

Tenant Fire Safety Information

Brooklyn Court (1-11)

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1 Introduction

- 1.1 At Kirklees Council, we want our tenants to be as safe as they can be in their homes. This extends to many areas of our work with you, including fire safety. Your home in **Brooklyn Court (No 1-11)** is one of several buildings where we, as your landlord, are required to meet specific rules and regulations. This document gives you the information you need to understand how we are meeting our obligations, provides information in relation to fire safety specific to your building, and how we propose to address works that are required to continue to keep you safe.
- 1.2 The key legislation that we are required to meet is listed below:
 - Regulatory Reform (Fire Safety) Order 2005 (FSO)
 - The Fire Safety Act 2021
 - The Fire Safety (England) Regulations 2022
 - The Building Safety Act 2022
- 1.3 More information about this legislation is available online and can be accessed by using the QR codes or web addresses provided at the end of this document. Links to this information are also available on the Kirklees Homes & Neighbourhoods website available at [Kirklees.gov.uk/council-housing](https://kirklees.gov.uk/council-housing).
- 1.4 As your landlord we are responsible for completing a periodic Fire Risk Assessment (FRA) and completing any actions that arise from that assessment. You can see these outlined in section 3. In addition to actions that we need to complete, our contractors may also make recommendations. These could include upgrades that are not required to meet the regulations but are good practice. We will also note these in section 3.
- 1.5 In this document you will find:
 - An explanation of a Fire Risk Assessment and what it means for you
 - A table that outlines actions and recommendations for your building
 - A plan for mitigating the risks that exist whilst actions remain outstanding
 - The building evacuation plan
 - Safety advice
 - A list of people you can contact if you have any queries

2 Fire Risk Assessment (FRA)

We have a legal duty under the Fire Safety Regulations (2022) to identify and remove any risks and hazards, or to reduce these as far as possible. A Fire Risk Assessment is carried out annually on your building by an independent qualified assessor to assess the fire safety of your building. The FRA looks internally and externally at:

- **Fire hazards** – things that could start a fire.
- **People at risk** – who might be affected if a fire happens.
- **Safety measures** – what is in place to prevent fires and keep people safe (like alarms, fire doors, and escape routes).
- **Actions needed** – any actions required to make the building safer.

A copy of the full fire risk assessment for **Brooklyn Court (No. 1-11)** is available on request. Please contact HNFire@kirklees.gov.uk.

3 Fire Risk Assessment Recommendations and Action Plan

- 3.1 Where the FRA has identified actions that are needed to improve the fire safety of your building, we create an action plan to ensure that the actions are managed correctly. The actions are then risk assessed and a plan is created to ensure that the actions are completed. Where actions are not due to be completed immediately, we ensure that appropriate fire safety mitigations are in place to manage the risks and keep you safe.

Below is a table of the actions and recommendations that were identified in the last FRA for your building. This includes what actions we have taken to date and whether the action has been completed or is still required. This information is accurate as of 10/12/2025. You can find the latest position and updates on the Kirklees Homes and Neighbourhoods website.

3.2 Actions and Recommendations

Action	Action Taken To Date	Responsible Service	STATUS
Where a resident self-identifies with vulnerabilities that could impact their ability to escape in the event of a fire they should be encouraged to contact the building safety team if they require assistance. Developing a personal emergency evacuation plan (PEEP) or other fire safety advice.	The contact details for the Building Safety Team are 01484 414886 or email HNFire@kirklees.gov.uk . We are developing processes relating to PCFRAs and PEEPs, which includes securing funding and identifying dedicated resources internally.	Building Safety Team	In Progress
It is Pennington Choices Limited (PCL) recommendation that advice is sought to determine whether lightning protection is required.	Lightning protection is not required in a low-rise block. Low rise buildings fall below the height of a strike probability. It's our aspiration to install lightning protection on three storey and above buildings by March 2029.	Assets	In Progress

Action	Action Taken To Date	Responsible Service	STATUS
<p>Confirm that the secure door entry system will continue to operate in the event of a power failure or will unlock automatically. If not, an emergency override facility needs to be added.</p>	<p>Testing complete on 24/11/25.</p>	<p>Assets</p>	<p>Complete</p>
<p>The gaps noted within the communal cupboard(s) should be sealed with a suitable fire-stopping material such as an intumescent paste. The minimum period of fire resistance required is 60 minutes. Remedial works must be completed by a competent contractor.</p>	<p>A contractor will be procured to complete works.</p>	<p>Assets</p>	<p>Required</p>
<p>Management should investigate the purpose of the fire alarm system to ensure it was not installed as part of any engineered solution or compensatory feature. If it is determined the system serves no protective purpose, then it is recommended to either ensure that the alarm sound pressure measures no more than 45dB within the flats or that the system is decommissioned but left in situ in case it is ever needed.</p>	<p>Communal smoke detectors to be removed in accordance with a consistent Stay Put policy. Assigned to Property Services to undertake the works.</p>	<p>Property Services</p>	<p>In Progress</p>

