

Tenant Fire Safety Information

Brooklyn Court (12-22)

Publication date: February 2026

Version Number: V1

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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. 12 –22)** 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. 12–22)** 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 |

| Action | Action Taken to Date | Responsible Service | STATUS |
|--|--|---------------------|-------------|
| 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 |
| Replace the wiring in the common escape route that is currently held with plastic clips with a system that would keep the cables secure during a fire. Also check that any wiring in plastic trunking in the common areas was inspected during the electrical safety check and meets the latest safety standards to prevent cables from falling in a fire. | We acknowledge this recommendation and this will be addressed in the block's next communal rewire. | Assets | In progress |
| All loose and peeling paints should be removed. Any replacement wall or ceiling coverings should be suitably fire resisting to achieve European Class B-s3, d2 (National Class 0 cited in Building Regulations guidance prior to 2019). | To be addressed as part of scheme upgrade works. | Assets | Required |

| Action | Action Taken to Date | Responsible Service | STATUS |
|---|--|----------------------|-------------|
| If the fire alarm is to remain in the building, provide a Zone Plan of the fire alarm system, fixed to the wall adjacent to the fire alarm panel. | The communal alarm is to be removed during future works and therefore a zone plan is not required. | Assets | Complete |
| Management should confirm and ensure that adequate arrangements are in place for silencing and resetting an alarm condition. | If the communal alarm activates Kirklees Corporate Fire Team attend, silence, and reset alarm once safety is confirmed by WYFRS. | Property Services | Complete |
| 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 | 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. | Building Safety Team | In progress |
| Check a sample of the boxed-in ductwork to make sure it is properly fire-resistant and that the fire barriers behind it haven't been damaged where pipes or cables pass through. | Procured fire stopping contractor to complete the sample check | Assets | Required |

| Action | Action Taken to Date | Responsible Service | STATUS |
|---|--|----------------------|----------|
| 'No Smoking' signage should be provided in the common area. | Signage was Installed on 29/05/2025 | Building Safety Team | Complete |
| Inspect the roof space above the common areas to verify that adequate fire separation exists between the flats and the common area, and, where applicable, between individual flats. | Procured fire stopping contractor to complete the roof space compartmentation check. | Assets | Required |
| Residents should be contacted in writing to advise that the common area/escape routes should be kept free from all combustibles and/or trip hazards. A programme of regular checks should be put in place to ensure that the common area is kept clear. | Regular checks take place by both caretakers & Housing Officers. Residents have been sent letters and leaflets in March 25 on fire safety which contained fire safety related information relating to their block. | Neighbourhoods | Complete |
| The Grade A fire alarm system in the common areas needs to be designed and installed to support the Stay Put strategy. This means there should be no smoke or heat detectors and no common alarm sounders inside flats, and the noise from the common alarm system inside flats should not be louder than 45dB(A) | Communal smoke detectors to be removed in accordance with a consistent Stay Put policy. Assigned to Property Services to undertake the works. | Property Services | Required |

| 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 fire action notice advising of the 'Stay Put' evacuation policy should be provided in the common areas.</p> | <p>Notice and signage installed on 11/11/2025</p> | <p>Neighbourhoods</p> | <p>Complete</p> |
| <p>Provide a fire exit signage above the rear exit door. A "Fire Exit Keep Clear" signage should also be provided on the outside of the same exit door.</p> | <p>Assets to upgrade all doors to FD30s on a programme of works</p> | <p>Assets</p> | <p>Required</p> |

| 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. The Euro key lock on the rear gate should be replaced with an easy opening device (e.g. thumb turn) to enable the gate to be opened from the inside without the use of a key. 'Turn to Open' signage indicating the turn direction of the lock should be provided.</p> | <p>Testing completed on 24/11/25. In the event of a power failure the doors fail safe and open correctly</p> | <p>Property Services</p> | <p>Complete</p> |
| <p>All combustible items and litters should be removed from the electrical intake cupboard as soon as possible and the door kept locked.</p> | <p>Items removed by caretaker on 06/06/25</p> | <p>Neighbourhoods</p> | <p>Complete</p> |
| <p>The damage noted on the surface of flat 15 entrance door should be repaired or the door replaced as appropriate by a competent contractor.</p> | <p>Procured contractor to install new FD30s. Job for Flat 15 to be raised. Temporary repair completed with door filled with intumescent filler.</p> | <p>Assets</p> | <p>Required</p> |
| <p>Management should ensure/confirm that all flat entrance doors are 30 minute fire rated doors including being fitted with three fire rated hinges, intumescent strips and seals and a self closer.</p> | | | |

| Action | Action Taken to Date | Responsible Service | STATUS |
|--|--|---------------------|-----------------|
| <p>The ventilation grills noted should be sealed up with fire-resisting construction. The minimum period of fire resistance required is 30 minutes.</p> <p>The hole sealed with non- fire resisting material should be sealed with a suitable fire-stopping material such as an intumescent paste. The minimum period of fire resistance required is 30 minutes.</p> | <p>A fire stopping contractor has been procured to complete works.</p> | <p>Assets</p> | <p>Required</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 fire stopping contractor has been procured to complete 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 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

6.3 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.

6.4 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.

6.5 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 to 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 |