

November 2022

Your Health & Safety



Your Security



Think Safe, Be Safe, Keep Safe!

Safety Briefing Advice for Tenants

Director of Housing—Introduction

We take your security and health & safety (H&S) very seriously and I am sure you are aware that we visit you all regularly to specifically discuss H&S issues with you.

Since the onset of Covid H&S is more important than ever and has affected us all. Covid meant that we were unable to meet with you as normal and it is always possible that we may be unable to do so again. Therefore, this H&S

booklet is designed to assist you by giving relevant information about keeping yourself and others safe while you are living with us. Therefore, please keep this reminder in a safe place, for easy reference.



Gill Peckham
Director of Housing

So... Why is it so Important?

H&S is the responsibility of everyone. No matter where you are or what you are doing, you are all responsible for your own actions. This is especially true in the context of H&S and your security at home.

The overriding reason why this is true is that very often your actions will inevitably affect others. If you act irresponsibly, then this could lead to injury or

loss not only to yourself but those who are affected by your actions.

Finally, as responsible landlords, we want to ensure our tenants are given every opportunity to **'Think Safe'**, **'Be Safe'**, and **'Keep Safe'**. For your own sake and for that of your neighbours and friends.

Bogus Callers...

Bogus callers, may be any age, appearance, and be male or female. Their aim is to trick or worry you into letting them into your scheme and your home by making up stories. They may pose as water, electricity or gas-board workers, council staff and even the police.



You can prevent this type of crime if you take precautions to reduce the risk of becoming a victim of it by remembering the following three steps:

1. **Stop** before you open the door or answer your intercom.
2. **Check** to see if you are expecting anyone to visit or call.
3. **Always** ask the caller for identification. Remember to also check it, before letting them into your flat or the building.

Always Remember: Beware of others tail-gating and following you into your scheme!

How to reduce Trips and Falls

Accidents in the home are frequently caused by:

- Clutter causing lack of space.
- Inadequate lighting.
- Moving heavy loads.
- Rushing around.
- Fatigue.
- Dizziness caused by medication.
- Loose mats and clutter on the floor.
- Trailing cables and leads.
- Obstructions.

Look out for:

- Spills and splashes.
- Wet floors.

Finally, if you need hand rails or other aids and adaptations to live safely in your home, then please speak to us about this. We will provide, or support you to access, any reasonable adaptations you may need in your home.

Cooking—Fire Safety

Did you know that more than half of accidental fires at home are started by cooking when people are not paying attention or leave things unattended. Here are some ‘hot’ tips on cooking safely:

How to cook safely	
Take pans off the heat and turn your hob off if you are called away.	Never put anything that could catch fire on a hob and take care if wearing loose clothing.
Do not cook if you have been drinking alcohol or taking prescription drugs which make you feel drowsy.	Turn saucepans so handles don’t stick out over the edge of the hob.
Always double check the cooker is off when you have finished cooking.	Keep your oven, hob and grill clean—build-up of fat can start a fire.
Remember to keep your toaster clean and clear of crumbs.	Correctly set your toaster so that it toasts first time and never leave it unattended.

Please be especially careful when frying with oil. Chip pans should not be used. Instead, use a deep fat fryer or Oven Chips. They are far safer!



If a pan catches fire:

- **Do not move it—it will be very hot!**
- **Turn off the heat if safe to do so. Do not lean over the pan to reach the controls.**
- **Never use water on oil-based fires.**
- **GET OUT, STAY OUT and call 999.**

Electrical Appliances—Fire Safety

Electrical appliances, plugs and cables that are old or poorly wired can be a real danger. Just because there is no flame, doesn't mean there is no risk!

What to check for:

Plugs & sockets:

- Hot plugs and sockets, scorch marks, fuses that often blow, or flickering lights—are all signs of loose wiring or other problems.



- Badly wired plugs: any wires sticking out may easily come loose.
- Overloaded sockets: plugging too many appliances into one socket may lead to overheating.

Cables & leads:

- Frayed and damaged: make sure the outer cover of

power leads are in good condition. Replace if needed.

- Leads should not be where they can be tripped over. Or near water, or close to sources of heat.
- Do not run cables under carpets or rugs. They may wear through without you noticing, causing a fire hazard. Always best to position them elsewhere.

Electrical Appliances:

You should

NEVER:

- Get them wet—this includes plugs and sockets (e.g. don't put a vase of flowers on your TV).
- Leave them on at night, unless designed to be left on.
- Put anything that is made of metal or has a metallic finish or parts in a microwave.



Fire Alarm & Evacuation

Homes built by the Organisation have good fire standards. Procedures are also in place to summon help if there is a fire, and to lessen the risk of one spreading. But, to make sure that you reduce the risk to yourself from fire and know what to do if there is one, you should do the following:



Reducing your risk from fire

Familiarise yourself with the emergency evacuation arrangements for the scheme you live in.

Make sure you know where the closest emergency exit is to your flat. This will help you to evacuate quickly and safely if you need to.

Make sure that you know what to do if the fire alarm goes off, both when you are in your home, and if you are in a communal area of the scheme.

Never tamper with the self-closing mechanism on, or wedge open, any door (especially your front door). Doing so would be a breach of Fire Regulations and your tenancy.

Never tamper with (or cover over) a smoke detector either in your flat or in a communal area of the scheme.

Do not tie up or disconnect any emergency pull cords in your home. They are there to summon help and to keep you safe.

Always close a door when leaving a room. For security, also lock your front door when leaving your flat.

Never use a liquid or gas fire or one that has open electrical elements.

In Case of Fire

If you discover a fire:

- Operate the nearest fire alarm.
- Call the Fire Service at once (**Dial 999**)
- If the fire is in your flat. **GET OUT** and go to the designated evacuation point, shutting your front door behind you.

If you hear the fire alarm:

- If in a communal area—leave the building through the nearest emergency exit and go at once to the evacuation point.
- If you are in your flat, and not affected by smoke or other fumes, you may choose to either evacuate, or ‘stay put’ in your flat. However, if you do stay, keep your front door closed and **do not** leave until told by a Fire Officer or member of staff that it is safe to do so.
- You may be asked to evacuate the scheme for your safety. If you are, you **must** leave the building immediately through the nearest emergency exit closest to your flat. If this exit is unsafe, the fire service will direct you to your nearest safest escape route.

At all times:

- **Do** act quickly, safely and quietly.
- **Do not** stop to collect your personal belongings.
- **Do not** return to your flat for any reason unless told to do so by either your scheme manager or a Fire Officer.
- **Do not** use the lift (or communal stairlift—if fitted). If you are in a communal area and cannot use stairs, wait in the communal stairwell for help.

About this Booklet...

This booklet is not a definitive guide to your H&S, or indeed your security, whilst living in one of our flats. However, we hope this will be a useful tool to help you to live safely and securely in your home.

There is lots of information available about security at home and your own personal safety. Most of the advice (but not all) contained in this booklet is drawn from the following government website:

www.direct.gov.uk

This website has lots of useful information and is well worth a visit.

If you have any suggestions at all on how to improve this booklet or even more importantly, how we can improve security and H&S in your scheme, then please let us have your thoughts and suggestions. We look forward to hearing from you.

Contact Us....

If you would like to speak to us about any aspect of this booklet to tenants, please call us on: **02392 829319**

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