

## **FIRE SAFETY POLICY FOR EXETER CITY COUNCIL HOUSING PROPERTIES**

### **Introduction**

Each year throughout the country fire not only kills people but costs thousands of pounds in terms of the damage that it causes. This policy will set out how Exeter City Council (ECC) will identify and then reduce and manage the fire risks within its accommodation.

This policy will mainly apply to common areas of flats and those other areas identified under the Regulatory Reform (Fire Safety) Order 2005 (FSO). This policy will establish a set of standards that the authority will work towards meeting to ensure the safety of its tenants. It is acknowledged that this policy cannot just be delivered by the authority alone and that the cooperation and agreement of its residents is central to its success.

### **Background**

#### **Regulations**

The major piece of legislation is the Regulatory Reform (Fire Safety) Order 2005 which places a duty on the nominated 'responsible person' to take general fire precautions to ensure, as far as reasonably practicable, the safety of the people on the premises (which in the authorities position not only include residents but also residents families, visitors, contractors and employees). The major obligation within these regulations is that the responsible person must ensure that a fire risk assessment is carried out to identify the general fire precautions that exist and other measures to comply with the FSO. Although this requirement only applies to the common parts of premises, in practice, the responsible person will need to take account, where appropriate, of the entire premises, which in the Council's case will include the individual residential flats within each block of flats.

#### **Responsible person**

The FSO places specific duties on the responsible person. This person can be defined in the social housing context as the person having control over the fire safety provision and maintenance to the premises. The specific duties include:

- Ensuring that a fire risk assessment is carried out to identify the general fire precautions required within the premises;
- Once these precautions have been identified and put into place, a suitable system of maintenance must be established;
- Carrying out a systematic review of the policy and procedures;

- Ensuring that clear and relevant information is given to residents in relevant accommodation on what to do in the event of a fire.

The responsible person for Exeter City Council is the Head of Housing Services.

### Fire Risk Assessments

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the fire risk assessment (FRA) are:

- Identify the fire hazards.
- To reduce the risks of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the premises if a fire does start.

There are five steps to carrying out a risk assessment:

1. Identify the fire hazards.
2. Identify the people at risk.
3. Evaluate, remove, reduce and protect from risk.
4. Record, plan and inform or train.
5. Review.

ECC has 361 blocks of flats that require a FRA to be carried out. The majority of these reports have now been produced by an external consultant, with the results being reported directly to the Housing Repairs and Technical Services Manager. The RATSM is responsible for undertaking any immediate actions, with the remainder being fed into an overall action plan.

### **Fire standards to be achieved**

The following statements on standards will set out how ECC intends to comply with its duties under the FSO. These standards will apply to all the relevant housing stock apart from:

- Rennes House, Vaughan Road, Exeter, and
- Faraday House, Grendon Road, Exeter.

The above blocks are excluded as they are deemed as 'complex' in nature and as such they are subject to their own higher standards than are set out here. Further details can be found in the Fire Safety logbooks found at both of these sites.

### Portfolio scoring

To identify those blocks which may be at a higher risk than others the Council has developed a portfolio scoring system based on the following elements:

- Height of the block.
- Nature of accommodation – general needs or sheltered.
- Number of occupants in block.
- If the block already contains some risk reductions features i.e. fire doors, fire alarms, emergency lighting.

The blocks with the highest scores will be deemed as highest risk and thus become the Council's top priority as regards the necessary work being carried out to reduce the fire risk. A full list of the scores can be found in **Appendix 1**.

### Evacuation procedures

Residents will be advised that if a fire is discovered they should vacate the building closing all doors behind them, especially the front door, to a point of safety and contact the fire service. In buildings with a Fire Warning System this should be as soon as the fire alarm has been raised and in buildings with no such system this will be when the occupant becomes aware of the fire. The building should only be evacuated if it is safe to do so. If tenants find their exit route blocked by the fire then they should retire to the furthest point away from it, contact the fire service and await rescue. Tenants should not re-enter the building until they have been told it is safe to do so.

Evacuation advice will be given to new tenants at sign-up and will be reinforced with information held on the website and in the tenant's handbook.

ECC does not operate a stay put policy in any of its relevant properties, although it does accept that in some circumstances where the resident has reduced mobility due to age or infirmity, this may pose a high risk. However, none of its buildings satisfy the following criteria that would make such a policy acceptable:

- The building meets an approved standard of construction, i.e. The Building Regulation, British Standard 5588 Part:1 1990 or CP3.
- An approved fire alarm is provided throughout and is properly maintained.
- An acceptable fire safety management procedure is provided and affirmed in writing.
- There are suitable training arrangements in place for staff and residents and a record of such is kept.

