

# Keeping Waterside LiveWest House safe

A home for everyone

In this guide find out all the important safety information for Waterside House (1-55), as well as some useful information about the building and how to report issues.

## What should you do in a fire?

- Raise the alarm by pressing the call point.
- Call the Fire Service by dialling 999.
- Leave the building using the nearest exit.
- Do not use the lift.
- Report to the assembly point: Car park
- Wait until you are told you can return to the building.
- **The evacuation procedure for Waterside House (1-55) is: Stay put.**



If you need help to evacuate, contact the Housing Manager for a Personal Emergency Evacuation Plan (PEEP).

## How and when we are keeping you safe

### Weekly

General building checks  
Lift checks  
Access control systems

### Monthly

Emergency lighting checks  
Service lifts  
Automatic opening vent tests

### Every three months

Inspect communal fire doors

### Every six months

Service dry risers  
Full lift service  
Fire alarm system service  
Inspect smoke and fire alarm panels

### Yearly

Fire Risk Assessment  
Service automatic opening vents  
Inspect flat entrance doors  
Service gas systems  
Check secure info box  
Inspect lighting protection system

### Every five years

Structural survey  
Internal fire compartmentation survey

## How to keep yourself safe:

- Regularly test your smoke alarms.
- Keep fire doors closed.
- Keep hallways, stairs and exits clear.
- Report damage to safety equipment.
- Use plugs and electrical items safely.
- Take care when smoking, never covering detectors.
- Help us by allowing access for safety checks and repairs.



Know the fire plan – stay put unless the fire is in your flat or you are told to leave.

## Building safety systems

- Interlinked fire detection system in communal areas and flats.
- Automatic Opening Vents (AOV) in the stairwells and corridors linked to smoke detection and manual controls.
- Emergency lighting installed throughout.
- Firefighting dry riser main.
- Premises Information Box at main entrance for Fire Service.

## Here to help with any concerns

If something doesn't seem right, get in touch with your Building Safety Customer Liaison Officer. Include in your message:

- Your name, contact details and address.
- The date you noticed the issue.
- A short description of the issue.
- Any actions already taken to keep people safe.

If the issue meets the criteria to report to the Building Safety Regulator, we will reach out to them and keep you informed.



Phone: 07702 532 476



Email: [buildingsafety@livewest.co.uk](mailto:buildingsafety@livewest.co.uk)