

Fire Safety Policy For Kenilworth Court



February 2026



Background

The Fire Safety (England) Regulations 2022 came into force on 23 January 2023. The Regulations are being introduced under Article 24 of the Regulatory Reform (Fire Safety) Order 2005 and its purpose is to implement most of those recommendations made to government in the Grenfell Tower Inquiry Phase 1 report.

The Regulations seek to improve the fire safety in blocks of flats in ways which are practical, cost effective for individual leaseholders and proportionate to the risk of fire.

Specifically, the regulations place several legal requirements on responsible persons including:

- Additional safety measures must be provided by responsible persons in multi-occupied residential buildings which are high-rise and those above 11 metres.
- Responsible persons of all multi-occupied residential premises must provide residents with fire safety information and instructions about fire doors.

Responsible persons and the new regulations

Kenilworth Court Co-ownership Housing Association (KCCHA Ltd) manage your block and ensure all fire protection systems are suitably tested and maintained. To ensure they are in scope of any of the requirements as set out in the Regulatory Reform (Fire Safety) Order 2005 & the Fire Safety (England) Regulations 2022, all blocks have had their fire risk assessments updated in 2026.

Adena Fire Safety Services Ltd are responsible for conducting the Type 1 fire risk assessments for all the blocks on site.

Adena Fire Safety Services Ltd are a BAFE SP 205 third party accredited fire risk assessment provider. All assessors are either serving or recently retired British Fire Service officers with an array of experience in carrying out technical fire safety work in the housing sector. All assessors are an individual member of at least one professional body registration scheme such as the IFE, IFSM or IFPO

All fire risk assessments are carried out in accordance with BSI and IFE best practice (PAS 79). The findings are then translated into user friendly, easy to implement, cost effective fire safety solutions. All services are conducted in accordance with BS 8674: 2025 (Fire Risk Assessor Competence)

It is the responsibility of KCCHA Ltd and all leaseholders to comply with this policy in its entirety in order that the fire safety management of your block is suitable and sufficient and in compliance with the Fire Safety Order.

Maintenance staff conduct regular inspections of the communal areas to ensure they remain free and sterile and suitably protected. Instructions for residents on what to do if a fire breaks out are displayed on each floor of every block.

However, as a resident, there are things you should do to keep yourself and others safe - the most important of which is preventing fires from starting in the first place. This guidance provides information on how to protect your home from fire and why fires start in the home. It is also important to ensure that everyone in your household is aware of the fire safety procedure in your block.

You should also help to keep escape routes clear and safe by:

- Not obstructing the communal areas, which often form the fire escape route for the block
- Not propping open fire doors in communal areas
- Not cluttering the stairs, corridors and landings with personal items or things that can set fire easily
- Not storing prams, bicycles or mobility scooters in communal areas without the permission of the landlord or agent
- Not storing flammable materials in cupboards that have electrical circuits
- Telling KCHAA Ltd if you see anything in the communal areas that does not belong there - or remove it
- Putting all rubbish in the bins provided — do not leave it lying around in the refuse
- Ensuring the self-closing device on your own front entrance door works – your door should close automatically

The fire strategy for your block is ‘Stay-Put’

Such a strategy advises residents to stay within their property unless it is their property on fire, or their property is in immediate danger from fire or smoke; or they are asked to evacuate the building by the Fire Service.

All residents must understand the evacuation strategy and know what to do in the event of fire. A stay put strategy does not stop you leaving the block if you feel unsafe and the escape route is clear.

You should be aware that there is sounding automatic fire detection and warning installed on the common stair escape route of your block. This does not extend in to your flat

Residents should call the Fire Service if the communal alarm actuates and remain in their flat if safe to do so.

Residents must be advised that if they hear the communal fire alarm sounding outside of their flat, the common escape route could already be affected by smoke. If you choose to evacuate, you should proceed with caution and only continue to outside if safe to do so. If you encounter smoke or heat, you should return to your flat immediately and call the Fire Service.