### Common areas

The Council acknowledges that in ideal circumstances all common areas to flats should be free from all obstacles and goods. However it acknowledges that these areas are often used by tenants who store certain items because they either have a lack of storage within their own flats or they want to improve the general environment of the flats. Because of these issues it has been agreed that we will develop a policy of allowing storage of certain 'non flammable' items in designated 'safe areas' within each block of flats. These safe areas will typically be away from exit routes so that they do not hamper resident's evacuation.

The list of items that will be either allowed or excluded in communal areas can be found in **Appendix 2**. This list should not be considered as exhaustive and the Councils decision is final on any item that it does not consider appropriate.

One of the main issues for the Estate Officers is the storage of rubbish and re-cycled materials in designated bins that have been issued by the Council. In order to remove these from each block alternative storage arrangements may be required and this may have to be provided on a phased basis.

The 'safe areas' within each block will be designated by the local Estate Officer as the Council rolls out a programme of more intensive management of these areas over the next few years. Extensive consultation will be undertaken with residents in each block of flats with a view to agreeing and signing a formal 'Neighbourhood Agreement' between the Council as landlord, and the residents. The agreement will set out what can and can't be stored, where the designated areas are and the roles and responsibility of both parties in ensuring the agreement is enforced. New tenants to the block will be asked to sign the agreement prior to them taking up the tenancy.

No smoking will be allowed in the common areas and arrangements will be made for the relevant prohibition signs to be fitted.

Any storage cupboards that open out onto the staircase should also be kept clear of any items that are likely to burn, including electrical appliances. The Council will look at the cost of replacing the storage cupboard doors at the same time the flat doors are being changed to see if additional fire protection can be gained.

Regular inspections will be carried out of the common areas (in line with the Neighbourhood Agreement) to ensure they are being kept free of obstacles and flammable items. In addition to this whenever housing staff are visiting blocks of flats (for whatever reason) they will be expected to identify any breaches and either request the relevant resident to remove the item or to liaise with the respective Estate Officer.

#### Automatic fire detection

The presence of a suitable, properly installed and maintained automatic fire detection system will alert occupiers to the presence of a fire in its early stages. It is also important that tenants in blocks of flats with this type of equipment report any faults as soon as possible.

ECC will install automatic fire detection systems in accordance with the recommendations of BS 5839: part 6. There will be different grades of systems depending on the risk the premises present.

Type of premises	Grade of system	Description
Properties of more than two storeys	Grade A LD2 in common areas	A system of electrically controlled smoke and/or heat detectors which are linked to a control panel.

Properties of less than two storeys	Grade D LD2 in common areas	A system of interconnected smoke alarms (with battery back up)
Individual units	Grade D LD2	Same as above but will not be connected to those in the common areas.

### Doors

All doors that open onto a common escape route will be to FD30 standard which will provide 30 minute fire protection. Currently the number of properties that meet this standard within our stock is limited. However, the Council is currently using the portfolio scoring system to establish a programme of works that should start in 2010/11. This programme has been identified within the Housing Asset Management Strategy and a budget made available within the capital programme.

As it is not possible for UPVc doors to meet the required standards, where present, these doors should be removed when works in the blocks are being undertaken and replaced with doors to the required standard.

All final exit doors from premises will be fitted with locks/catches which can be opened by the occupiers from the inside without the use of a removable key.

### Emergency lighting

If a fire occurs, people will be escaping in haste and possibly in a state of distress or panic. With this in mind, the staircase and escape route must be adequately lit.

In most of the Council's blocks of flats the conventional lighting provided should be adequate but this will have to be determined at the time of the risk assessment. In situations where the escape route is complex or not enough natural or borrowed light is provided then emergency lighting will be provided.

### Fire Fighting Equipment

Extinguishers – Although extinguishers can be useful in restricting the development of small fires, because of the associated problems of maintenance and discharges through malice or horseplay and the need to train residents in their use if provided, the Council deems that it is not appropriate that they are fitted to the common areas.

Fire blankets – Once again blankets can be used to restrict the development of small fires. The issue of their use is not so complex as those associated with fire extinguishers. The Council therefore considers it to be good practice that they be fitted. The ideal time to do this would be when kitchens are being refurbished or at time of other major works to the blocks.

Automatic water suppression systems – Although the use of these systems are growing in domestic premises, it is not considered appropriate that these should be installed in the majority of our blocks, although they may be used in specific conditions as highlighted in the risk assessment.

