Keeping Knightstone House safe

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?



- If the fire is in your flat or communal area, leave the building immediately by the nearest exit.
- Do not use the lift.
- Move to the assembly point in the car park.
- Call the Fire Service by dialling 999.
- If the fire is not in your flat, it is safest to remain there unless:
  - Smoke or heat is coming into your home.
  - You feel unsafe at any time.
  - The Fire & Rescue Service ask you to.
- **The evacuation procedure for Knightstone House is: Stay put.**

If you need help to evacuate, please contact your Independent Living Officer for a Residential Personal Emergency Evacuation Plan (RPEEP).

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
Full structural survey
Electrical safety checks

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

- Automatic Opening Vent (AOV) at stairhead linked to smoke detection with override controls.
- Firefighting lift.
- Premises Information Box at main entrance.
- Emergency lighting installed to BS5266-1 standard.
- Interlinked fire detection system in communal areas and flats.
- Bin store separated from escape route by two-door system.

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