all internal Communal areas.

If you would like a copy of the latest fire risk assessment, please contact our Housing Asset Management Team by emailing Housingassetintel@northtyneside.gov.uk



Report any changes to your circumstances affecting your mobility

If you have an illness or injury that limits your ability to move or respond, make sure you inform your Neighbourhood Housing Officer.

Don't smoke in communal areas

You can smoke in your flat, or on any balcony that is used by you or your family. YOU CANNOT smoke in any shared part of the building. This includes:

- corridors
- balconies
- stairs
- common rooms
- landings



It is against the law to smoke in these areas.

If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact Housingassetintel@northtyneside.gov.uk or call 0345 2000 102

