

About building safety



Easy Read



This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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About this booklet



This is information from Sovereign Network Group.



We are a **housing association** - an independent organisation that provides:

- Affordable homes to rent



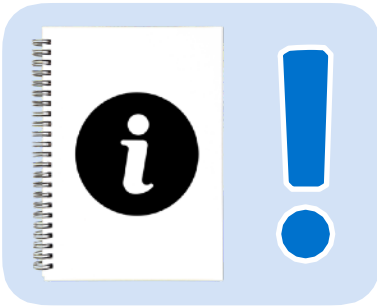
- **Part buy-part rent** homes - this is when you own part of the home, and pay rent for the rest of the home.



We are your **landlord** which means we own your home, or part of it, and you pay us rent to live in it.



As your landlord, keeping you safe is very important to us.



We will tell you some important information about fire safety in your building.



Please read this information and keep it safe.

Responsible Person



The law says that there should be a **'Responsible Person'** who is in charge of fire safety in your building.



Sovereign Network Group is our legal name and we are the **'Responsible Person'** for your building.



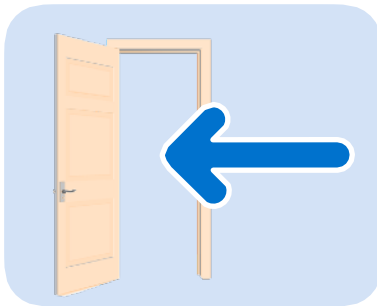
Our address is:
Sovereign House
Basing View
Basingstoke
RG21 4FA

Getting out if there is a fire

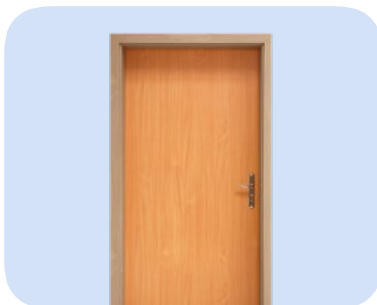


In the shared parts of your building, like near the lifts or main doors, you can find the plan of what you should do if there is a fire.

If a fire starts in your home you should:



- Leave the room where the fire is straight away.



- Close the door to the room.



- Tell everyone in your home and get them to leave.

If a fire starts in your home you should:



- Close the front door behind you when everyone is out.



- Not try to put out the fire yourself.



- Call the fire service on 999.



- Wait outside, away from the building.

To call the fire service you should:



- Call 999.



- Tell the phone operator your phone number and ask for 'fire'.



- Tell the fire service your address and where the fire is.



- Not end the phone call until the fire service has said your address back to you and they say it correctly.

Helping to keep your building safe from fire



There is a lot that you can do to help keep your family and home safe from fire.

You should:



- Keep corridors and exits clear.



- Keep other shared parts of your building clear - do not keep bikes, pushchairs, wheelchairs or scooters there.



- If you have a balcony, you should not keep anything there that could catch fire.

To help keep your building safe from fire you should also:



- Check your smoke alarms work every month.



- Keep all fire doors closed - do not hold them open with anything.



- Not try to change or do anything to fire doors or door fittings.



- Tell us if the fire doors are broken so we can fix them.

To help keep your building safe from fire you should also:



- Check with us before you do any DIY in your home.



- Not use the lift in your building if the fire alarm is going off.



If you think you would not be able to leave your home in an emergency because of your disability, please tell us so we can give you advice.



Please ring us on 0300 5000 926 or go to our website for more information about building and fire safety: www.sng.org.uk/safety



You can also scan this QR code with the camera on your phone to go to the website.

If you are worried about fire safety



You can call us on 0300 5000 926 if you are worried about fire safety in your building.

What we do to keep your building safe

We check the fire safety in your building to make sure everything works, like:



- Smoke alarms.



- Fire doors.



- **Fire Action Notices** - these tell you what to do and where to go if there is a fire.



- Emergency lighting.

We also check things like:



- Fire alarm systems.



- Signs.



- Fire exits.

We also check that we have good systems in place to:



- Stop fires happening.



- Help people report fires.



If your building is over 11 metres high (about 5 floors high), we will check all of the fire doors in the shared areas every 3 months.



If your building is over 11 metres high, every year we will check the front doors to flats, so please let us in to do this when we ask.

Fire Risk Assessments



Fire Risk Assessments are where we check any risks of fire in your building.



We do this regularly and make changes to your building if we need to.



If you have any questions about Fire Risk Assessments, or would like a copy of the latest one for your building, you can contact us by:

- Phone: 0300 5000 926



- Email: FRAteam@sovereign.org.uk



Thank you for your support with keeping your building safe.

Sovereign Network Group is charitable.

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