What to do if there is a fire inside your flat

If there is a fire inside your flat, you should get out, stay out and call 999:

Don't waste time investigating what's happened or rescuing valuables.

Move as quickly but as safely as you can as you exit the building.

Close doors behind you to slow down the spread of fire and smoke. Make sure your flat entrance door is fully closed when you leave your flat

What to do if there is a fire inside your block

If there is a fire in your block, you should call 999 immediately.

Purpose-built blocks of flats are built to give you some protection from fire. This means that walls, floors and doors can hold back flames and smoke for 30 to 60 minutes.

Unless you are affected by the fire or smoke, you are usually safer staying put. When you call 999, make sure you tell the operator where you are and the best way to reach you.

Plan your escape

A planned and practised escape plan is very important - find out how to plan your escape. You should know how you will escape both your flat and the building.

If you, or anyone you live with, might find it difficult to escape in an emergency, you can book a free home safety visit with the London Fire Brigade.

Cooking

Two-fifths of home fires are started by cooking accidents. Stay safe by:

- Not cooking if you have been drinking a lot of alcohol
- Not leaving children in the kitchen alone when cooking and keeping matches and saucepan handles out of reach
- Making sure saucepan handles don't stick out so they don't get knocked off the stove
- Keeping loose clothing, tea towels and cloths away from flames – they can catch fire easily
- Check toasters are clean and placed away from curtains and kitchen rolls
- Keeping the oven, hob and grill clean and in good working order – a build-up of fat and grease can start a fire
- Taking care when cooking with hot oil – it sets alight easily
- Making sure food is dry before putting it in hot oil so it doesn't splash
- Turning off the heat if oil starts to smoke – it's too hot – and leaving it to cool

What to do if a pan catches fire

- Do not take any risks - turn off the heat if it is safe to do so
- Never throw water on it
- Never tackle the fire yourself unless you are sure it is safe to do so – otherwise get out, stay out and call 999
- Best practice would be to install a fire blanket in your kitchen for use on a very small pan fire only

Electrics

3. Faulty electrics (appliances, wiring and overloaded sockets) cause around 3,700 fires in the home across the country every year.

Stay safe by:

- Trying to keep to one plug per socket - if you are using an extension lead or adapter check how many amps it can take and be careful not to overload them
- Keeping electrical appliances clean and in good working order to prevent them triggering a fire.
- Looking out for signs of dangerous or loose wiring such as scorch marks, hot plugs and sockets, flickering lights, fuses that blow or circuit-breakers that trip for no obvious reasons
- Checking and replacing any old cables and leads, especially if they are hidden from view such as behind furniture or under carpets or mats
- Keeping electrics, including leads and appliances away from water – they make a lethal combination

Heaters and electric blankets

Every day, about 2 fires are started by heaters. Stay safe by:

- Securing heaters against a wall to stop them falling over, if possible
- Keeping heaters away from curtains and furniture
- Never using heaters to dry clothes
- Making sure heaters are kept at least a metre away from materials that could easily catch fire, such as paper or curtains
- Regularly inspecting your heater for damage – if it is damaged, don't use it

You can stop electric blankets from causing a fire by:

- Storing electric blankets flat, rolled up or loosely folded to prevent damaging the internal wiring
- Unplugging blankets before you get into bed, unless it says it is safe to use all night
- Not buying second hand blankets and checking regularly for damage
- Always following the manufacturer's instruction

Candles

Every day, about 2 accidental fires are started by candles. Stay safe by:

- Never leaving lit candles unattended - put them out completely when you leave the room and at night
- Making sure candles are secured in a proper holder and away from materials that may catch fire, like curtains
- Not burning several candles close together

Cigarettes

People in the UK still die from fires caused by cigarettes. Stay safe by:

- Stubbing cigarettes out properly and throwing them away carefully - put it out, right out.
- Never smoking in bed or anywhere you might fall asleep, such as in a comfortable chair.
- Making sure your ashtray can't tip over and is made of a material that won't burn
- Never throwing hot ashes into a bin as they can easily start a fire
- Not leaving lit cigarettes, cigars or pipes lying around - they can easily fall over and start a fire
- Keeping matches and lighters out of children's reach

Smoke alarms

- Ensure there are smoke alarms on every storey of your home. For flats this is a minimum of one smoke alarm installed in the hallway of your flat
- However, it is strongly recommended that all flats are installed with Grade D: LD3 independent fire alarm systems, consisting of a mains wired interlinked smoke alarm in the hallway and a mains wired interlinked heat alarm in the kitchen. If this is not possible, then Fire Angel 10-year Pro Connected Smart Smoke and Heat alarms will suffice
- Ensure that alarms are installed on the ceiling, as central as possible, away from walls and light fittings
- Test your smoke alarms at least once every month
- Only take the batteries out when you need to replace them (i.e. when the smoke alarm starts beeping)

E-bikes and scooters.

KCCHA Ltd do not allow E-bikes or scooters to be kept in any of the flats on site. There are communal storage facilities available outside of the residential blocks.

With the above in mind, the latest advice on these items is provided below:

The prevalence of e-scooter and e-bike fires has increased. It is recommended the information below is provided to residents.

E-bikes and e-scooters use large lithium-ion batteries which can present a risk of serious fire or explosion in certain circumstances. While these can be used safely, there have been several fire incidents involving lithium-ion batteries in e-bikes and e-scooters, including in conversion kits. OPSS recommends you follow these five steps when purchasing, using or charging your e-bike or e-scooter to reduce fire risks:

- Step 1: **RESEARCH** – only BUY an e-bike, e-scooter, charger or battery from a known seller and check any product reviews
- Step 2: **READ** – always READ and FOLLOW the manufacturer's instructions for charging and using e-bikes or e-scooters
- Step 3: **CHECK** – not all e-bike or e-scooter batteries and chargers are compatible or safe when used together. Check and only USE the manufacturer's recommended battery or charger
- Step 4: **CHARGE** – always charge in a safe place without blocking exits and always UNPLUG your charger when you have finished charging
- Step 5: **NEVER** – attempt to modify or tamper with your battery

[Read further safety information on using and charging e-bikes and e-scooters from Fire England.](#)

Fire Doors

Fire-resisting doors (fire doors) are one of the most important measures to safeguard the means of escape from fire. The fire risk assessment for your block will already have identified the doors in question and determined whether the doors are adequate to resist the spread of fire and smoke into, or within, the common parts. KCCHA have already taken steps to refurbish and maintain all flat entrance doors in good order.

As with all fire safety measures, fire doors need to be kept in good working order and in good repair. Wear and tear, for example, can result in defects. The objective of the new regulations is to ensure that such defects do not materially undermine the ability of the doors to adequately prevent fire and smoke spread, whether to the extent originally designed or as verified as adequate in the most recent fire risk assessment.

The role of fire doors

In general, fire doors within a block of flats fall into four categories, namely:

- Flat entrance doors: these are particularly important, because, in blocks of flats, most fires occur within the flats themselves, and the flat entrance door prevents the spread of fire and smoke into the common parts, thereby placing other residents at risk
- Doors to stairways and lobbies (between corridors and stairways): these keep the stairways and lobbies free from fire and smoke, so that they can safely be used by residents and others who might need to leave the building during a fire, and to assist firefighters during firefighting operations
- Doors that sub-divide corridors: these are to limit the spread of fire and smoke throughout, for example, a long corridor
- Doors to plant rooms and cupboards (for example containing electrical distribution equipment) and to service risers (shafts which allow the vertical passage of cables, pipes)

Information for residents: What you need to do

Residents have an important role to play in ensuring that, if there is a fire in their flat, the flat entrance door is an effective barrier to the spread of fire and smoke into the common parts.

