

A SAFE AND SECURE HOME

This leaflet gives you some advice and information about securing and maintaining your home, and being prepared for emergencies. You need to know where the gas, electricity and water supplies come into your home and how to turn them off in an emergency. Please tell us about any emergencies that have occurred in your home as soon as you can.

Gas If you think you can smell gas, please call Transco (formerly British Gas) immediately. You will find their number under 'Gas' in the telephone directory or the operator will tell you the number. If you smell gas:

- Do not smoke or light a match
- Do not turn on light switches or electrical equipment
- Open doors and windows to disperse the gas
- Check if the gas appliance has been left on unlit, or if the pilot light has gone out
- Turn off the gas supply at the meter if possible
- Leave the property and alert your neighbours

Electricity Please note the following advice:

- Never run an electrical appliance from a light socket
- Do not run wiring under carpets or rugs
- Check flexes regularly for wear and tear
- Make sure plugs are wired correctly and fitted with the correct fuse.
- Always follow the manufacturer's instructions Do not overload power sockets
- Never take electrical appliances into the bathroom
- Switch off and unplug appliances when not in use
- Use a circuit breaker when operating electrical equipment outside

Water The water supply can be turned off by turning the mains stop tap clockwise. Check it every six months to make sure you can turn it on and off. It is very important to take precautions against burst pipes during winter. If you go away from your home for a short period and there is risk of frost, leave your heating on a low setting. If you are going away for a longer period, drain down your system and switch off your boiler/immersion heater. Alternatively you could ask a friend, relative or neighbour to operate it for you.

Fires Always be fire conscious and take the following precautions:

- Fit a smoke alarm and check it regularly
- Extinguish cigarettes carefully
- Never leave children alone in the home
- Never leave chip pans unattended
- Do not obstruct access ways which could be used as emergency exits
- Do not store inflammable products in your home,
- Keep doors closed
- Make sure you switch off and unplug all electrical appliances not being used
- Have a nightly checklist before you go to bed

Crime Prevention

Do not make things easy for burglars!

- Lock all doors and windows when you go out
- Leave a light on in a room when you are out for the evening and close the curtains
- If you are away for a longer period use an automatic time switch for lamps, and ask a neighbour or friend to check your home
- Join or start a Neighbourhood Watch scheme
- Cancel papers and milk and other regular deliveries when you are away
- If you witness our property being vandalised, please contact the police and let us know

Insurance

The Trust has insured the structure of your home, but not your possessions. You are strongly advised to insure your possessions and any article you are responsible for, under a home contents policy with a reputable insurance company. This will usually cover you against theft or damage by fire, flood, storm, accident or other disaster (see separate leaflet – Householder's Insurance).

The Trust has details of a scheme run by the National Housing Federation. If you would like details, please contact the office and ask for a "My Home" leaflet.

Security Entrance Doors

Security entrance doors are fitted to some blocks. They are fitted to stop unwanted callers to individual properties. These doors must be kept closed at all times and must **NOT** be propped open for any reason.