



Your Ref/Eich Cyf:  
 Our Ref/Ein Cyf: Letter1/fire risk  
 Contact/Cysylltwch â:  
 Telephone/Ffon:  
 E Mail/E Bost:  
 Date/Dyddiad: 28<sup>th</sup> January 2013

Dear Resident,

**Re: FIRE SAFETY IN FLATS WITH COMMUNAL AREAS**

South Wales Fire & Rescue Service have advised that our communal areas within blocks of flats must be in compliance with the Regulatory Reform (Fire Safety) Order 2005. They have advised the Council of the measures necessary to comply with this legislation. The advice includes the requirement to undertake regular inspections of the communal area serving your home to check it is as safe as it can be and to ensure that unsafe items are removed. It is intended that these inspections will be undertaken on a weekly basis.

We do appreciate that in many communal areas some residents have made them look cosy and welcoming. However, the safety of all residents and visitors must take priority.

Following a recent inspection it was noted that there are certain items being used and stored in the area, which are considered to be a fire risk.

To meet the fire regulations and to prevent putting your life, your family members, visitors and your neighbours lives at risk, these communal areas must be a sterile area, clear of any obstruction or combustible materials. This will include rubbish, furniture, wheelie bins, carpets, curtains and any other items on landings or shared stairs which could obstruct the exit route, or promote fire spread within common escape routes.

A single door mat will be acceptable outside each flat entrance door provided it is specifically intended to be a door mat and is placed directly in front of your door. It must have a non-slip backing material, be in good condition and free from curling edges. A maximum size of width of the door x 18 inches deep is permitted and it must not be located at the top of stairs or cause a tripping hazard. Rugs, runners, carpet off cuts and carpet tiles are not acceptable.

Photographic evidence has been obtained of your communal area and I would politely request if any of the items referred to belong to you, that you remove them safely from the area within 10 days from the date of this letter, after which a further inspection will take place.

**Deputy Chief Executive / Dirprwy Brif Weithredwr:  
 Nigel Barnett ICSA, CIPD, MBA**

If none of the items belong to you then I would thank you for taking the time to read this letter and request that you note the advice given.

If you have to arrange a bulky items collection, please ensure the items are placed out for collection by 6am on the morning of the advised collection date and not before. The items must be kept dry and should be placed safely outside your home only on the day of collection to avoid any tripping hazards, blocked entrances and risks to others where there are steps.

Please also inform your housing office if you are using medical oxygen cylinders in the home. As with other services in the home, for example, domestic gas and electricity, you need to observe a few simple precautions. There are a number of hazards associated with oxygen and due care should be given to these during use and storage.

- Make sure your oxygen equipment is stored safely out of direct sunlight, well ventilated, always dry and away from heat sources.
- Don't use oxygen near naked flames, including gas and electric cookers – 3 metres is a safe distance.
- Never smoke or use electrical equipment, such as hairdryers, whilst using oxygen.

May I also remind you that in the interest of residents' safety, smoking is strictly prohibited in the communal areas and under no circumstances should any communal doors be wedged open. These doors must be kept closed at all times.

Should you require any advice regarding the contents of this letter and the removal of items that belong to you, please contact me at the above office.

Yours sincerely