You must ensure that:

- Fire doors are kept shut when not in use;
- Do not tamper with any self-closing devices, on either your own front door or any fire in the common parts
- Residents should report any fault or damage immediately to KCCHAA Ltd

Routine checking of fire doors: What you need to do

The new regulations require that, if the top storey of the building is above 11m in height (typically, a building of more than four storeys) KCCHA must:

- Use best endeavours to check all flat entrance fire doors at least every 12 months; and
- Carry out checks of any fire doors in communal areas at least every 3 months.
- Accordingly, you will now have a legal duty to make your flat entrance door available for inspection once a year

In between the annual flat entrance door checks conducted, residents should ensure that their flat door remains undamaged and should check that the door closes fully into its frame when opened to any angle and allowed to close under the action of the self-closing device. A simple way to check this is to:

- Firstly, open the door fully, then let it go
- Then open the door to around 5 degrees/75mm and let it go

In both cases, the door should fully close into the frame, overcoming the resistance of any latch or friction with the floor. These checks are vital in making sure your block is safe for all residents.

FIRE SAFETY FOR RESIDENTS NOTICE

Fire is one of the biggest killers in the home. Living in a residential block of flats there is some things you should know about how to prevent fires and what to do if a fire breaks out. Please read this fire safety notice carefully.

- **Smoke alarms save lives**

- Smoke alarms must be fitted in your home. If you do not have any installed, arrange a home fire safety visit with the local Fire Brigade and they will install them for you. **This is a free service and will not cost you anything**
 - You should always test your smoke alarms on at least a monthly basis to ensure they are working properly. Never remove batteries unless you are replacing them there and then
 - A smoke alarm is a warning device that detects smoke at the earliest stages of a fire. If there is a fire in your home, it sounds a piercing alarm to warn you giving you vital extra time to escape
- Your building has been designed and built with fire safety in mind. Walls and floors between flats and the stairway escape route itself are specifically designed to resist fire and stop the spread of smoke.
 - **DO NOT** obstruct your escape route. Keep landings and the stairway itself clear of combustible materials and obstructions. The escape route from the building must remain clear and safe to use **AT ALL TIMES**
 - In the event of a fire **DO NOT USE THE LIFTS**.
 - Remember, when you share a building with other families, your safety and theirs depends on everyone co-operating with this fire safety notice
 - In your own home, don't obstruct your hallway or put portable heaters or other sources of heat there. It is the only escape route for you and your family should you need it in the event of a fire breaking out in your home
 - Try to avoid smoking, using candles and cooking with chip pans in your home
 - Have all gas fired boilers serviced every year by a gas safe registered engineer. Ensure you have a Carbon Monoxide alarm installed in the room where your gas boiler is located
 - Before going to bed switch off electrical appliances. Close all internal doors. Ensure any keys required to open front doors from the inside are readily available. Finally, have access to a landline or mobile phone from your bedroom in order that you can call the Fire Brigade from there in an emergency should you need to do so

FIRE ACTION

IF A FIRE BREAKS OUT IN YOUR FLAT:

1. **LEAVE** the room where the fire is straight away and then close the door.
2. Tell everyone in your flat and get them to leave. Close the front door of your flat behind you.
3. Do not stay behind to put the fire out.
4. **GET OUT** of the building immediately using the nearest designated escape route.
5. Wait outside, away from the building.
6. **CALL THE FIRE SERVICE**

IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING:

- The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
- **You** must leave immediately if smoke or heat affects your flat, or if you are told to by the Fire Service.
- If you are in any doubt, **get out (as long as it is safe to do so)**.

CALL THE FIRE SERVICE:

- **Dial 999**
- When the operator answers, give your telephone number and ask for **FIRE**.
- When connected to the Fire Service give them your **building address**.
- **DO NOT** end the call until the Fire Service has repeated the address correctly.