



IMPORTANT FIRE SAFETY INFORMATION

This leaflet contains information for residents living in Tom Collins House about how to ensure your safety in your flat, in the communal areas of your block, as well as advice on what to do in the event of a fire.

How to contact us

Opening Times: The Byker Community Trust office is open **Monday to Thursday 9:00am – 5:00pm and Friday 9:00am - 4:30pm**

Visit our office: 17 Raby Cross, Byker, Newcastle upon Tyne, NE6 2FF

Freephone: 0800 5335 442

Email: customerservices@bykerct.co.uk

Website: www.bykercommunitytrust.org



TOM COLLINS HOUSE



Byker Community Trust (BCT) is committed to putting the safety of its tenants first. This information will advise you on what action to take in the event of an emergency.

What do I do if a fire breaks out in my flat?

- Do not attempt to put the fire out.
- Leave the room where the fire is immediately, then close the door behind you.
- Alert any other people in your flat and get everybody out. Close the front door of your flat behind you.
- The sprinkler system in your flat will activate automatically.
- Your smoke detector is connected to a monitoring centre, who will contact the Fire Service.
- Leave the building by the nearest available exit and go to the fire assembly point and wait there.
- **DO NOT USE THE LIFT.**
- Do not re-enter the building until the Fire Service say it is safe to do so.

What do I do if the communal fire alarm sounds and there is no fire in my flat?

- Tom Collins House is designed to contain a fire in the area where it starts and the sprinkler system will activate automatically where the fire is located.
- If you are in your flat you should remain there unless smoke or heat affects the flat, or if you are told to leave by the Fire Service.
- Inside Tom Collins House, flat entrance doors and communal doors are fire doors fitted with intumescent smoke seals which means they will hold back the flames and smoke to allow time for the fire service to tackle a fire.
- Ensure your flat entrance door is closed.
- If you are in any doubt get out, leave the building by the nearest available exit and go to the fire assembly point and wait there.
- **DO NOT USE THE LIFT.**
- Do not re-enter the building until the Fire Service say it is safe to do so.

What is a Fire Risk Assessment?

- Since 2006 there has been a legal requirement for all properties with enclosed communal areas (which includes our blocks in Byker) to have a valid Fire Risk Assessment. These assessments ensure that our buildings are compliant with the Regulatory Reform (Fire Safety) Order 2005, and if necessary will identify work required by BCT to reduce or eliminate the risk of fire.

Can I see a copy of Tom Collins House Fire Risk Assessment?

- Yes, BCT publishes all its Fire Risk Assessments on its website. Further advice and information can be found at www.bykercommunitytrust.org
- The Tyne & Wear Fire Service also have a lot of useful safety advice on their website at www.twfire.gov.uk or you can contact them on 0191 444 1500.

What construction is Tom Collins House and what type of cladding is fitted?

- Tom Collins House is predominantly brick faced to the north east and south east elevations with the south west facing elevation being constructed of a blockwork external leaf, with single skin steel white cladding.
- There is no insulation behind the cladding and fire stopping materials have been fitted around your windows and on every floor externally.
- The cladding on Tom Collins House is fire safe and meets Building Regulation Standards.

What if I still have a question?

- Please contact BCT on 0800 533 5442, email customerservices@bykerct.co.uk or visit us at 17 Raby Cross, Byker and we will be happy to assist.



As your landlord, BCT will ensure we:

- Carry out Fire Risk Assessments to the communal areas of your block including accessing 10% of flats.
- Ensure emergency evacuation instructions and exits are identified by signage.
- Test all communal and emergency lighting in accordance with British Standards.
- Keep in good repair the structure and exterior of your flat including any communal areas.
- Ensure fire escape routes are kept free from any obstructions and carry out regular fire safety inspections to communal areas of your block.
- Use only competent people to maintain and carry out repairs for all fire safety work and ensure repairs are carried out promptly. **Please report any issues or repairs promptly by calling 0800 5335 442.**
- Ensure the fire alarm system is serviced and tested in accordance with British Standards and monitored 24 hours a day, 52 weeks a year.
- Carry out an electrical safety check of your flat every 5 years.

What do I do if I am in the communal areas of Tom Collins House and the communal fire alarm sounds?

- Do not return to your flat.
- Leave the building by the nearest available exit and go to the fire assembly point and wait there.
- **NO NOT USE THE LIFT.**
- Do not enter the building until the fire service say it is safe to do so.

What if I am trapped by the fire?

- Try and stay calm.
- The sprinkler system will automatically activate in your flat.
- Get everyone in one room, with a phone and open the window to breathe fresh air.
- Ring the Fire Service by calling **999**, or shout to alert people.
- Use bedding or clothing to block the bottom of the door to the room you are in to stop smoke getting into that room and stay together until the Fire Service arrive.

When it is safe to do so, call the Fire Service

- Upon discovering a fire and when safe to do so you should call the Fire Service - Dial **999**.
- When the operator answers ask for **FIRE**, and provide details of your address and telephone number.
- Do not end the call until the operator has repeated the address correctly.
- If you have no telephone, then call the alarm monitoring centre via your door entry handset, who will notify the Fire Service.



What if my smoke detector goes off and it is a false alarm?

- If the smoke detector activates in your flat, only your sounder will activate.
- When this happens your smoke detector automatically calls either the alarm monitoring centre or your Scheme Officer through your door entry handset and they will call you to check you are safe.
- If the call is a false alarm, you will be asked to stay on the line until the smoke detector resets and the issue completely dealt with.
- If they do not get a response from you the Fire Service will be called immediately.

How do the Fire Service get into Tom Collins House?

- Tyne & Wear Fire and Rescue Service do not need a fob to access your block. All entrance doors are fitted with a bi-lock which is a special lock that can be opened by a master key by the emergency services and will over-ride the door locking system.

What if I am blind or deaf?

- If you are blind, deaf or hard of hearing, BCT can provide specialist equipment so you can be alerted in the event of your smoke detector being activated.
- If this applies to you, please contact BCT on 0800 533 5442, email customerservices@bykerct.co.uk or visit us at 17 Raby Cross, Byker.

What if I have mobility problems and cannot use the stairs?

- You should inform your Scheme Officer. Information on tenants unable to escape via the stairs is held in the fire log book, in a fireproof box on the ground floor. Therefore the Fire Service have these detailed Personal Emergency Evacuation Plans immediately as they arrive at the block, so should evacuation be necessary they can provide assistance.

Testing your smoke detector

- You should test your smoke alarms **every** month, by pressing the test button on the alarm.
- Once a year you should gently vacuum clean the smoke alarm.
- If your smoke detector is not working please contact BCT on 0800 5335442, email customerservices@bykerct.co.uk or visit us at 17 Raby Cross, Byker.
- **It is extremely important when redecorating, NEVER paint over your sprinkler heads.**

The fire safety of your block is extremely important. In signing your Tenancy Agreement with BCT, you have agreed to:

- Not store, manufacture, dispose of or allow to accumulate within your home or in its surroundings, refuse, petrol, liquid petroleum, bottled gases such as those used in portable room heaters or other combustible substances. (section 19.4)
- Keep the interior of your home in a good and clean condition. (section 24.1)
- Keep in a good and safe condition any domestic appliances and other installations that you have brought into your home (section 24.7)
- Not obstruct or deny access to your home to inspect or carry out repairs and servicing of installations (section 27)