## Signage

In the majority of blocks the exit routes are not deemed as complex. Where there is only one staircase and there is no potential for confusion regarding the direction of travel to the exit, then no exit signage will be provided as standard, although it will be provided if identified as required by the risk assessment.

When upgraded to the relevant standard all fire doors will be marked as appropriate and this will include flat doors and any other cupboard or store doors.

## Maintenance

When any fire warning systems, fire doors or emergency lighting are fitted or installed, it is important that they are properly tested and maintained. It is critical that to prove such tests are carried out and that maintenance records are maintained and stored at a single point. Ideally this would be on site but in most circumstances this is not practical, so the documents will be held at the Civic Centre. The records will be held with the responsible person and will be available on demand.

It is anticipated that a central point for logbooks will be created, so that these individual maintenance records can be stored. The logbooks will hold the following information:

- Details of all daily, weekly, monthly and yearly tests.
- Evacuation procedure.
- Site details of emergency shut off points for gas and electricity.
- Training records.
- Details of the responsible person.
- Copy of the fire risk assessment.

## Training

Unlike premises such as workplaces where there is a requirement to carry out training on what to do in the event of a fire, the exit routes in the relevant blocks are deemed as straight forward. It is therefore not considered necessary or practical to carry out specific fire evacuation training. Fire drills will be practiced at Rennes House and Faraday House at 6 monthly intervals.

Where extinguishers are provided training will be given to staff on their use and records kept in the site logbook on what training has been completed.

## APPENDIX 1 – Portfolio Scoring results

Address	Storeys	Score
FLS 1 - 16 98 SIDWELL STREET	5	37
1 - 2C BRIDESPRING ROAD	4	32
29 - 30C MARYPOLE WALK	4	32
31 - 32C MARYPOLE WALK	4	32
1 - 4C PROSPECT PLACE	4	32
5 - 8C PROSPECT PLACE	4	32
9 - 18A PROSPECT PLACE	4	32
116B - 121D SIDWELL STREET	4	32
143A - 152C SIDWELL STREET	4	32
48A - 49C SOUTH STREET	4	32
2 - 20C SOUTHGATE	4	32
1 - 4C THORNBERRY AVENUE	4	32
5 - 8C THORNBERRY AVENUE	4	32
1 - 7C WATERGATE	4	32
1 - 2C WYNFORD ROAD	4	32
3 - 4C WYNFORD ROAD	4	32
5 - 6C WYNFORD ROAD	4	32
7 - 8C WYNFORD ROAD	4	32
9 - 10C WYNFORD ROAD	4	32
15 - 16C WYNFORD ROAD	4	32
17 - 18C WYNFORD ROAD	4	32
19 - 20C WYNFORD ROAD	4	32
21 - 22C WYNFORD ROAD	4	32
7 - 11 KING WILLIAM STREET	3	32
1-27 CARPENTER CLOSE	3	31
97 - 109B LONGBROOK STREET	3	31
1 - 2B ALLHALLOWS COURT	3	26
4 - 5B ANNE CLOSE	3	26
6 - 7B ANNE CLOSE	3	26
80 - 87 BARTHOLOMEW ST WEST	3	26
88 - 95 BARTHOLOMEW ST WEST	3	26
96 - 103 BARTHOLOMEW ST WEST	3	26
104 - 108 BARTHOLOMEW ST WEST	3	26
105 - 109 BARTHOLOMEW ST WEST	3	26
110 - 117 BARTHOLOMEW ST WEST	3	26
118 - 125 BARTHOLOMEW ST WEST	3	26
74 - 76B BEACON LANE	3	26
102 - 104B BEACON LANE	3	26
106 - 108B BEACON LANE	3	26
110 - 112B BEACON LANE	3	26
1 - 11 BLACKTHORN CRESCENT	3	26
13 - 23 BLACKTHORN CRESCENT	3	26
26 - 36 BLACKTHORN CRESCENT	3	26
38 - 48 BLACKTHORN CRESCENT	3	26
109 - 111B BROADWAY	3	26
113 - 115B BROADWAY	3	26
9 - 11B BROOK CLOSE	3	26

