

## Paraffin Stoves & Bottled Gas Heaters

It is not allowed to use heaters fired by paraffin or liquid petroleum gas. This is not permitted in your home. You may not store paraffin, liquid petroleum gas or any flammable substances in the house or in any of the common parts of your home.

## Buildings and Contents Insurance

We have a comprehensive Buildings Insurance Policy covering our property and the fixtures and fittings in your home. It does not cover your possessions, your decoration, your furniture, or any alterations you have made to your home. It does not cover anything in the garden, including any plants, sheds, and garages or parking areas you have provided. You must insure these items.

We recommend that all tenants have contents insurance to replace their possessions if they are lost or damaged through fire, water damage or theft. We can provide details of a low cost Policy. Please ask us for more information. If you are thinking about taking out Contents Insurance, make sure your decoration is covered.

## Heating safety checks

We will check your heating system to make sure it is safe.

Gas Heating - Every year.

Electrical Heating - Every five years as part of our electric periodic inspection programme.

The 5-yearly inspection and testing of the electrical system in your home is vital to ensure it remains safe and is undertaken to all homes regardless of heating type.

Ochil View Housing Association Ltd.,  
Registered Office: Ochil House, Marshill,  
Alloa, Clackmannanshire FK10 1AB.

General Enquiries: 01259 722899  
Email: [customerservices@ochilviewha.co.uk](mailto:customerservices@ochilviewha.co.uk)  
Web: [www.ochilviewha.co.uk](http://www.ochilviewha.co.uk)

Honorary President: Jennifer, Lady Balfour of Burleigh, Chairperson: Margaret Baxter,  
Chief Executive and Company Secretary: Anne Smith, MA CA

Ochil View Housing Association Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014 and with the Scottish Housing Regulator No HAL 213  
Ochil View Housing Association Limited is a recognised Scottish Charity No. SC033130  
Property Factor Reference PF000367

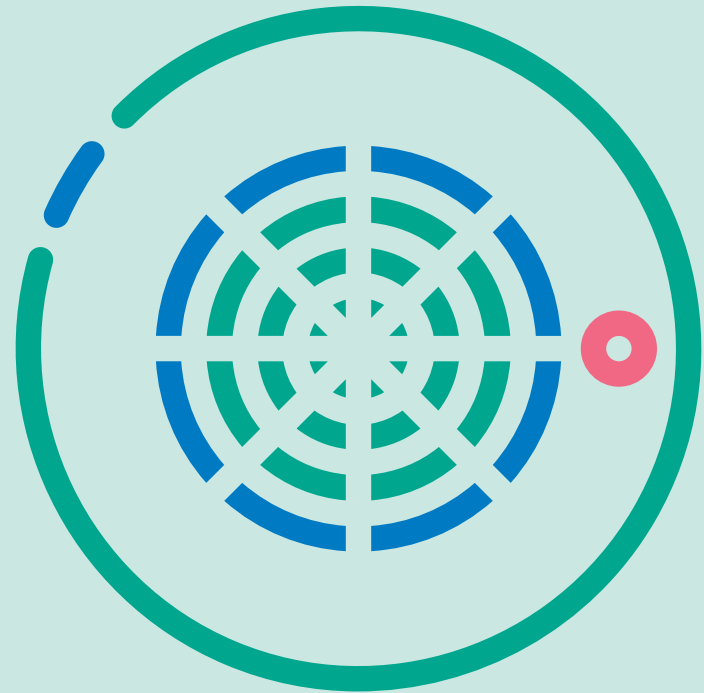


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# Fire Safety in your Home



**OCHIL VIEW**  
— Housing Association Ltd. —

## Fire safety

Here are some reminders about how to reduce the risk of fire in your home

Smoking causes many fires.

- Never leave a lit cigarette or pipe unattended.
- Empty ashtrays regularly.
- Furniture can catch light and give off deadly smoke and fumes.
- Never smoke in bed.
- Make sure pipes or cigarettes are out before going to bed at night.
- Don't leave lit candles unattended.

Chip pans are one of the most common causes of fire in the home.

- Never fill a pan more than one-third full of fat or oil.
- Never leave the pan unattended when the heat is switched on.
- If the pan does catch fire do not move it and never throw water on it.
- Turn off the heat if it is safe to do so.
- Call the fire brigade.
- Contact Ochil View if the fire has damaged your home.

Many fires in the home start at night. Make sure you have a bedtime fire safety routine to help keep your home and family safe. Here are a few simple things which you should do every night.

- Unplug all electrical appliances not designed to stay on.
- Make sure no cigarettes are still burning.
- Before emptying ashtrays make sure the contents are cold.
- Switch off portable heaters.
- Close the doors of all unoccupied rooms.

If you live in a flat, the common stairwell is your escape route so please keep it free of any items, rubbish or equipment. We regularly inspect these areas and will ask for items to be removed if they are blocking the fire exit or may remove them ourselves.

## Electrical Appliances

Here are some reminders about using electricity safely in your home

- Switch off electrical appliances when they are not in use – unless they are intended to be left on.
- Do not pull plugs from sockets by pulling the cable.
- Do not overload sockets.
- Plug only one appliance into each socket.
- Always make sure your plugs and adaptors have the right fuse for the appliance you are using.
- If you are not sure, check with an approved electrician.

And do not forget to check wiring in your electrical plugs, they should be wired as follows: -

**Brown** - Live    **Blue** - Neutral    **Yellow/Green** - Earth

## Light Bulbs

Light bulbs will “blow” at the end of their life. This may cause the fuse in the plug to blow, or the “fuse box” to switch off. Cheaper brands of bulb may have a shorter life. Use brands from reputable suppliers. Low-energy bulbs may be more expensive, but they have a longer life and will be better value. They help to reduce your energy bills, protect the environment and save money.

## Smoke Alarms

We have provided smoke alarms in all our houses and these should be hard wired smoke detectors with a battery back up in case there are any power cuts. Test your detectors every month by pressing the test button. If any do not work, let us know. Never try to tamper with any alarm or remove the built-in battery.

Never try to disconnect your alarm, move it or paint it.

If you have fitted your own smoke detector, we will not maintain, repair or replace it.

## Fire check doors

Some houses have doors that have self-closing devices. This is usually between the kitchen and the living room. This is a fire safety measure. Do not remove or deactivate the self closer. Do not wedge these doors open.