

Keeping Knightstone LiveWest House safe

A home for everyone

In this guide find out all the important safety information for Knightstone House, 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.
- Go to Assembly Point 1 (front of Knightstone House) or Assembly Point 2 (rear of Knightstone House).
- Wait until you are told you can return to the building.
- **The evacuation procedure for Knightstone House is: Simultaneous – all out.**

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

Regularly

Run fire drills
Inspect and maintain communal and flat fire doors
Maintain lightning protection system
Check heat and smoke detectors

Weekly

General building checks

Monthly

Emergency lighting checks
Service lifts
Automatic opening vent tests

Every six months

Test and maintain dry risers
Full LOLER lift service
Service fire alarm system

Yearly

Fire Risk Assessment
Service automatic opening vents
Service gas systems
PAT testing
Check and service fire extinguishers

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 – leave the building immediately and move to the assembly point.

Building safety systems

- Interlinked fire detection system in communal areas and flats.
- Automatic Opening Vents in the corridors linked to smoke detection and Manual Opening Vents in the stairwells.
- 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