13 - 15B BROOK CLOSE	3	26
10 - 12B BROOK CLOSE	3	26
14 - 16B BROOK CLOSE	3	26
25 - 27B BROOKWAY	3	26
123 - 125B BURNTHOUSE LANE	3	26
127 - 129B BURNTHOUSE LANE	3	26
158 - 160B BURNTHOUSE LANE	3	26
162 - 164B BURNTHOUSE LANE	3	26
1B CARDERS COURT	3	26
2B CARDERS CORT	3	26
5B CARDERS COURT	3	26
2 - 4B CLIFTON STREET	3	26
6 - 8B CLIFTON STREET	3	26
112 - 113B COWICK STREET	3	26
114 - 115B COWICK STREET	3	26
1B DARWIN COURT	3	26
5 - 6D EAST JOHN WALK	3	26
68 - 70B EAST WONFORD HILL	3	26
72 - 74B EAST WONFORD HILL	3	26
76 - 76E EAST WONFORD HILL	3	26
78 - 80B EAST WONFORD HILL	3	26
82 - 84B EAST WONFORD HILL	3	26
93 - 95B EAST WONFORD HILL	3	26
17A - 17B FULLERS COURT	3	26
26 - 26B FULLERS COURT	3	26
22A - 22D GLASSHOUSE LANE	3	26
66 - 68B GLASSHOUSE LANE	3	26
70 - 72B GLASSHOUSE LANE	3	26
10 - 11B GOLDSMITH ST	3	26
12 - 13B GOLDSMITH ST	3	26
14 - 15B GOLDSMITH ST	3	26
16 - 17B GOLDSMITH ST	3	26
1 - 2B GREENVIEW CT	3	26
1 - 3B HAMLIN GARDENS	3	26
49 - 51B HAMLIN GARDENS	3	26
76 - 78B HAMLIN GARDENS	3	26
80 - 82B HAMLIN GARDENS	3	26
88 - 90B HAMLIN GARDENS	3	26
92 - 94B HAMLIN GARDENS	3	26
96 - 98B HAMLIN GARDENS	3	26
100 - 102B HAMLIN GARDENS	3	26
12 - 14B HEADLAND CRESCENT	3	26
16 - 18B HEADLAND CRESCENT	3	26
20 - 22B HEADLAND CRESCENT	3	26
59 - 61B HEADLAND CRESCENT	3	26
63 - 65B HEADLAND CRESCENT	3	26
67 - 69B HEADLAND CRESCENT	3	26
71 - 73B HEADLAND CRESCENT	3	26
75 - 77B HEADLAND CRESCENT	3	26
79 - 81B HEADLAND CRESCENT	3	26
59 - 61B HIGHER BARLEY MOUNT	3	26
80 - 82B HILL BARTON LANE	3	26
12 - 14B HILL BARTON LANE	3	26
16 - 18B HILL BARTON LANE	3	26



9 - 10B HILL RISE	3	26
11 - 12B HILL RISE	3	26
30 - 32B HILLYFIELD ROAD	3	26
34 - 36B HILLYFIELD ROAD	3	26
42 - 44B HILLYFIELD ROAD	3	26
46 - 48B HILLYFIELD ROAD	3	26
74 - 75B HOLLOWAY STREET	3	26
76 - 77B HOLLOWAY STREET	3	26
2 - 4B KING ARTHURS ROAD	3	26
6 - 8B KING ARTHURS ROAD	3	26
10 - 12B KING ARTHURS ROAD	3	26
22 - 24B KING ARTHURS ROAD	3	26
26 - 28B KING ARTHURS ROAD	3	26
29 - 31B KING ARTHURS ROAD	3	26
33 - 35B KING ARTHURS ROAD	3	26
37 - 39B KING ARTHURS ROAD	3	26
88 - 90B KING ARTHURS ROAD	3	26
92B KING ARTHURS ROAD	3	26
100 KING ARTHURS ROAD	3	26
102 - 104B KING ARTHURS ROAD	3	26
13 - 18 KING STREET	3	26
19 - 27 KING STREET	3	26
32 - 34B LANCELOT ROAD	3	26
3 - 5B LEGION WAY	3	26
7 - 9B LEGION WAY	3	26
11 - 13B LEGION WAY	3	26
15 - 17B LEGION WAY	3	26
7 - 8B LEYPARK CLOSE	3	26
9 - 10B LEYPARK CLOSE	3	26
11 - 12B LEYPARK CLOSE	3	26
1 - 3B LEYPARK ROAD	3	26
5 - 7B LEYPARK ROAD	3	26
30 - 32B LLOYDS CRESCENT	3	26
45 - 47B LLOYDS CRESCENT	3	26
49 - 51B LLOYDS CRESCENT	3	26
46 - 48B LLOYDS CRESCENT	3	26
56 - 58B LLOYDS CRESCENT	3	26
60 - 62B LLOYDS CRESCENT	3	26
64 - 66B LLOYDS CRESCENT	3	26
68 - 70B LLOYDS CRESCENT	3	26
72 - 74B LLOYDS CRESCENT	3	26
54 - 56B MERLIN CRESCENT	3	26
67 - 69B MERLIN CRESCENT	3	26
87 - 89B MERLIN CRESCENT	3	26
91 - 93B MERLIN CRESCENT	3	26
95 - 97B MERLIN CRESCENT	3	26
1 - 3B NEWTOWN CLOSE	3	26
4 - 4B NEWTOWN CLOSE	3	26
5 - 6B NEWTOWN CLOSE	3	26
7 - 9B NEWTOWN CLOSE	3	26
9 - 10B NORTH LAWN COURT	3	26
15 - 17A NORTH LAWN COURT	3	26
44 - 46B PELLINORE ROAD	3	26
48 - 50B PELLINORE ROAD	3	26

