# Keeping Waterside House safe

LiveWest

**In this guide find out all the important safety information for Waterside House (56-109), 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 Waterside House (56-109) is: Stay put.**

**If you need help to evacuate, please contact your Housing Officer or Homeownership Officer for a Residential Personal Emergency Evacuation Plan (RPEEP).**

## 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
Communal electrics