Action	Action Taken To Date	Responsible Service	STATUS
<p>Management should ensure that an ongoing rolling programme of checks is in place to confirm that all flats in the building are fitted with a working smoke alarm to Grade D1 LD2 standard in accordance with BS58396:2019.</p>	<p>Detection will be upgraded a minimum of LD2 or better, identified on a risk-based evaluation, as part of a programme of works.</p>	<p>Property Services</p>	<p>Required</p>
<p>A policy that outlines items that can and cannot be stored on balconies needs to be in place and shared with tenants. This should include policy/advice on combustible storage, smoking materials and barbecues.</p>	<p>Annual fire door, balcony and fire safety leaflets specific to the building were sent to tenants on the 11 March 2025 and will be sent annually thereafter. This is also captured in the Safety in Communal Spaces policy.</p>	<p>Building Safety Team</p>	<p>In progress</p>
<p>Management should gain access to check that the cupboard door is a suitable FD30S door set or adequate notional door. The perimeter gaps noted should have remedial works carried out to ensure any gaps present are within suitable tolerances of 3-4mm (if new doors are required then this work would be unnecessary as the doors would be replaced).</p>	<p>The door is an adequate FD30S. Repairs team have adjusted to ensure gaps are within tolerance.</p>	<p>Property Services</p>	<p>Complete</p>

Action	Action Taken To Date	Responsible Service	STATUS
<p>Management should investigate or confirm that all hidden voids present within the building have adequate fire separation present within.</p>	<p>An archetypal survey is to be undertaken. Assets will arrange a contractor to undertake a find and fix model to repair any breaches found in electrical cupboards/store cupboards both communal and tenants, roof spaces and hidden voids.</p>	<p>Assets</p>	<p>Required</p>
<p>Management should educate residents on the danger of discarding cigarettes out of windows from upper floors.</p>	<p>Residents advised in-line with recommendations.</p>	<p>Neighbourhoods</p>	<p>Complete</p>
<p>Management should ensure residents are reminded of the no smoking policy in place and put any necessary measures in place if necessary to prevent smoking in the internal communal areas.</p>	<p>No smoking signage installed on 16/04/2025.</p>	<p>Neighbourhoods</p>	<p>Complete</p>
<p>The replacement composite doors within the block should be confirmed as suitable 30 minutes fire resistance. If found to be inadequate, they should be replaced with FD30s doors. All door furniture and frames should be considered as part of any checks. A new self-closing device should be installed on the sampled flat door regardless of the outcome of the check.</p>	<p>A new closer has been fitted for the sampled flat door. All doors to be upgraded as part of a programme of works.</p>	<p>Assets</p>	<p>Required</p>

4 Mitigation Strategy

4.1 Flat Fire Alarm

Each flat has its own fire alarm system that meets the required standard. This includes smoke detectors in areas that people move through (such as hallways and landings) and in rooms presenting a high fire risk (such as living rooms and kitchens), together with heat detection in kitchens where appropriate. The fire alarm system provides early warning to the residents, ensuring they can respond quickly to a developing fire.

4.2 Emergency lighting

The building has an emergency lighting system designed to ensure safe evacuation during power failures or fire emergencies. These lights brighten escape routes, stairways, and exit signs, ensuring that residents can be guided safely to the exits. The system is checked monthly to make sure these emergency lights are operational and working.

4.3 Fire Safety Inspections

Responsible officer: Caretaker

Frequency: Weekly

Focus: General environmental safety both internal and external of the building, including communal areas.

Key areas checked:

- Vehicles around the perimeter.
- Fire panel operation and review of previous faults.
- Emergency lighting system (control panel and bulbs).
- Fire exit routes are clear and hazard-free.
- Trip hazards inside the property.
- Communal fire doors operation.
- Signage condition, including Fire Safety Notice.
- Walls, glazing, bin chutes, flat doors, and dry risers.
- Record any additional actions/comments.

5 Evacuation Plan

5.1 Evacuation Strategy

The evacuation strategy for your building is 'Stay Safe'. You may also hear this called a 'Stay Put' policy. This means:

- **If there is a fire in your flat** - you should leave the flat and the building.

- **If there is a fire somewhere else in the building** - you can stay in your flat and do not have to evacuate unless directed otherwise by the fire service or you feel safer to evacuate.

5.2 Evacuation Procedure for Occupants

If a fire breaks out in your flat:

- If you are in the room where the fire is, leave straight away, together with anyone else, then close the door
- Do not stay behind to try to put the fire out
- Tell everyone else in your home about the fire and get everybody to leave
- Close all doors in your flat on the way, including the front door and leave the building
- Do not use the lift
- Call the fire service
- Wait for the fire service to arrive safely outside the building

This building is designed to contain fire and smoke in the area where the fire breaks out for a period of time.

