


Health & Safety reminder

Steps to take in the event of a fire:

- Raise the alarm by activating a fire call point or shouting “Fire, Fire, Fire” and leave by the nearest escape route
 - On hearing the alarm leave by the nearest escape route
 - Do not delay your escape to save valuables
 - Do not attempt to investigate the fire
 - If smoke is present, crawl along the floor
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- As you vacate, only open the doors you need to
 - If you can, close doors behind you to reduce the spread of the fire
 - Before you open any doors, feel them with the back of your hand, if they are warm, don't open them
 - If you're escaping together, stay together if you can
 - Once outside and at ground level make your way to a safe point away from the building
- Once you are out, stay out, and call 999 for the fire service
 - Never go back into the building
 - If there is someone still inside, wait for the fire and rescue service to arrive
 - If you go back into the building, you will slow down the firefighters' efforts to rescue anyone else missing, as well as putting your own life in danger

Please also ensure that you notify the maintenance team if your fire door or door closers are broken or not working, and please never prop fire doors open.

We would like to issue some reminders regarding electrical safety too:

- Report all fixed electrical or supplied appliances problems to Lucy Properties ASAP
- Ensure all electrical appliances that you bring into the property are in working order and fit for purpose
- Register any appliances you purchase with the manufacturer
- Never attempt to fix any electrical problem or appliance by yourself

You should also make these visual checks:

- Ensure that plugs and sockets are not damaged
- Check that visible cables and leads are in good condition
- Check that your light fittings are not visibly damaged and that downlighters are in good working condition
- Check that you are not storing combustible materials around fireboxes, electricity meter or electrical intake.
- Don't use the top of the microwave for extra storage.
- Never trail cables under carpets or rugs.
- Never use mains-powered electrical items in bathrooms
- Switch off your electrical items when they are not in use



We advise against the use of extension cables, but if you do use them please follow these simple suggestions:

- Only use an extension lead which was bought ready-assembled
- We recommend that no extension lead be more than 4 metres long
- Only use extension leads fitted with suitably insulated connectors and plugs (never join two lengths of flexible cable by twisting the bare ends of wires together)
- Position an extension lead carefully to prevent any risk of damage
- Always check that leads, plugs and sockets are undamaged
- Always check the extension lead plug contains the correctly rated fuse for the equipment being used
- If using a cable drum extension lead, it should be completely unwound to avoid overheating
- For general use, 2-core extension leads should not be used
- Never combine multiple sockets and extension cables