23 - 25B REDHILLS CLOSE	3	26
1 - 2B REDLANDS CLOSE	3	26
3 - 4B REDLANDS CLOSE	3	26
5 - 6B REDLANDS CLOSE	3	26
57 - 59B RIFFORD ROAD	3	26
61 - 63B RIFFORD ROAD	3	26
65 - 67B RIFFORD ROAD	3	26
69 - 71B RIFFORD ROAD	3	26
73 - 75B RIFFORD ROAD	3	26
77 - 79B RIFFORD ROAD	3	26
81 - 83B RIFFORD ROAD	3	26
9 - 11B SALTERS ROAD	3	26
1 - 3B SANDFORD WALK	3	26
5 - 7B SANDFORD WALK	3	26
30 - 46B SERGE COURT	3	26
1 - 2B ST MATTHEWS CLOSE	3	26
3 - 4B ST MATTHEWS CLOSE	3	26
5 - 6B ST MATTHEWS CLOSE	3	26
7 - 8B ST MATTHEWS CLOSE	3	26
1 - 2B STRATTON COURT	3	26
202 - 204B SWEETBRIER LANE	3	26
206 - 208B SWEETBRIER LANE	3	26
198 - 200B SWEETBRIER LANE	3	26
50 - 62A TEAZLE COURT	3	26
9 - 10B THORNBERRY AVENUE	3	26
11 - 12B THORNBERRY AVENUE	3	26
13 - 14B THORNBERRY AVENUE	3	26
15 - 16B THORNBERRY AVENUE	3	26
5 - 6B TOR CLOSE	3	26
7 - 8B TOR CLOSE	3	26
9 - 10B TOR CLOSE	3	26
7 - 8B TRISTAN CLOSE	3	26
9 - 10B TRISTAN CLOSE	3	26
11 - 12B TRISTAN CLOSE	3	26
2 - 4B WAYSIDE CRESCENT	3	26
6 - 8B WAYSIDE CRESCENT	3	26
10 - 12B WAYSIDE CRESCENT	3	26
14 - 16B WAYSIDE CRESCENT	3	26
18 - 20B WAYSIDE CRESCENT	3	26
38 - 40B WHIPTON BARTON ROAD	3	26
32 - 44B WHIPTON BARTON ROAD	3	26
70 - 72B WHIPTON BARTON ROAD	3	26
74 - 76B WHIPTON BARTON ROAD	3	26
78 - 80B WHIPTON BARTON ROAD	3	26
82 - 84B WHIPTON BARTON ROAD	3	26
28 - 30B WOODWATER LANE	3	26
32 - 34B WOODWATER LANE	3	26
36 - 38B WOODWATER LANE	3	26
40 - 42B WOODWATER LANE	3	26
44 - 46B WOODWATER LANE	3	26
48 - 50B WOODWATER LANE	3	26
11 - 13 EXE STREET	3	25
18 - 20 EXE STREET	3	25
2 - 11 FLOWERPOT LANE	3	25

