

## Fire precautions

### Important information: Fire precautions & emergency plan for apartment blocks

Please read carefully as death, injury & legal liability may result from failure to comply.

If you have a balcony of any type, please also read our health & safety [Balconies Guidelines](#).

### Leaseholder responsibilities & requirements

You are responsible for the following:

- Fire prevention
- Fire detection by maintaining smoke detectors according to manufacturer's instructions
- Evacuation of all people in your apartment

If you sublet the apartment you must ensure that all your tenants are familiar with and understand this information. As a requirement of your leasehold you must consider the following matters in accordance with current Fire Regulations and Guidance. Failure to follow this guidance will put the lives of yourself and others at risk.

**Alterations to your apartment:** do not make any alterations to your apartment which may reduce its ability to withstand or contain a fire, for example, drilling holes through walls.

- **Front door:** do not change or modify your front door without written permission from the managing agent, email: [info@consultpropertymanagement.co.uk](mailto:info@consultpropertymanagement.co.uk). They will give you information on the standard a new door should reach. The front door should be fire resistant for a minimum of 30 minutes. Your letterbox must be fitted with a spring to keep it closed to stop the spread of smoke.
- **Fire detection:** you must provide a sufficient amount of smoke detectors within your apartment. They must be maintained according to manufacturers' instructions. If you have a gas boiler it is prudent to have a carbon monoxide detector installed within your apartment.
- **Emergency lighting:** during a fire the lights within your apartment may fail. To help you evacuate safely you must have a maintained back-up lighting system, such as a torch kept by your front door.
- **Evacuation route:** make yourself familiar with how to escape the building and where to assemble once you are outside. You are responsible for the safe evacuation of everybody in your apartment. This information can be found on the buildings Fire Action Notice, near the main exit.

### STAY SAFE:

Please read the Fire Action Board, located on the notice board. Should you have any questions about the fire procedures please speak to your Property Manager. It is very important that the common areas are always kept clear; residents keeping pushchairs, bicycles or other equipment in these areas present a significant hazard to a safe evacuation. Should there be a fire anyone doing this may be held liable for any consequences that result.

Any equipment that blocks the halls, stairs or landings cannot be permitted or condoned under any circumstances.

## **What you can do to help with Fire Safety?**

Ensuring that every possible precaution is taken to limit the risk of fire ranks as one of the highest, if not the highest, priority at Prime Property Management.

Whilst we do as much as we can, there are certain things that everyone can do within your block to help keep everyone safe. With that in mind, what you can do to help with Fire Safety?

### **Be community minded in the communal areas**

Although it can be tempting to leave items, albeit briefly in the hallways, landings and communal areas, doing this can be hugely dangerous.

To avoid causing risk to yourself and others, here are a few points to remember:

- Please do not leave any object in the communal hallways or other enclosed areas (e.g. rubbish bags, bikes, prams etc.). Such objects impede the escape of a resident in the event of a fire. Smoke and poor visibility in the event of a fire mean that even a small object being left out in these areas could cause someone to trip.
- Please do not obstruct, wedge or leave open any fire doors in the building
- Whilst we appreciate it can be handy to prop a fire door open while you get the shopping in, the doors provide vital protection and stop a fire from spreading quickly throughout the building.
- Please don't leave anything in the way of these doors or keep them open.
- Please do not leave any flammable materials in the communal areas.
- Most things are flammable when exposed to high temperatures but some materials are more likely to accelerate the spread of a fire than others. Items such as paints, chemical cleaners and man made clothing should never be left in communal areas under any circumstances.

### **Fire safety in your property**

Ensuring that your home is protected against fire is crucial to maintaining the safety of yourself and those around you.

We recommend the following steps to keep your home safe from fire:

- If you are aware of any previous alterations within your property or if you have planned any that may affect fire safety in your property please inform us immediately.
- If any doors in your property have been or are to be replaced at any time, including your main entrance doors, please ensure only 30 minutes (FD30S) fire rated doors with closers are installed (See the attached advice note on fire resistant doors).
- Please consider and plan for the evacuation needs of vulnerable groups within your property, such as – children, pregnant women, the disabled and visually impaired, the elderly, asthmatics etc. (See the attached emergency procedures).
- Please ensure that you install and regularly test smoke detectors and ensure all internal fire doors are kept closed as required and not propped open.

- Please ensure that you are familiar with any fire action notices/evacuation instructions/ signage located within the communal areas of the building
- It is in everybody's interest to do all we can to reduce the risks to health, possible loss of life and property damage posed by fire. With your continued cooperation and general fire awareness we can keep any potential risk as low as possible.

Your on-going cooperation is appreciated.

Should you require further clarification please e-mail  
[info@consultpropertymanagement.co.uk](mailto:info@consultpropertymanagement.co.uk).

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