

PROTECTING YOUR PERSONAL DATA AND PRIVACY

The Brigade is committed to using personal data in a responsible and transparent way. WE will ensure that we protect your privacy and comply with data protection law. In most cases we collect, process and store personal information because we have a legal duty to do so (which may be explicit or implied) or because it forms part of a contract with you. We will also share personal information with other trusted organisations if they can help to keep you safe, or if they process information on our behalf, or if we are required by law.

TO FIND OUT MORE ABOUT DATA PROTECTION AND PRIVACY

We make the detailed information about data protection and privacy available to you through 'Privacy Notices' which we publish in full on our website. Each notice has information about your privacy rights, which include how you can access the data we hold, and how, in some situations, you can stop us from processing the data or have it corrected or deleted. If you want to know more about data protection in the LFB or if you would like a full copy of any of our Privacy Notices you can:

- Visit: www.london-fire.gov.uk/privacy
- Email: informationaccess@london-fire.gov.uk
- Telephone: [REDACTED] ext [REDACTED] and talk to a member of our Information Access Team
- Write to: Data Protection Officer, London Fire Brigade, 169 Union Street, London, SE1 0LL

	Name (Please Print)	Signature	Date (dd/mm/yy)
Resident			
Officer			

Home Fire Safety Visit Form

ID:

The London Fire Brigade has offered to carry out a fire safety visit in your home to help you reduce the chances of a fire occurring there. This will involve looking at various rooms in your home and advising you on safe practices. You will also be given advice on what to do if a fire does occur, so that you and any other persons can escape quickly and safely. Where considered necessary, the Brigade will also offer to install a smoke alarm(s) in your home.

PLEASE READ THIS FORM AND ENSURE THAT YOU UNDERSTAND IT BEFORE YOU SIGN IT.

Agreement

This agreement exists between you and the London Fire Commissioner. The London Fire Commissioner is the head of the London Fire Brigade ("Brigade") and is the fire and rescue authority for London.

WHAT ARE YOU AGREEING TOO?

By signing this form, you are agreeing that:

1. The Brigade can enter your property and carry out a home fire safety visit.
2. The Brigade can provide you with fire safety advice, safe living information and install smoke alarm(s) where we think they will be best placed to keep you safe.
3. The Brigade are not liable for any expense, cost, liability, loss, claim, damage or demands of any kind as a result of carrying out this visit, unless this results from negligence, breach of contract, misrepresentation or otherwise by the Brigade.
4. The Brigade are not responsible for any accident happening, injuries suffered, or for any damage to the property or for any loss or damage to any personal property as a direct or indirect result of the home fire safety visit and/or the installation of any smoke alarm(s).
5. Any risk reduction measures carried out by the Brigade does not imply that the property is safe for occupation.
6. This visit does not affect the Commissioner's, or the local authority's right to take future enforcement action in respect of the property, if required.
7. The Brigade may contact you about this visit either to provide further safety interventions or to assess the effectiveness of its services.

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Resident			
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Home Fire Safety Visit Form

ID Visit Date

Name

Address
("the Premises")

Telephone

Password

Other Info

Visit Start Time (hh:mm) Visit Finish Time (hh:mm)

Dwelling Type

Purpose Built Flat	<input type="checkbox"/>	Converted Flat	<input type="checkbox"/>	Terraced House	<input type="checkbox"/>
Semi-Detached House	<input type="checkbox"/>	Detached House	<input type="checkbox"/>	Other (Caravan, Mobile Home, Boat)	<input type="checkbox"/>

PERSONAL AND SENSITIVE DATA

I do not wish to complete the Disability section (please tick) ☐

Disability of occupants

No. of smoke alarms for blind / visually impaired	
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supplied during the visit (Model, Installed, Provided, Declined)

Serious outstanding risks identified (Y/N)?

☐

Ensure you complete the other side of this form before you leave the premises.

Summary

Please indicate (by circling) the guidance notes you referred to when carrying out the assessment

1	2	3	4	5	6	7	8	9
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Aide-memoire

Ensure a HFSV Indemnity Form is completed before conducting the assessment and that an indemnity form is completed for smoke alarm(s) supplied. In each room of the house find answers to the following questions and provide guidance as appropriate.

Subject / Question	Answer	Action
1.Smoking -does anyone ever smoke in the property?		
Are there a sufficient number of deep suitable ashtrays provided?		
Is there evidence of careless use of smoking materials eg burns to carpets or furniture?		
2. Hot fat and Kitchen Safety		
Do you cook with hot oil?		
Do you ever leave cooking unattended?		
3. Candle Safety		
Do you use candles for any reason?		
4. Portable Heating Safety		
Do you use portable heating?		
5. Fireplace Safety		
Is there an open fire in the room?		

6. Electrical Safety		
Is there any evidence of overloaded electrical sockets or adaptors?		
Do any electrical flexes appear to be in a dangerous condition?		
7. Detection and Warning		
Is there at least one smoke alarm in the home?		
Are all existing smoke alarms working and sited correctly?		
Is the smoke alarm tested every week?		
Does the occupier change the battery every year or when required?		
Is the alarm suitable for the person living in the premises? eg a deaf person will require a special alarm.		
Was a smoke alarm provided by LFB?		
8. Escape		
Does the occupier have an escape plan?		
Has the occupier practised the plan in the last 6 months?		
Does everyone know what to do if a fire breaks out?		
9. Before Bed Routine		
Does the occupier have a night time routine?		
Do any of the occupants have mobility difficulties?		
Is the escape route clear and can it be used by all occupiers?		
General		
Does the room contain any unexpected risks to firefighters eg cylinders or dialysis machines?		
Having spoken about fire risks with the Brigade, do you know of anyone who may be at risk from fire?		

Ensure you complete the other side of this form before you leave the premises.