19 - 30 FLOWERPOT LANE	3	25
7 - 19 NELSON CLOSE	2	25
26 - 37 NELSON CLOSE	2	25
30 - 31A RUSSETT AVENUE	2	25
45 - 49A RUSSETT AVENUE	2	25
32 - 44A RUSSETT AVENUE	2	25
2 - 4A ABBEVILLE CLOSE	2	24
6 - 8A ABBEVILLE CLOSE	2	24
10 - 12A ABBEVILLE CLOSE	2	24
14 - 14A ABBEVILLE CLOSE	2	24
16 - 22A ABBEVILLE CLOSE	2	24
11 - 22 ALDENS ROAD	2	24
23 - 38 ALDENS ROAD	2	24
1 - 20 AMERSHAM COURT	2	24
30 - 41A BODLEY CLOSE	2	24
11 - 16 GLOBEFIELD	2	24
17 - 22 GLOBEFIELD	2	24
23 - 35 GLOBEFIELD	2	24
116 - 126A HAMLIN GARDENS	2	24
128 - 128A HAMLIN GARDENS	2	24
130 - 136A HAMLIN GARDENS	2	24
138 - 140A HAMLIN GARDENS	2	24
63 - 65 WEAVERS COURT	2	24
9 - 11A ABBEVILLE CLOSE	2	20
17 - 19A ABBEVILLE CLOSE	2	20
13 - 15A ABBEVILLE CLOSE	2	20
21 - 23A ABBEVILLE CLOSE	2	20
38 - 40A ABBEVILLE CLOSE	2	20
24 - 26A ABBEVILLE CLOSE	2	20
7 - 10A ALBERT STREET	2	20
3 - 6A ALBERT STREET	2	20
13 - 16 ALFORD CLOSE	2	20
1 - 6A ALFORD CRESCENT	2	20
7 - 10A ALFORD CRESCENT	2	20
11 - 14A ALFORD CRESCENT	2	20
15 - 18A ALFORD CRESCENT	2	20
3 - 7 ALLHALLOWS COURT	2	20
21 - 22A ASHLEIGH CLOSE	2	20
23 - 24A ASHLEIGH CLOSE	2	20
34 - 38 BARTHOLOMEW ST EAST	2	20
78 - 88A BEACON LANE	2	20
90A - 100A BEACON LANE	2	20
14 - 16A BELVEDERE CLOSE	2	20
59 - 61B BIRCHY BARTON HILL	2	20
64 - 66A BIRCHY BARTON HILL	2	20
74A - 76A BIRCHY BARTON HILL	2	20
84 - 94A BIRCHY BARTON HILL	2	20
131 - 137 BIRCHY BARTON HILL	2	20
29 - 35 BLACKTHORN CRESCENT	2	20
37 - 43 BLACKTHORN CRESCENT	2	20
45 - 51 BLACKTHORN CRESCENT	2	20
35 - 38 BONVILLE CLOSE	2	20
27 - 30 BONVILLE CLOSE	2	20
78 - 84 BOVEMOORS LANE	2	20

1 - 3A BRAMLEY AVENUE	2	20
5 - 11A BRAMLEY AVENUE	2	20
4 - 4A BRIAR CRESCENT	2	20
19 - 19A BRIAR CRESCENT	2	20
3A - 4A BRIDESPRING ROAD	2	20
1 - 7 BROOKWAY	2	20
9 - 15 BROOKWAY	2	20
8 - 14 BROOKWAY	2	20
17 - 23 BROOKWAY	2	20
24 - 30 BROOKWAY	2	20
25 - 28 BURNS AVENUE	2	20
14 - 14A BURNTHOUSE LANE	2	20
18 - 20A BURNTHOUSE LANE	2	20
22 - 24A BURNTHOUSE LANE	2	20
25 - 25A BURNTHOUSE LANE	2	20
37 - 39A BURNTHOUSE LANE	2	20
38 - 40A BURNTHOUSE LANE	2	20
41 - 41A BURNTHOUSE LANE	2	20
49 - 51A BURNTHOUSE LANE	2	20
50 - 52A BURNTHOUSE LANE	2	20
53 - 53A BURNTHOUSE LANE	2	20
54 - 54A BURNTHOUSE LANE	2	20
57 - 59A BURNTHOUSE LANE	2	20
66 - 66A BURNTHOUSE LANE	2	20
67 - 67A BURNTHOUSE LANE	2	20
69 - 71A BURNTHOUSE LANE	2	20
89 - 89A BURNTHOUSE LANE	2	20
93 - 93A BURNTHOUSE LANE	2	20
97 - 99A BURNTHOUSE LANE	2	20
131 - 141A BURNTHOUSE LANE	2	20
166 - 168A BURNTHOUSE LANE	2	20
75 - 78 BUTTS ROAD	2	20
8 - 10A CALTHORPE ROAD	2	20
4 - 6A CALTHORPE ROAD	2	20
6 - 7A CARDERS COURT	2	20
1 - 2A CARLYON CLOSE	2	20
3 - 4A CARLYON CLOSE	2	20
5 - 6A CARLYON CLOSE	2	20
7 - 8A CARLYON CLOSE	2	20
9 - 10A CARLYON CLOSE	2	20
11 - 12A CARLYON CLOSE	2	20
13 - 14A CARLYON CLOSE	2	20
8 - 8C CHARNLEY AVENUE	2	20
10 - 10C CHARNLEY AVENUE	2	20
12 - 12C CHARNLEY AVENUE	2	20
22 - 24C CHARNLEY AVENUE	2	20
26 - 28C CHARNLEY AVENUE	2	20
2 - 2A CHESTNUT AVENUE	2	20
4 - 6A CHESTNUT AVENUE	2	20
8 - 10A CHESTNUT AVENUE	2	20
55 - 57A CHESTNUT AVENUE	2	20
59 - 61A CHESTNUT AVENUE	2	20
63 - 65A CHESTNUT AVENUE	2	20
67 - 69A CHESTNUT AVENUE	2	20

