

Tenant Fire Safety Information

Swan Court

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Contents

Tenant Fire Safety Information	1
Contents	1
1 Introduction	2
2 Fire Risk Assessment (FRA).....	3
3 Fire Risk Assessment Recommendations and Action Plan.....	4
4 Mitigation Strategy.....	9
5 Evacuation plan	10
6 Fire Safety Advice	11
7 Further information.....	14
8 Who you can contact.....	15

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 **Swan Court** 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 **Swan Court** 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 10th December 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
Management should investigate and confirm if the wires/cables within the trunking is adequately supported with fire resisting fixings to prevent premature collapse and if not, then suitable supports should be installed.	We acknowledge this recommendation and this will be addressed in the block's next communal rewire.	Building Safety Team	In progress
Management should consider upgrading 'do not use lift in event of fire' signage to the current pictogram signage detailed in BS5499-5 as set out in BS5499-10 Section 4.7.	New signage will be installed to the relevant standard.	Building Safety Team	Required

Action	Action Taken to Date	Responsible Service	STATUS
Management should confirm whether the lift motor room is an independent area atop the building or part of a roof void and if part of the roof space, adequate compartmentation between flats and communal areas should be confirmed.	The lift motor room is an independent area on the top of the building and not part of roof space. Action not required.	Building Safety Team	Complete
Management should investigate and confirm if any issues are present with the common area composite door installations with the X marked in NO on the sticker. Any remedial works that may be required as a result of the investigation should be undertaken by a competent contractor.	Assets to upgrade all doors to FD30s on a programme of works.	Building Safety Team	Complete
Management should confirm that composite doors fitted to flats are suitable fire doors to FD30S standard.	Assets to upgrade all doors to FD30s on a programme of works.	Building Safety Team	Complete
Management should confirm that the door fail safes to open on power failure or that a suitable green box override is installed.	Electrical team have confirmed door fail safes are working correctly.	Building Safety Team	Complete

Action	Action Taken to Date	Responsible Service	STATUS
<p>Management should arrange for suitable repairs to be made by a competent contractor to bring the system back into working order. (This action relates to LED lights not illuminating on the emergency system)</p>	<p>Swan court is a Central Battery type system. As Central Battery Systems do not have LED indicators on them, no action is required. All 6 storey blocks with Central Battery Systems have been added to the monthly testing programme.</p>	<p>Building Safety Team</p>	<p>Complete</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>An external wall survey was undertaken and it has been recommended for this block to exercise a simultaneous evacuation strategy, which the fire alarm system installed in the block supports.</p>	<p>Building Safety Team</p>	<p>Complete</p>
<p>Management should confirm that fire safety and fire door information is provided to residents on induction and annually in accordance with Regulation 9 and 10 of the FSER. In addition, management should confirm that suitable quarterly common area door checks</p>	<p>Annual fire door information is sent to tenants alongside a copy of fire safety instructions specific to the premises. This is currently in progress with Building Safety team awaiting fire door information graphics update.</p> <p>Annual fire door, balcony and fire safety</p>	<p>Building Safety Team</p>	<p>In progress</p>

Action	Action Taken to Date	Responsible Service	STATUS
and annual flat door checks are being undertaken.	leaflets specific to the building were sent to tenants on the 11 March 2025 and are sent annually thereafter.		
Management should confirm the EWS construction details and ensure it does not pose a risk of external fire spread. This can be done via an EWS appraisal in line with PAS9980.	FRAEW surveys have now been undertaken and it has been recommended for the buildings evacuation strategy to be changed to simultaneous evacuation until the cladding and render system has been replaced/removed.	Building Safety Team	Complete
Management should investigate any services that pass between the common area and the flats to ensure that the breach is adequately sealed with suitable fire resisting materials. Works to be completed by a competent person or third-party accredited contractor.	Compartmentation survey has been completed. Identified works to be carried out.	Assets	Required
Management should investigate all hidden voids present within the building to ensure that adequate fire separation is present within.	Compartmentation survey has been completed. Identified works to be carried out.	Assets	Required
Management should have any breaches around services within these cupboards properly infilled with suitable fire rated materials. Works to be	Compartmentation survey has been completed. Identified works to be carried out.	Assets	Required

Action	Action Taken to Date	Responsible Service	STATUS
completed by a competent person or third-party accredited contractor.			
Management should gain access to the understairs cupboard and ensure that compartmentation within is suitable.	Compartmentation survey has been completed. Identified works to be carried out.	Assets	Required

4 Mitigation Strategy

4.1 Communal Fire Alarm

The building has a fire alarm system in the communal areas. This system incorporates detectors, alarm sounders, manual call points and a central control panel. Its primary function is to provide early warning if there is a fire. This is tested weekly.

As a mitigation measure, we have installed heat detectors in the hallway of each flat to provide extra protection. This ensures that if fire enters the flat entrance hallway, the detector will activate the communal fire alarm system, providing early warning to everyone in the building, and activate the individual flat's own alarm system.

4.2 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.

4.3 Dry Riser

The building is equipped with a dry riser system. This is an empty pipe system which the fire service can connect hoses to and use to tackle fires on higher floors quickly. Regular inspections and maintenance are carried out to ensure that the dry riser is secure, free from damage, and fully operational.

4.4 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.

4.5 Wayfinding signage (Floor number signage)

In line with Approved Document B (Fire Safety) of the Building Regulations 2010, wayfinding signage must be installed on all escape routes in multi-storey buildings to provide guidance during an emergency.

The building has clear signs throughout hallways and communal areas including floor numbers and flat numbers to make it easier to navigate and support safe evacuation in an emergency. They are kept visible, easy to read and in good condition and are regularly checked.

4.6 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

Following a recent external wall survey, it has been recommended that all residents adopt a simultaneous evacuation procedure as a temporary precautionary measure until essential fire safety works are completed. This strategy is intended to ensure the rapid and safe evacuation of all occupants and to facilitate effective intervention by the fire and rescue service.

In the event of a fire alarm activation, all occupants are expected to evacuate the building immediately, regardless of the fire's location. The fire alarm system has been designed to provide an audible warning throughout the premises to ensure that every resident is alerted at the same time. Clear escape routes are maintained, and all occupants should proceed without delay outside the building.

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

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

- Leave the building immediately using the nearest exit and stairwell
- Call the fire service
- Await the fire services arrival, safely outside 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](tel:01484414800).
- **6pm to 8am** - call Out of Hours Housing Repairs on [01484 414850](tel:01484414850).

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

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 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](#)

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
Kirstine Bell	Housing Officer – contact for housing management and tenancy queries	01484 414886	Kirstine.Bell@kirklees.gov.uk
David Ellison	Fire Safety – contact for fire safety matters		HNFire@kirklees.gov.uk
Pam Sandhu	Tenant Engagement Officer – contact for engagement and feedback	01484 416400	Pam.sandhu@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