

Brenley Park Management Limited

Fire Risk Assessment 2023

Fire Risk Assessment (FRA) - summary

A Fire Risk Assessment is a legal requirement. Every year a Fire Risk Assessment (FRA) is undertaken at Brenley Park by a fire safety expert.

This year we have received additional recommendations in relation to:-

- Flat front doors**
- Fire doors including riser cupboard doors**
- Door mats**
- E-Scooters and E-Bikes.**

Therefore please read the entire presentation to familiarise yourself with this new information as well as a reminder of the Fire safety recommendations that are already in place at Brenley Park

Stay Put Fire Action Plan

All apartments operate on a stay put plan, this means that:

If a fire breaks out in your flat: Leave the room where the fire is straight away, then close the door. Tell everyone in your flat and get them to leave. Close the flat entrance door behind you. Do not stay behind to put the fire out. Wait outside, away from the building. Call the fire service - dial 999 or 112.

If you see or hear a fire in another part of the building: The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere. You must also leave immediately if smoke or heat affects your home, or you are told to leave by the fire service. If you are in doubt - get out.

To call the fire service: Dial 999 or 112. When the operator answers, give your telephone number and ask for fire. When the fire service reply, give the address where the fire is. Do not end the call until the fire service has repeated the address correctly.

New advice: Flat Front Doors

New regulations:

The (Fire Safety) Order 2005 includes **making sure that all fire doors – including flat entrance doors – are capable of providing adequate protection.**

For Brenley Park this includes flat front doors, riser cupboard doors and the communal entrance front doors.

Important Fire Door Information

- ▶ **Keep all fire doors closed.**
- ▶ **Doors with self-closing devices must not be tampered with.**
- ▶ **Any faults or damage to doors should be raised immediately with the door owner.**

New advice: Flat Front Doors

Fire Door Survey

A survey will be undertaken by the management company of the following:

- ▶ riser cupboard doors.
- ▶ communal entrance front doors.

If you feel you have an issue with your own flat front door please contact your Housing Officer for further advice.

New advice: Door Mats

The FRA advises the following:

The individual flats have floor mats placed in front of their entrances; however, these mats are not affixed to the floor and consequently pose a potential tripping hazard.

The recommendation received is to remove all doormats from the communal areas. Therefore, if you have a doormat in the communal area please remove this doormat as soon as possible.

New advice: E-Scooters & E-Bikes

Fires involving lithium batteries are the fastest growing fire risk in London. The Fire Brigade have issued the following advice:

Please do not keep E-Scooters & E-Bikes in the following areas.

- ▶ Communal hallways/ under stairs.
- ▶ Outside your flat front door.
- ▶ On a balcony or roof terrace (if applicable).
- ▶ In your allocated bike store.

Further information can be found on the [London Fire Brigade website](#)

Reminder advice to all residents

The FRA has recommended the following across Brenley Park.

Balconies/roof terraces - do not:

- Smoke/vape
- Use any patio heaters/sources of heat
- Cook/use barbeques of any description
- Hang fairy lights/solar lights (on or near the building)

It is imperative that there is **no smoking or BBQs** of any type on balconies or roof terraces, due to the conditions within our buildings insurance.

Gardens/ patios - do not:

- Cook/use barbeques of any description
- Smoke/Vape near the building or any flammable material such as bamboo screening
- Use any patio heaters/ sources of heat near the building or any flammable material.
- Hang any fairy lights/solar lights/ or similar product (on or near the building)

Reminder advice to all residents

In communal areas - do not

- ❑ Smoke/vape
- ❑ Leave any personal items (including doormats and shoes outside your flat front door)
- ❑ Hang any decorative object on flat front doors including Christmas wreaths/ribbons/fairy lights.
- ❑ Leave any building materials or household waste.
- ❑ Place items in the service cupboards

In your home - do not

- ❑ Undertake any hot works likely to create a spark like soldering/welding/cutting

If you are unsure contact treehouse@brenleypark.co.uk for further guidance.

Reminder advice to all residents

Advice for inside your apartment

- ❑ Regularly check your fire alarm system in your apartment (most units normally have a 10 year expiry and should be replaced every 10 years)
- ❑ Have a fire blanket in your kitchen
- ❑ Regularly clean any ductwork/cooking filters/ extractor hoods
- ❑ Keep windows closed when you go out or are going to sleep

Additional advice

- ❑ Know where your visitors are in case of an emergency
- ❑ Have correct contact details for tenants
- ❑ Share the FRA recommendations/ flat door requirements with tenants
- ❑ Only park vehicles in designated bays
- ❑ If you work from home, undertake your own Fire Risk Assessment

Additional Information

If you suspect a fire has been started deliberately this is known as arson. Report the fire and your suspicions to the London Fire Brigade immediately on 999 or 112.

Also advise Treehouse of your suspicions when it is safe to do so

treehouse@brenleypark.co.uk

London Fire Brigade

<https://www.london-fire.gov.uk/>

Free London Fire Brigade home fire safety check

<https://www.london-fire.gov.uk/safety/the-home/home-fire-safety/home-fire-safety-checker-hfsc/>

For further guidance contact treehouse@brenleypark.co.uk