202 - 208A CHESTNUT AVENUE	2	20
210 - 222A CHESTNUT AVENUE	2	20
1 - 2A CHURCH PATH LANE	2	20
13A - 13B CHURCH STREET	2	20
46 - 49 CLIFTON ROAD	2	20
50 - 53 CLIFTON ROAD	2	20
5 - 7A CLIFTON STREET	2	20
9 - 11A CLIFTON STREET	2	20
26 - 28A CORONATION ROAD	2	20
116A - 119A COWICK STREET	2	20
1 - 5A DARWIN COURT	2	20
6 - 8 DARWIN COURT	2	20
9 - 10A DARWIN COURT	2	20
11 - 12A DARWIN COURT	2	20
13 - 14A DARWIN COURT	2	20
1 - 4A DURHAM CLOSE	2	20
9 - 11A DYERS COURT	2	20
8 - 10A EAST JOHN WALK	2	20
20 - 22A EAST JOHN WALK	2	20
24 - 26A EAST JOHN WALK	2	20
97-99B EAST WONFORD HILL	2	20
16 - 18A ELAINE CLOSE	2	20
17 - 19A ELAINE CLOSE	2	20
20 - 22A ELAINE CLOSE	2	20
21 - 23A ELAINE CLOSE	2	20
24 - 26A ELAINE CLOSE	2	20
25 - 27A ELAINE CLOSE	2	20
29 - 31A ELAINE CLOSE	2	20
42 - 44A ELAINE CLOSE	2	20
7 - 8A ENDFIELD CLOSE	2	20
40 - 41 EXE STREET	2	20
12 - 12A FULLERS COURT	2	20
13 - 13A FULLERS COURT	2	20
18 - 21B FULLERS COURT	2	20
22 - 23B FULLERS COURT	2	20
24 - 25A FULLERS COURT	2	20
27 - 29A GABRIELS COURT	2	20
10 - 15A GALAHAD CLOSE	2	20
6 - 9A GALAHAD CLOSE	2	20
36 - 50A GLASSHOUSE LANE	2	20
1 - 7A GREEN LANE	2	20
9 - 13A GREEN LANE	2	20
14 - 19A GREENWAY	2	20
1 - 11A HACCOMBE CLOSE	2	20
2 - 4A HACCOMBE CLOSE	2	20
6 - 8A HACCOMBE CLOSE	2	20
13 - 23A HACCOMBE CLOSE	2	20
2 - 4A HAMLIN GARDENS	2	20
6 - 8A HAMLIN GARDENS	2	20
10 - 12A HAMLIN GARDENS	2	20
14 - 16A HAMLIN GARDENS	2	20
18 - 24A HAMLIN GARDENS	2	20
26 - 32A HAMLIN GARDENS	2	20
84 - 86B HAMLIN GARDENS	2	20

