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Fire Precaution Notice

It is important that you read and understand the precautions listed below, failure to do so could result in you endangering yourself and other occupants in the Residence. Your Housing Officer will answer any questions you may have concerning this notice.

Please note that action may be taken against those occupants who fail to comply with these precautions. Occupants may also be held responsible for any damage caused as a result of failing to comply with these regulations.

1. Do not interfere with any fire or safety equipment; unless it is for the purpose it was installed.
2. Familiarise yourself with the position of the fire exits, fire alarm points and fire fighting equipment. Fire instruction notices and evacuation procedures are displayed in your room and adjacent to each alarm call point. Please inform Residence Staff if these notices are missing.
3. You are responsible for ensuring the safety of any electrical equipment in your room, including plugs and wiring. The flex from your appliances must not trail in the walking area of your room and must not be hidden, particularly beneath a rug. Please speak with your Housing Officers if you would like your equipment checked by an electrician.
4. Trailing socket outlets may be used if these are limited sockets in your room. However, these must be suitably fused. These are only suitable for items such as televisions, video recorders and radios; they are not suitable for refrigerators. Additional heating appliances and irons are not allowed in rooms.
5. Before going to bed switch off electrical appliances and remove the plugs from the electrical sockets
6. Do not place combustible materials on the radiators/heaters provided in your room. Keep lights clear of all combustible materials; bulbs need air circulation to avoid overheating. Paper light shades must not be used.
7. Take care if you smoke. Do not smoke in bed, at least one fire has been caused in this way in the recent past.
8. Cooking is strictly forbidden in bedrooms.
9. Do not leave cookers unattended; turn the cooker off when you leave the kitchen. The kitchen door and all other fire doors must be closed at all times.
10. Only electrical items that have been PAT tested should be placed in communal kitchens & TV rooms. All electrical items found within communal areas not PAT tested may be removed without notice.
11. The use of candles and naked flames, including joss sticks, is strictly forbidden at all times.

Notting Hill Genesis
Atelier House
64 Pratt St, London, NW1 0DL

Phone 033 3000 3000
Email contact@genesisha.org.uk
[@TalktoGenesis](https://www.instagram.com/TalktoGenesis)



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12. Corridors and fire escapes must be kept clear at all times. Any obstructions may be removed without notice.

13. Fire doors must be kept closed at all times. Fire doors are principle means of preventing smoke, heat and flames from spreading from one area to another. If doors are not closed and in good working order they will allow products of combustion to spread quicker and render escape routes ineffective. All tenants have a responsibility to close any fire door they find propped or wedged open.

14. In the event of the fire alarm sounding you must vacate the building. You must not re-enter the building until the Fire Brigade has confirmed that it is safe to do so.

15. On hearing the fire alarm:

- Do not stop to collect personal belongings
- Leave the building via the nearest available fire exit route
- Evacuate in a calm & collected manner
- Go directly to the designated assembly point for the building
- Never ignore a fire alarm. All actuations of the fire alarm should be treated as real and you should begin evacuation of the building immediately on hearing the alarm

16. On discovering a fire in the building:

- Leave the affected area immediately and isolate the fire by closing any doors on your way out
- Do not attempt to tackle the fire yourself, unless you are absolutely sure it is safe to do so. Do not take any risks
- Call the Fire Brigade by dialling 999 via a mobile phone as soon as possible

Please sign and print your name below to confirm that you have read and understood the above items.

SIGNED:

PRINT NAME:

DATE:.....

(Tenant)

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