

Heathfield Court (Chiswick) Limited

October 2020.

Dear Residents and Leaseholders,

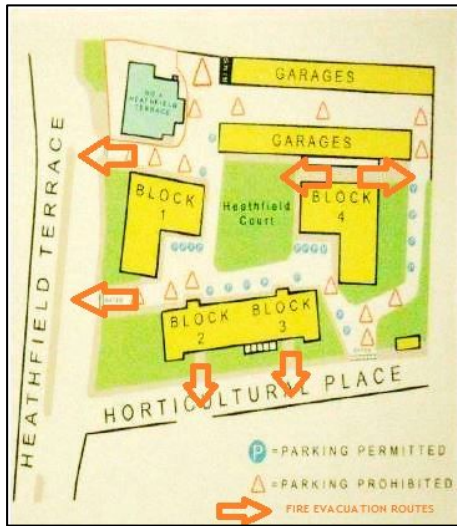
HEALTH AND SAFETY

This is a summary of the Health and Safety issues that Residents and Leaseholders should be aware of in and around Heathfield Court. The Notice Boards on the ground floor of each block also display information about important Health and Safety matters.

FIRE SAFETY

There is a system of interlinked fire and smoke alarms in all the flats and communal parts of the buildings which should give early warning of any potential fire outbreak. If the main lighting fails, a system of emergency lighting will come on.

**** HEATHFIELD COURT HAS AN EVACUATION POLICY ****



That means if the alarms go off, you should leave your flat and your building by the stairs and go to a safe place outside the Estate in Horticultural Place or Heathfield Terrace.

When you leave your flat, close your front door behind you to limit the potential spread of smoke and flames. If the alarms are activated, the main front doors to each block should be automatically unlocked.

If you discover a fire, and the alarm is not already sounding, raise the alarm by activating a



Call Point in the communal areas or by shouting Fire! Call the Fire Brigade on 999, preferably after leaving the building, and tell them there is a fire at *Heathfield Court, Heathfield Terrace, W4 4LS*.

IF A FIRE BREAKS OUT IN YOUR HOME

- Leave the room straight away, along with anyone else, and close the door.
- Tell everyone in your flat to leave the flat.
- Leave the flat and close the front door behind you.
- Do not stay behind to try to put out the fire.
- Leave the building. Do not use the lifts. The rear fire escape stairs is the safest route out of the building as they are made of metal and any rising smoke can disperse into the open air.
- Call the fire service on 999 or 112
- Stay outside away from the building and wait for the fire service to arrive.

Residents are discouraged from attempting to use a fire extinguisher to tackle a fire themselves unless the fire is still small or blocking an escape route and they feel confident in doing so. The priority should be to leave the building.

The fire alarms are tested at weekly intervals and there are occasional fire drills.

OTHER FIRE PRECAUTIONS AND ADVICE

In the common parts:

- Keep the communal hallways, staircases and landings clear of any personal items as they might cause an obstruction in the event of a fire evacuation.
- Do not smoke anywhere in the communal hallways, staircases or landings.
- If you notice anything that you think might become a fire risk report it to the Porter.

In your flat:

- Do not remove self-closing devices from any doors.
- Make sure an adequate number of smoke alarms are fitted and that they function correctly. This is a legal requirement where the flat is sub-let.
- Arrange for a qualified electrician to periodically check the electrics within your flat.
- Arrange for a Gas Safe plumber to periodically check the gas appliances and fittings within your flat. This is a legal requirement where the flat is sub-let.
- Do not leave cooking unattended and be extra vigilant when cooking with oil.
- Make sure any cigarettes are put out properly and keep matches and lighters out of the reach and sight of children.
- Make sure candles are secure and away from combustible materials.
- Do not overload electrical sockets.
- Make sure clothes are not left to dry close to electric heaters.

SECURITY

Residents should be security minded for the safety of all, not to mention the avoidance of robberies. Strangers have in the past been found using the fire escape stairs at night. Therefore, you are requested to ensure that the doors from the interior common parts to the fire escape stairs are kept properly closed at all times. These doors are not intended for every day use.

For those residents who do use the ground floor Fire Exit doors, please make sure the doors close behind you. If you neglect to do so it could present an open invitation for intruders to gain easy access to the interior of the building. Please remember it is your security and that of your neighbours.

The main doors to each block open and close automatically by using the fob outside and the green buttons inside. Do not push the doors open or closed or it might damage the mechanism. In the interests of security, check that the main doors have fully closed behind you before you move on, or intruders might 'tail-gate' into the building.

Entry-phones.

Your entry phones have a TV screen so you can see who is calling. Do not let anybody into the building unless you are certain who they are, to avoid bogus callers claiming to be delivering something, or to read meters. If you are in any doubt, do not let them in.

When you want to let a visitor in, press the button on your entry-phone for one second only. The electronic lock on the ground floor entrance door will open instantly and the doors will open automatically. If you keep pressing the buzzer after your visitor has entered the building and the door has closed, the lock will remain open and intruders could get into the building.



If you see anybody acting suspiciously around the Estate, please contact the Porter or the Police.

Here is some crime prevention advice from the Metropolitan Police:

STOP BEFORE YOU ANSWER THE DOOR

- IS THE CHAIN ON ?
- WHO IS IT ?
- WHAT DO THEY WANT ?
- CHECK THE IDENTIFICATION CAREFULLY
- IF IN DOUBT KEEP THEM OUT !

HOT WATER

The communal central heating system provides hot water to each flat. To avoid Legionnaires Disease developing in the tanks or pipework, the hot water has to be kept at a temperature of at least 60°C. That means that water coming out of your hot tap can be at a comparatively high temperature and residents should check this before they use their hot water. In particular, if nearby flats are using the hot water at the same time, water could come out of your hot tap straight away at its maximum temperature rather than 'warming up' from cold as you might expect.

If you have any questions about any of the above, contact Peter Collier at Faraday at peter.collier@faraday-property.com

HCCL Board