24 - 30 HEADLAND CRESCENT	2	20
38 - 44A HIGHER BARLEY MOUNT	2	20
30 - 36A HIGHER BARLEY MOUNT	2	20
46 - 56A HIGHER BARLEY MOUNT	2	20
1 - 4A JAMES COURT	2	20
16 - 19 KENT CLOSE	2	20
11A - 11D LAKESIDE AVENUE	2	20
12A - 12D LAKESIDE AVENUE	2	20
15A - 15D LAKESIDE AVENUE	2	20
2 - 4A LANCELOT ROAD	2	20
16 - 18A LANCELOT ROAD	2	20
20 - 22A LANCELOT ROAD	2	20
35 - 37A LANCELOT ROAD	2	20
54 - 56A LANCELOT ROAD	2	20
64 - 66A LANCELOT ROAD	2	20
102 - 112A LANCELOT ROAD	2	20
114 - 124A LANCELOT ROAD	2	20
126 - 136A LANCELOT ROAD	2	20
1 - 2A LLOYDS COURT	2	20
48 - 50C MANSTON ROAD	2	20
48 - 50A MARGARET ROAD	2	20
30 - 32A MERLIN CRESCENT	2	20
36 - 38A MERLIN CRESCENT	2	20
48 - 50A MERLIN CRESCENT	2	20
73 - 75A MERLIN CRESCENT	2	20
28A - 30B MINCINGLAKE ROAD	2	20
204 - 206A MINCINGLAKE ROAD	2	20
1 - 6A MODRED CLOSE	2	20
27A - 27D MOUNT WEAR SQUARE	2	20
28A - 28D MOUNT WEAR SQUARE	2	20
29A - 29D MOUNT WEAR SQUARE	2	20
30A - 30D MOUNT WEAR SQUARE	2	20
31A - 31D MOUNT WEAR SQUARE	2	20
32A - 32D MOUNT WEAR SQUARE	2	20
33A - 33D MOUNT WEAR SQUARE	2	20
34A - 34D MOUNT WEAR SQUARE	2	20
1 - 4A MULBERRY CLOSE	2	20
37A - 37D NEWPORT ROAD	2	20
51A - 51D NEWPORT ROAD	2	20
1 - 4A NORTH LAWN COURT	2	20
5 - 8A NORTH LAWN COURT	2	20
11 - 14A NORTH LAWN COURT	2	20
18 - 20A NORTH LAWN COURT	2	20
70 - 72A OKEHAMPTON ROAD	2	20
1 - 5A PARR CLOSE	2	20
6 - 7A PARR CLOSE	2	20
8 - 11A PARR CLOSE	2	20
38 - 41A PARR STREET	2	20
27 - 41A PELLINORE ROAD	2	20
2 - 8A PRESCOT ROAD	2	20
10 - 16A PRESCOT ROAD	2	20
18 - 24A PRESCOT ROAD	2	20
44 - 45A PRINCE CHARLES ROAD	2	20
49 - 51A PRINCE CHARLES ROAD	2	20

71 - 72A PRINCE CHARLES ROAD	2	20
73 - 74A PRINCE CHARLES ROAD	2	20
2 - 4A RIBSTON AVENUE	2	20
29 - 29A RIFFORD ROAD	2	20
3A - 3D RIVERMEAD ROAD	2	20
1 - 2A RIVER VIEW	2	20
1 - 2A ROYSTON COURT	2	20
3 - 4A ROYSTON COURT	2	20
5 - 6A ROYSTON COURT	2	20
7 - 8A ROYSTON COURT	2	20
47 - 49A SHEARMAN COURT	2	20
FLS 1 - 4 101 SIDWELL STREET	2	20
5 - 6A STOKE HILL CRESCENT	2	20
13 - 14A STOKE HILL CRESCENT	2	20
1 - 6 SWAN MAISONETTES	2	20
30 - 33A SYCAMORE CLOSE	2	20
4 - 5 TABERNACLE COURT	2	20
1 - 1C TAUNTON CLOSE	2	20
3 - 9A TAUNTON CLOSE	2	20
17 - 18A TRISTAN CLOSE	2	20
23 - 24A TRISTAN CLOSE	2	20
7 - 9A WAYSIDE CRESCENT	2	20
11 - 13A WAYSIDE CRESCENT	2	20
69A - 69D WEAR BARTON ROAD	2	20
22 - 23A WEIRFIELD ROAD	2	20
27 - 28A WEIRFIELD ROAD	2	20
29 - 30A WEIRFIELD ROAD	2	20
87 - 101A WELLINGTON ROAD	2	20
63 - 69A WELLINGTON ROAD	2	20
1 - 2A WILLINGS	2	20
122 - 124A WONFORD STREET	2	20
114 - 116A WONFORD STREET	2	20
52 - 56A WOODWATER LANE	2	20
24A - 34A GLASSHOUSE LANE	2	19
1 - 6 WEIRFIELD HOUSE	2	19

## Appendix 2 – Items within communal areas

### STORAGE OF ITEMS IN MARKED 'SAFE AREAS'

<u>PERMITTED</u>	<u>NOT PERMITTED</u>
Pot plants	Furniture
Bicycles	Furnishings
Pushchairs and prams	Textiles
	Mobility scooters
	Bedding
	Clothing
	Curtains
	Doormats
	Carpets
	Any flammable liquid
	Any accumulations of unwanted mail, waste paper, cardboard, newspapers and magazines.
	Any gas containers
	Recycling containers
	Decorations for seasonal and religious occasions
	Electrical appliances