If a fire breaks out in any other part of the building:

- Please stay within your flat unless you feel that your safety or your safe escape route is threatened.
- You must leave immediately if instructed to do so by the fire and rescue service.

You should leave immediately via a stairwell if fire or smoke affects any part of your flat. If you have any doubts or concerns, leave the building.

5.3 Persons Requiring Assistance

If you, or anyone else in your household feel that you would require assistance to evacuate the building please contact the Building Safety Team at your earliest convenience on 01484 414886 or email HNFire@kirklees.gov.uk.

6 Fire Safety Advice

To help keep you safe in your home, we have put together some simple fire safety points of advice below.

6.1 Smoke and heat alarms

- Test alarms monthly by pressing the 'Test' button

- If your alarm begins to intermittently beep (indicating low battery), or if you have concerns about your alarms, please contact [Housing Repairs](#) which is available in the My Kirklees Account. To access your housing repairs account, you will need to register or log into your My Kirklees Account. My Kirklees Account allows access to a range of services online - 24 /7 - all in one place and with one password.
- Any issues with alarms can also be reported on the following numbers:
- **8am to 6pm** - call Housing Repairs on [01484 414800](#).
- **6pm to 8am** - call Out of Hours Housing Repairs on [01484 414850](#).

6.2 Preventing fires

Cooking is the most common cause of house fires

- Never leave pans unattended, especially with oil or fat.
- Keep flammable items like cloths and packaging away from naked flames and always keep the area around the hob/oven clear.

Electrical safety

- Do not overload sockets or adapters; use only one plug per socket.
- Regularly inspect cables and plugs; discard and professionally replace any damaged ones.
- Unplug appliances at night or when not in use, except essentials like freezers.

Smoking

- Use suitable ashtrays, fully extinguish cigarettes before disposing of them.
- Don't smoke in bed.
- Do not smoke in communal areas.

Candles and air fresheners

- Place candles on stable, non-flammable holders.
- Keep away from curtains and furniture.
- Don't leave candles unattended.
- Only switch on air fresheners for a maximum 4 hours at a time

Portable heaters

- Keep at least 1m of clear space around the heater and never use them for drying clothes.
- Portable gas appliances are not permitted in your home.

Charging devices (phones, laptops, e-bikes, e-scooters, e-cigarettes)

- Use correct chargers.
- Follow manufacturer guidelines.
- Don't charge appliances overnight or on soft furnishings.
- Do not charge appliances in an escape route including hallways, landings and stairwells.

Escape planning and routine checks

- Create and practice a fire escape plan, from each room, and designate a safe meeting place.
- Keep escape routes and exits clear, and ensure keys are accessible. Spare keys are good to have in the bedroom.
- On an evening, close internal doors to slow the spread of fire and smoke. Make sure cooker and heaters are off and unplugged (except essential appliances), extinguish cigarettes and candles and unplug unnecessary electronics.

Family support and additional needs

- Teach children about fire risk, what the alarm sounds like, and emergency procedures.
- Installation of specialist alarms are available (e.g. vibrating pad for under pillow, visual aid by way of a light source). If you require any support, contact us at Resident.firesafety@kirklees.gov.uk.
- You can contact your local fire service to request a non-judgmental "Safe and Well" visit, they may be able to provide tailored advice and install free alarms www.westyorksfire.gov.uk/safe-and-well-visits.

6.3 Summary Checklist

- Test smoke/heat alarms monthly
- Cooking vigilance: stay present and keep cooking area clear from clutter
- Check cables and plugs regularly, don't overload sockets
- Unplug appliances at night (non-essentials)
- Responsibly use candle and heaters. Don't leave burning items unattended.
- Properly extinguish smoking materials
- Plan, practise, and keep escape routes clear
- Close doors, unplug appliances, and secure escape paths before bed
- Cater to children, elderly, and disabled with suitable alarms and plans
- Book a free safe & well visit from the fire service www.westyorksfire.gov.uk/safe-and-well-visits

7 Further Information

7.1 QR codes and links to further information

More information on the regulations that we are required to meet can be found by scanning the QR codes below, or using the web addresses provided.

- [Regulatory Reform \(Fire Safety\) Order 2005](#)



- [Fire Safety Act 2021](#)



- [Fire Safety \(England\) Regulations 2022](#)



- [Building Safety Act 2022](#)



8 Who you can contact

Person	Role	Contact Number	Email
Anne Hirst	Housing Officer – contact for housing management and tenancy queries	07980 784740	Anne.Hirst@kirklees.gov.uk
David Ellison	Fire Safety – contact for fire safety matters		HNFire@kirklees.gov.uk
Sabrina Hussain	Tenant Engagement Officer – contact for engagement and feedback	01484 416400	Sabrina.Hussain@kirklees.gov.uk
Customer Support	General enquiries	01484 414886	housing@kirklees.gov.uk
Repairs	Report a repair	01484 414800	Repairs can also be reported in your My Kirklees account